



**OFFICE OF THE MAYOR
EXTERNAL SERVICES**

1. ISSUANCE OF MAYOR’S CLEARANCE, CERTIFICATION, RECOMMENDATION AND ENDORSEMENT LETTERS

The Mayor’s Clearance is issued to individuals needing this document that states that he/she has no pending case files with the Office of the Mayor. Certifications are issued to affirm the validity of information. Job recommendation and endorsements are issued for job seekers.

Office or Division:	Officeofthe Mayor			
Classification:	Simple			
Type of Transaction:	G2C–GovernmenttoCitizen G2G –Government toGovernment			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For job recommendation/endorsement a. Accomplished Personal Data Sheet b. Resolution/ Request Letter		To be accomplish by the applicant		
For the issuance of certification a. Resolution/Request Letter		To be accomplish by the applicant		
Order of Payment		Office of the Mayor’s Clerk		
For the Issuance of Mayor’s Clearance				
a. Barangay Clearance		Barangay Residency of Applicant		
b. Police Clearance		Municipal Police Station		
c. Court Clearance		Municipal Trial Court		
d. Community Tax Certificate		Municipal Treasurer’s Office		
e. Official Receipt				
Other documents (if needed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client’s Logbook	Give the logbook to the client	None	2 mins.	Executive Assistant
2. Submit the requirement needed	Receive the submitted document/s of the applicant for review and verification	None	5 mins.	Executive Assistant
3. Secure Order of Payment	Issue an Order of Payment	None	1 min.	Mayor’s Office Staff
4. Pay the required Clearance/ Certification Fee	Issue an Official Receipt	a. For use in securing a driver’s license- PHP 50.00 a. For purposes	5 mins.	Municipal Treasurer

		of entering the military service - PHP 100.00 b. For purposes of securing a passport or visa- PHP 100.00 c. To transferrin g resident aliens- PHP 100.00 d for the purpose of securing or renewing a license to possess firearms- PHP 200.00 e. other purposes- PHP 50.00		
5. Return to the Mayor's Office for the Processing, Approval and release of Clearance or Certification	Release the requested documents by the applicant	None	2 mins.	Executive Assistant
TOTAL			15 mins.	

2. PREPARATION AND ISSUANCE OF MAYOR’S PERMIT, AFFIDAVITS AND OTHER PERTINENT DOCUMENTS

Mayor’s Permit is issued to give individuals the privilege of conducting such activities within the jurisdiction of the municipality. Affidavits are issued to prove the truthfulness of a certain statement.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request			To be accomplished by the applicant	
Valid Residence Certificate			Barangay Residency of Applicant	
Community Tax Certificate			Municipal Treasurer’s Office	
Order of Payment			Office of the Mayor’s Clerk	
Official Receipt			Municipal Treasurer’s Office	
Other documents (if needed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client’s Logbook	Give the logbook to the client	None	2 mins.	Executive Assistant
2. Submit the requirement needed	Receive the submitted document/s of the applicant for review and verification	None	5 mins.	Executive Assistant
3. Secure Order of Payment	Issue an Order of Payment	None	1 min.	Mayor’s Office Staff
4. Pay the required Mayor’s Permit Fee or Affidavit Fee	Issue an Official Receipt	Permit Fee for location filming for the first 10 days: a. Local Exhibition-PHP 5,000.00 b. Additional fee for location filming after the 3 days-PHP 500.00 per day c. Foreign exhibition-PHP 10,000.00 d. Additional fee for location	5 mins.	Municipal Treasurer

		filming after the 3 days-PHP 200.00 Additional regulatory fees: a. For filming of movies or motion pictures for commercial purposes, per film-PHP 2,500.00 b. For filming of movies or motion pictures considered as a documentary film-PHP 1,000.00 c. For every location or place of shooting the film-PHP 1,000.00 Permit Fee on the Installation of Electrical Wirings a. Residential- PHP 100.00 b. Commercial/Ind ustrial-PHP 500.00 c. Institutional- PHP 150.00 Affidavit Fee-PHP 80.00		
5. Return to the Mayor's Office for the Processi ng, Approva l and release of Clearan ce or Certifica tion	Release the requested documents by the applicant	None	2 mins.	Executive Assistant/May or's Office Staff
TOTAL		-	15 mins.	

3. PREPARATION OF MARRIAGE CERTIFICATE AND SCHEDULE OF SOLEMNIZATION OF MARRIAGE

Marriage Certificate is a document that shows social union or a legal contract between people that creates kinship. Schedule of solemnization of marriage is made to arrange with the permitted days of solemnization.

