



**Office of the Municipal Mayor**  
External Services



## 1. ISSUANCE OF CERTIFICATION

Certifications certify specific information stated in the writing, and is used for any legal transactions and purposes.

<b>Office of Division</b>	<b>Office of the Municipal Mayor</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>G2C Government to Citizens</b>			
<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Proof of validity (Documents, another pre-existing certification from third-party government/non-government organization)</li> <li>○ Certification fee</li> </ul>			From the client  From the Municipal Treasurers Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present proof of validity	<ul style="list-style-type: none"> <li>○ Evaluate, verify, and assess documents</li> </ul>	Local 100.00  Abroad 200.00	5 minutes	Admin Aide III (Clerk I) /  Admin Aide IV (Clerk II)
2. Secure Payment of Certification fee	<ul style="list-style-type: none"> <li>○ Issued official receipt</li> </ul>		10 minutes	MTO Staff
3. Issuance of Mayor's Permit/ Special Permit	<ul style="list-style-type: none"> <li>○ Prepare, create, and submit certification for scrutiny and to be signed by Municipal Mayor</li> <li>○ Hold a file copy and release the certification</li> </ul>		2 minutes	Admin Aide III (Clerk I) /  Admin Aide IV (Clerk II)
	<b>TOTAL</b>	<b>100.00/ 200.00</b>	<b>17 minutes</b>	



## 2. ISSUANCE OF MAYOR'S CLEARANCE

A document that is usually issued to individuals who need for foreign/local employment, for business, operators/drivers of motorized tricycle for hire, firearms license and other legal purpose.

<b>Office of Division</b>	<b>Office of the Municipal Mayor</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>G2C Government to Citizens</b>			
<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Community Tax</li> <li>○ Barangay Clearance</li> <li>○ Police Clearance</li> <li>○ Clearance fee</li> </ul>			From the Barangay From the Barangay From the Alamada Municipal Police Station From the Municipal Treasurers Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present proof of validity	<ul style="list-style-type: none"> <li>○ Evaluate, verify, and assess documents</li> </ul>	Local 100.00  Abroad 200.00	5 minutes	Admin Aide III (Clerk I) /  Admin Aide IV (Clerk II)
2. Secure payment of clearance	<ul style="list-style-type: none"> <li>○ Issued official receipt</li> </ul>		10 minutes	MTO Staff
3. Secure Police Clearance	<ul style="list-style-type: none"> <li>○ Evaluate, verify, and assess documents</li> </ul>			PNP Personnel
4. Issuance of Mayor's clearance	<ul style="list-style-type: none"> <li>○ Prepare, create and submit Mayors clearance to be signed by Municipal Mayor</li> <li>○ Hold a file copy and release the Mayors Clearance</li> </ul>		2 minutes	Admin Aide III (Clerk I) /  Admin Aide IV (Clerk II)
<b>TOTAL</b>			<b>17 minutes</b>	



### 3. ISSUANCE OF MAYOR'S PERMIT/SPECIAL PERMIT

A license issued by a Mayor for a company for the operation of its business under its jurisdiction. Special permit issued for a short period of time to allow qualified organization to operate under its jurisdiction.

<b>Office of Division</b>		<b>Office of the Municipal Mayor</b>		
<b>Classification</b>		<b>Simple</b>		
<b>Type of Transaction</b>		<b>G2C Government to Citizens</b>		
<b>Who may Avail</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Legal documents of organization/company</li> <li>○ Permit Fee</li> </ul>			From the Clients/Company From the Municipal Treasurers Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure approval from the Mayor	<ul style="list-style-type: none"> <li>○ Evaluate, verify, and assess legal documents</li> </ul>		5 minutes	Municipal Mayor
2. Secure Permit fee	<ul style="list-style-type: none"> <li>○ Issued official receipt</li> </ul>	Permit P 300.00	10 minutes	MTO Staff
3. Issuance of Mayor's Permit/ Special Permit	<ul style="list-style-type: none"> <li>○ Prepare, encode Mayor's permit for scrutiny and to be signed by Municipal Mayor</li> <li>○ Hold a file copy and release the Mayors Clearance</li> </ul>	Special Permit P1,000.00 P1,500.00	2 minutes	Admin Aide III (Clerk I) / Admin Aide IV (Clerk II)
<b>TOTAL</b>			<b>17 minutes</b>	



#### 4. APPROVAL OF BUSINESS PERMIT

A legal document that offers proof of compliance with certain city or state laws regulating structural appearance and safety as well as the sale of products.

