



# **OFFICE OF THE MUNICIPAL MAYOR**



## 1. Issuance of Mayor's Clearance, Job Recommendations and Certifications

The Mayor's Office Clearance is issued to individuals needing this document that states that he/she has no pending case filed with the Office of the Mayor. Certifications are issued to affirm the validity of information.

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIRMENTS</b>			<b>WHERE TO SECURE</b>	
1. Police Clearance/Barangay Clearance			Police Station and Respective Barangays	
2. Official Receipt			Office of the Municipal Treasurer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents required	Assess completeness of required documents.	None	2 minutes	<i>Mayor's Office Staff</i>
2. Return to the Treasurer's Office and pay the corresponding fee.	Treasury staff will prepare the official receipt	P 50.00	5 minutes	<i>Business and Other Fees Division Staff</i>
3. Return to the mayor's office and present Official Receipt and wait while the frontline staff prepares the document.	Prepares the request document	None	4 minutes	<i>Hon. Eladio M. Magampon, M.D.</i>
4. Secure signature of the Municipal Mayor for approval	Mun. Mayor will sign the document	None	3 minutes	<i>Hon. Eladio M. Magampon, M.D.</i>
5. Receive Mayor's clearance			1 minute	<i>Mayor's Office</i>
<b>TOTAL :</b>		P 50.00	15 minutes	



## 2. Issuance of Job Recommendations and Endorsement Letter

Job recommendations are issued for job seekers.

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIRMENTS</b>		<b>WHERE TO SECURE</b>		
1. Resume / Bio data		OFFICE OF THE MUNICIPAL MAYOR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents required	1. Assess completeness of required documents.	None	2 minutes	<i>Mayor's Office Staff</i>
2.Wait while the frontline staff prepares the document	2. Prepares the request document	None	5 minutes	<i>Mayor's Office Staff</i>
3. Secure signature of the municipal mayor for approval	3. Mun. Mayor will sign the document	None	2 minutes	<i>Mayor's Office Staff</i>
4.Receive the duly signed recommendation /or endorsement letter	4. Mun. Mayor will sign the document	None	1 minutes	<i>Mun. Mayor</i>
<b>TOTAL :</b>		None	10 minutes	



### 3. Request for ambulance service

The Office of the Municipal Mayor provides ambulance service to all patients who need medical care.

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIRMENTS</b>		<b>WHERE TO SECURE</b>		
1. Police Clearance/Barangay Clearance		<b>OFFICE OF THE MUNICIPAL MAYOR</b>		
2. Official Receipt				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the frontline personnel of the municipal mayor's office and state the purpose.	1. The staff will check the availability of the ambulance	None	5 minutes	Mayor's Office
2. Wait while the personnel determine the availability of the ambulance for scheduling and dispatch of ambulance	2. Give the exact date, time and the available driver of the ambulance.	None	5 minutes	Mayor's Office
<b>TOTAL :</b>		None	10 mins	



#### 4. Application for Solemnization of Marriage

The Municipal Mayor conduct Solemnization of Marriage to couple's who wish to have a civil wedding.

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Marriage License		Office of the Municipal Registrar		
2. Complete list of sponsor		Client		
3. Official Receipt		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Mayor's Office and submit the requirements	1. Assess completeness of required documents.	None	2 minutes	<i>Mayor's Office Staff</i>
2. Go to the Office of the Municipal Treasurer to pay for the prescribed solemnization fee.	2. The Revenue Collection Clerk will issue the Official Receipt to the client.	P 1,000.00	5 minutes	<i>Revenue Collection Clerk at the Office of the Municipal Treasurer</i>
	2.1 Municipal Mayor solemnizes marriage as scheduled.		30 minutes	<i>Municipal Mayor</i>
3. Marriage Contract is to be signed by the sponsor and witness.	3.1 Staffs will ask the married couple, sponsors and witnesses to sign the marriage contract.	None	2 minutes	<i>Mayor's Office Staff</i>
	3.2 Municipal Mayor will sign the marriage contract			<i>Municipal Mayor</i>
4. Client will claim the signed marriage certificate.	4. The Mayor's Office staff will release the client's copy to married couple.	None	1 minutes	<i>Mun. Mayor</i>
<b>TOTAL :</b>		P 1,000.00	40 minutes	