

**ISSUANCE OF MAYOR'S CLEARANCE
(At the Office of the Mayor)**

Requirements to be submitted by Clients:

- a. Residence Certificate (Cedula)
- b. Official Receipt/s issued by the Treasury Office
- c. Barangay Clearance
- d. Police Clearance

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Submit all the requirements	Evaluate all requirements 2 minutes	Mr. Recto Gutierrez
2		Prepare the Mayor's Clearance Form and send it for approval by the Municipal Mayor 2 minutes	Mr. Recto Gutierrez
3		Apply dry seal on the approved clearance, retain a file copy and issue the applicant's copy. 1 minute	Ms. Babelyn M. Mondero Ms. Maricel D. Maranca
Total Service Time per Client: 5 minutes			
E N D O F T R A N S A C T I O N			

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HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Submit all the requirements	Receive and review the requirements as to their completeness and validity such as signatures, payments and other details. 3 minutes	Mr. Recto A. Gutierrez
2		Submit the draft of the Clearance to the Municipal Administrator for review and counter signature 2 minutes	Mr. Recto Gutierrez Dr. Romulo M. Velasquez
3	Wait for the finalization, approval and signing of the Clearance	Approve and sign the Clearance 1 minute	Hon. Mayor / authorized Representative
4	Wait for the release of the Clearance	a. Affix dry seal on the Clearance b. Retain and record file copy then release another copy for the applicant 2 minutes	Ms. Babelyn M. Mondero Ms. Maricel D. Maranca
Total Service Time per Client: 8 minutes			
E N D O F T R A N S A C T I O N			

**ISSUANCE OF MAYOR'S PERMIT
(At the Office of the Mayor)**

Requirements to be submitted by Clients:

- e. Official Receipt/s of payment issued by the Treasury Office and / or
- f. Request letter from the Barangay / Group / Office / Client (in case of non-business activity)
- g. Government issued / valid I.D

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHOULD DO AND SERVICE TIME	PERSON IN-CHARGE
1	Submit all the requirements	Receive and review the requirements as to their completeness and validity such as signatures, payments and other details. 3 minutes	Mr. Recto A. Gutierrez
2		Submit the draft of the Permit to the Municipal Administrator for review and counter-signature. 2 minutes	Mr. Recto Gutierrez Dr. Romulo M. Velasquez
3	Wait for the finalization, approval and signing of the Permit	Approve and sign the Permit. 2 minutes	Hon. Mayor / authorized Representative
4	Wait for the release of the Permit	c. Affix dry seal on the Permit. d. Retain and record file copy then release another copy for the client / applicant. 2 minutes	Ms. Babelyn M. Mondero Ms. Maricel D. Maranca
Total Service Time per Client: 9-10 minutes			
E N D O F T R A N S A C T I O N			