Office or Division:	Office of the Mayor			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Marriage License (Article 34):				
a. Certificate of No Marriage (CENOMAR)	Philippine Statistics Authority (PSA)			
b. Barangay Certification	Barangay Residency of Applicant			
c. Joint Affidavit	Office of the Mayor			
d. Birth Certificate of Children	Philippine Statistics Authority (PSA)			
e. Birth Certificate of the Couple				
Accomplished Certificate of Marriage	Local Civil Registrar			
Other documents (if needed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Logbook	Give the logbook to the client and receive the submitted document/s of the applicant for review and verification	None	3 mins.	Executive Assistant
2. Scheduling of Date of Marriage	Review and verify accomplished Certificate of Marriage	None	3 mins.	
3. Preparation of Marriage Certificate	Prepare Certificate of Marriage	None	5 mins.	Executive Assistant/Mayor's Office Staff
TOTAL			11 mins.	

4. ASSISTANCE OF RESEARCHERS/GROUP STUDY/SURVEY

Assistance is given to researchers to formally endorse them to concerned barangays or agency within the municipality.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		To be accomplished by the applicant		
Other documents (if needed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Logbook	Give the logbook to the client and receive the submitted document/s of the applicant for review and verification	None	3 mins.	Executive Assistant
2. Wait for the approval of the submitted letter request	Release the required document requested by the client	None	5 mins.	
TOTAL			8 mins.	

5. LENDING OF COVERED COURT AND CONFERENCE ROOM

The Office of the Mayor permits individuals to use the Municipal covered courts and conference room to support the conduct of their activities.

Office or Division:	Office of the Mayor			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		To be accomplished by the client		
Other documents (if needed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Logbook	Give the logbook to the client and receive the submitted document/s of the applicant for review and verification	None	3 mins.	Executive Assistant
2. Wait for the approval of the submitted letter request	Release the permit to use covered court/conference hall	None	5 mins.	
TOTAL		-	8 mins.	

6. RECEIVING AND RESPONDING OF INCOMING COMMUNICATIONS AND OTHER CORRESPONDENCE

The Office of the Mayor is responsible in the receiving and responding of incoming communications and other correspondence of the Municipality to properly delegate and coordinate incoming correspondents.

Office or Division:	Officeofthe Mayor			
Classification:	HighlyTechnical			
Type of Transaction:	G2C–GovernmenttoCitizen G2G –GovernmenttoGovernment			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Communications and Other Correspondence		To be accomplish by the client		
Received Documents		To be accomplish by the client		
Response		Office of the Mayor		
Other documents (if needed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Logbook	Give the logbook to the client and receive the submitted document/s of the applicant for review and verification	None	3 mins.	Executive Assistant
2. Submit documents for record purposes	Review and discuss submitted documents	None	30 mins.	
3. Wait for the approval of the Mayor	Reply to the document; for review and due evaluation	None	30 mins.	Executive Assistant/Mayor Peter Oliver M. Palacio
TOTAL			1 hr. and 3 mins.	

7. GRANTING OF FINANCIAL AND MATERIAL ASSISTANCE FOR INDIGENT INDIVIDUALS AND FOR BARANGAYS

The Office of the Mayor is responsible for the evaluation and endorsement of assistance needed by the clients.

Office or Division:	Officeofthe Mayor			
Classification:	HighlyTechnical			
Type of Transaction:	G2C–GovernmenttoCitizen G2G –GovernmenttoGovernment			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		To be accomplish by the client		
Resolution				
Medical Certificate				
Other documents (if needed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	Give the logbook to the client and receive the submitted document/s of the applicant for review and verification	None	8 mins.	Executive Assistant
2. Wait for request approval	Submitted resolution for review, verification and budgetary allocation/indigent individual endorsed to MSWD	None	2mins.	
TOTAL			10 mins.	

8. APPOINTMENT WITH THE MAYOR

In order to have proper appointment with the Municipal Mayor, the Office of the Mayor is responsible to arrange schedule of clients requesting for appointment with the Mayor.

Office or Division:	Officeofthe Mayor			
Classification:	HighlyTechnical			
Type of Transaction:	G2C–GovernmenttoCitizen G2G –GovernmenttoGovernment			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Look for Mayor's secretary or executive assistant	Discuss purpose of appointment	None	Depends upon the call	Executive Assistant
2. For emergency appointment, inquire if the Mayor is available at the office. If available, wait for the turn to be called and secure visitor's slip	Endorse the applicant to the Mayor and discuss purpose of appointment	None	Depends upon the call	
3. If the Mayor is not available, come back on the date given by the concerned staff	Give the client the schedule the Mayor is available for appointment	None	Depends upon the call	
TOTAL			-	