

# MUNICIPAL MAYOR'S OFFICE



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## ISSUANCE OF MAYOR'S CLEARANCE

<b>Office or Division</b>	MUNICIPAL MAYOR'S OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Barangay Clearance			Concern Barangay Hall of the Client	
2. Official Receipt from Treasurer's Officer			Municipal Treasurer's Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the receiving clerk at the Mayor's Office	Receive and review if complete and duly signed  Instruct the client to proceed to the Treasurer's Office to pay the Mayor's Clearance Fee	None	5 minutes	Charlotte Maluya Job Order
2. Pay the Mayor's Clearance Fee	Receive payment and issue the receipt	130.00	5 minutes	Metodio Punay/ Ferdinand Monsales Rev. Coll. Clerk II
3. Present receipt at the Mayor's Office	Encode and prepare the clearance for Mayor's Signature	None	1 day	Charlotte Maluya Job Order
4. Receive the Mayor's Clearance	Get the duplicate copy, record and release the clearance	None	3 minutes	Charlotte Maluya Job Order
<b>TOTAL:</b>		<b>Php 130.00</b>	<b>1 day and 13 Minutes</b>	



## ISSUANCE OF MAYOR'S PERMIT

<b>Office or Division</b>	MUNICIPAL MAYOR'S OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C , G2B			
<b>Who may avail</b>	Businessmen, Peddlers, Functionaries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Requesting Party		
2. Barangay Clearance		Concern Barangay Hall of the Client		
3. Official Receipt from Treasurer's Officer		Municipal Treasurer's Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the receiving clerk at the Mayor's Office	Receive and review if complete and duly signed  Instruct the client to proceed to the Treasurer's Office to pay the Mayor's Permit Fee	None	5 minutes	Mary Rose Benaro Casual
2. Pay the Mayor's Permit Fee	Receive payment and issue the receipt	c/o Treasurer's Office	5 minutes	Metodio Punay Ferdinand Monsales Rev. Coll. Clerk II
3. Present receipt at the Mayor's Office	Encode and prepare the permit for Mayor's Signature	None	1 day	Evangeline Pepito Admin Aide I
4. Receive the Mayor's Permit	Get the duplicate copy, record and release the permit	None	3 minutes	Evangeline Pepito Admin Aide I
<b>TOTAL:</b>			<b>1 day and 13 Minutes</b>	



## ISSUANCE OF MAYOR'S BUSINESS PERMIT(OLD and NEW)

<b>Office or Division</b>	MUNICIPAL MAYOR'S OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B			
<b>Who may avail</b>	Businessmen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Business Application		Office of the Mayor		
2. Barangay Clearance		Concern Barangay Hall of the Client		
3. Community Tax Certificate		Municipal Treasurer's Office		
4. Assessment and Official Receipt from Treasurer's Officer		Municipal Treasurer's Office		
5. Environmental Certificate of Inspection		Mun. Environment and Natural Resources Office		
6. Medical Certificate		Rural Health Office		
7. Sanitary Permit		Rural Health Office		
8. Fire Safety Inspection Certificate		Bureau of Fire Protection		
9. Approved Building Permit		Municipal Engineering's Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the receiving clerk at the Mayor's Office	Receive and review if complete and duly signed  Instruct the client to proceed to the Treasurer's Office to pay the business permit fee	c/o Treasurer's Office	10 minutes	Evangeline Pepito Admin Aide I
2. Pay the Business Permit	Receive payment and issue the receipt	c/o Treasurer's office	5 minutes	Metodio Punay Ferdinand Monsales Rev. Coll. Clerk II
3. Present the receipt	Print business permit	c/o Treasurer's office	5 minutes	Nenita Mantos Admin. Aide I
4. Present Business Permit at the Mayor's Office	Mayor's Permit for Mayor's Signature	None	1 day	Janice Ann N. Dublin Executive Assistant II
5. Receive the Business Permit	Record and release the permit	None	3 minutes	Evangeline Pepito Admin Aide I
<b>TOTAL:</b>		<b>Php</b>	<b>1 day and 20 Minutes</b>	



## CONSULTATION, SEEKING OF ADVICE & OTHER OFFICIAL TRANSACTION WITH THE MAYOR

<b>Office or Division</b>		MUNICIPAL MAYOR'S OFFICE		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2C		
<b>Who may avail</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Visitor's Pass		Office of the Mayor		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client asks for an appointment with the Mayor	Entertain and interview client	None	5 minutes	Mary Rose Benaro Casual
2. Client fills up visitors pass	Executive Secretary gives the visitors pass to the Mayor	None	1 minute	Mary Rose Benaro Casual
3. Client to wait for his/her time to see the Mayor	Inform the Mayor of the visitor and purpose	None	15 minutes	Janice Ann N. Dublin Exe. Asst. II
	Instruct client to enter/see the Mayor	None		Janice Ann N. Dublin Exe. Asst. II
<b>TOTAL:</b>			<b>21 Minutes</b>	



## SCHEDULING OF THE CIVIL WEDDING

<b>Office or Division</b>	MUNICIPAL MAYOR'S OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Certificate of Marriage			Client	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client asks for the availability of the Mayor	Entertain/ interview the client	None	5 minutes	Mary Rose Benaro Casual
	Coordinate with the Mayor for his availability	None	5 minutes	Janice Ann N. Dublin Exe. Asst. II
	Advise the couple of their wedding schedule	None	1 minute	Janice Ann N. Dublin Exe. Asst. II
<b>TOTAL:</b>		<b>Php</b>	<b>11 Minutes</b>	



## SOLEMNIZATION OF MARRIAGE

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the copy of their Marriage Contract	Reviews and checks the completeness of the Contract	None	5 minutes	Mary Rose Benaro Casual
2. Wait for the Ceremony	Prepare the venue	None	5 minutes	Janice Ann N. Dublin Exe. Asst. II
	Civil Wedding Ceremony	None	5 minutes	Janice Ann N. Dublin Exe. Asst. II
	Assist the couple and witnesses for the affixing of signature in the Marriage Contract	None	10 minutes	Janice Ann N. Dublin Exe. Asst. II
	Collect the Marriage Contract from the couple and submit it to the Civil Registrar's Office	None	5 minutes	Mary Rose Benaro Casual
<b>TOTAL:</b>		<b>Php</b>	<b>45 Minutes</b>	