

OFFICE OF THE MAYOR

SERVICE NAME: SECURING MAYOR'S CLEARANCE AND CERTIFICATE OF GOOD MORAL CHARACTER				
Classification:		Simple		
Type of Transaction: G2C - Government to Citizens				
Who may avail:		All Age of Majority		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Barangay Clearance (one copy)		Where the clients reside		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform assigned staff regarding the request.	1. Assigned personnel will inform the Municipal Secretary 1.1 Municipal Secretary will interview the client to get the details of the request 1.2 Start the process, prepares and encode clearances or certifications 1.3 The Municipal Mayor approves and signs the permit.	NONE	3 minutes	ELISA A. CUDAL Private Secretary II
			10 minutes	Administrative Aide/Data Encoder
			10 minutes	HON. PRECILIANO M. RUIZ, MNSA Municipal Mayor
2. Receive the Certificate	2. Releasing of printed Certificate	NONE	5 minutes	ELISA A. CUDAL Private Secretary II
TOTAL			25 minutes	
-End of Transaction-				

SERVICE NAME: SECURING PERMIT ON ALL ADVERTISING AND PROMOTIONAL ACTIVITIES	
Classification: Simple	
Type of Transaction: G2C - Government to Citizens	
Who may avail: All Age of Majority	
CHECKLIST OF REQUIREMENT	WHERE TO SECURE
One Hard copy of the billboards, signage, streamers, posters and/or fliers and other	From the client

similar materials to be advertised				
Order of Payment		Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Official Receipt and corresponding streamer/s poster/s.	1. Receive the Official Receipt and check all the details.	<i>None</i>	<i>3 minutes</i>	ELISA A. CUDAL Private Secretary II
	1.1 Start to process the request	<i>NONE</i>	<i>5 minutes</i>	Administrative Aide/Data Encoder
	1.2 employee in charge prepares/s encodes the permit, provided in case of billboards endorsements from the Municipal Engineer and MPDO needed			
	1.4 The Municipal Mayor approves and signs the permit		<i>5 minutes</i>	Hon.Preciliano M. Ruiz, MNSA Municipal Mayor
2.Receive the printed Permit	2.Releasing of printed Mayor's Permit	<i>NONE</i>	<i>10 minutes</i>	ELISA A. CUDAL Private Secretary II
TOTAL			<i>23 minutes</i>	
-End of Transaction-				

SERVICE NAME: SECURING PERMIT TO CONDUCT MOTORCADE /PARADE OR PROCESSION				
Classification: Simple				
Type of Transaction: G2C - Government to Citizens				
Who may avail: All Age of Majority				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Application Form (one copy)		Office of the Municipal Mayor		
Request letter (one copy)		From the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the receiving clerk of employee-in-charge	1. Receive the Application Form	<i>NONE</i>	<i>5 minutes</i>	ELISA A. CUDAL Private Secretary II
	1.1 Start to process the request		<i>10 minutes</i>	
	1.2The Municipal Mayor approves and signs the permit.		<i>5 minutes</i>	HON. PRECILIANO M. RUIZ, MNSA

				Municipal Mayor
2.Receive the secured printed Permit	2.Releasing of printed secured Permit	<i>NONE</i>	<i>10 minutes</i>	ELISA A. CUDAL Private Secretary II
TOTAL			30 minutes	
-End of Transaction-				

SERVICE NAME: SECURING PERMISSION OF USING GOVERNMENT FACILITIES SUCH AS YOUTH CENTER, MUNICIPAL AUDITORIUM, MUNICIPAL GRANDSTAND AND OTHER FACILITIES				
Classification: Simple				
Type of Transaction: G2C - Government to Citizens				
Who may avail: All Age of Majority				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Letter Request		From the Client		
Order of Payment		Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request together with the Order of payment	1. Received the letter request and the Order of Payment 1.2 Start to process the request 1.3 The Municipal Mayor approves and signs the permit.	<i>NONE</i>	<i>5 minutes</i> <i>10 minutes</i> <i>5 minutes.</i>	ELISA A. CUDAL Private Secretary II HON. PRECILIANO M. RUIZ, MNSA Municipal Mayor
2.Receive the secured printed Permit	2.Releasing of printed secured Permit	<i>NONE</i>	<i>10 minutes</i>	ELISA A. CUDAL Private Secretary II
TOTAL			30 minutes	
-End of Transaction-				