<b>Office of Division</b>		<b>Office of the Municipal Mayor</b>		
<b>Classification</b>		<b>Simple</b>		
<b>Type of Transaction</b>		<b>G2C Government to Citizens</b>		
<b>Who may Avail</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Community Tax</li> <li>○ Barangay Clearance</li> <li>○ Business Permit fee</li> </ul>			From the Clients/Company From the Barangay From the Municipal Treasurers Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure application form from BPLO	<ul style="list-style-type: none"> <li>○ Evaluate, verify, and assess legal documents</li> </ul>	Depends on the Nature of Business		BPLO Designate
2. Secure Business Permit fee	<ul style="list-style-type: none"> <li>○ Issued official receipt</li> </ul>			MTO Staff
3. Approval of Business Permit	<ul style="list-style-type: none"> <li>○ Receive business permit for scrutiny and to be marked for LCE signature</li> <li>○ Hold a file copy and release the Business permit</li> </ul>		5 minutes	Admin Aide III (Clerk I) / Admin Aide IV (Clerk II)
4. Issuance of Mayor's clearance	<ul style="list-style-type: none"> <li>○ Prepare, create and submit Mayors clearance to be signed by Municipal Mayor</li> <li>○ Hold a file copy and release the Mayors Clearance</li> </ul>		2 minutes	Admin Aide III (Clerk I) / Admin Aide IV (Clerk II)
<b>TOTAL</b>			<b>7 minutes</b>	



## 5. ISSUANCE OF FINANCIAL AND BURIAL ASSISTANCE SLIP

A slip issued by the Office of the Municipal Mayor to simplified application of certain individual seeking either financial or burial assistance.

<b>Office of Division</b>	<b>Office of the Municipal Mayor</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>G2C Government to Citizens</b>			
<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Death Certificate (Burial assistance)</li> <li>○ Medical certificate/Billing Statement</li> <li>○ Valid ID</li>   <li>○ Community Tax</li> <li>○ Barangay certificate</li> </ul>			From the Clients From the Hospital From the authorize claimant (member of family) From the client From the barangay	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Financial/Burial Assistance Slip	<ul style="list-style-type: none"> <li>○ Evaluate, verify, and assess documents</li> <li>○ Referral to MSWDO for data gathering</li> <li>○ Release of Financial/Burial Assistance base on evaluation of data and status of assistance needed</li> </ul>	None	5 minutes         5 minutes	Admin Aide III (Clerk I) / Admin Aide II  MSWDO Staff  Admin Aide III (Clerk I) / Admin Aide II
<b>TOTAL</b>			<b>10 minutes</b>	



## 6. RELEASING OF GRANTS AND DONATIONS OF LCE

Grants and Donations are gift. Donation is a free and unrestricted contribution. A grant is for a specific purpose with specific terms and conditions.

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<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>G2C Government to Citizens</b>			
<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Request letter/solicitation letter</li> <li>○ Approved request/solicitation letter</li>   <li>○ BID Documents</li> <li>○ Charge Invoice</li> <li>○ Acknowledgement receipt</li> </ul>			From the Clients From the Office of the Municipal Mayor From the BAC Secretariat From the Bidder/Supplier From the 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. Submission of request/solicitation letter	○ Evaluate, verify, and assess documents	None	5 minutes	Admin Aide II
	○ Submit to the LCE for approval		2 minutes	Private Secretary II
	○ Prepare and encode purchase request, undergo the bidding process		6 minutes	Admin Aide II
	○ Release of materials upon delivery		5 minutes	Private Secretary II/ Admin Aide II
<b>TOTAL</b>			<b>18 minutes</b>	



**Office of the Municipal Mayor**  
Internal Services





## 1. PROCESSING DOCUMENTS (REIMBURSEMENT, CLAIMS AS TO PAYMENT FOR SUPPLIER, CONTRACTORS AND OTHERS)

Processing documents is an internal, living document that details the tasks and steps needed to launch a new process.

<b>Office of Division</b>	<b>Office of the Municipal Mayor</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>G2G Government to Government</b>			
<b>Who may Avail</b>	<b>All Offices</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Processing documents</li> <li>○ Logbook</li> </ul>			From the different Agency/Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Deliver vouchers for approval of LCE	<ul style="list-style-type: none"> <li>○ Receive and log vouchers for approval of LCE</li> <li>○ Verify &amp; scrutinized of voucher for LCE approval</li> <li>○ Transmit of approved vouchers for check issuance</li> <li>○ Receive &amp; log checks for LCE signature</li> <li>○ Transmit of approved checks for Accountant Advice</li> </ul>	None	2 minutes	Admin Assistant II
			5 minutes	Private Secretary II
			2 minutes	Admin Assistant II
			2 minutes	Admin Assistant II
			2 minutes	Admin Assistant II
2. Deliver Purchase Request (Requested and Approval) and other processing documents for LCE signature	<ul style="list-style-type: none"> <li>○ Receive and Log Purchase Request and other processing documents for LCE signature</li> <li>○ Prepare, Verify, and Scrutiny of processing documents for LCE signature and approval</li> <li>○ Transmit of Purchase Request and other processing documents with LCE signature</li> </ul>	None	2 minutes	Admin Assistant II
			5 minutes	Private Secretary II
			2 minutes	Admin Assistant II
<b>TOTAL</b>			<b>9 minutes</b>	