



11. OFFICE OF THE MUNICIPAL MAYOR

11.1. External Services



A. Issuance of Certification of No Objection in Cutting Tree/s

This certification is issued to client stating no objection in cutting trees provided that required documents are complied.

Office or Division:	Office of the Municipal Mayor
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	General Public

CHECKLIST REQUIREMENTS				WHERE TO SECURE
1.Barangay Certification on tree ownership (1 Original Copy) 2.MENRO Certification (1 Original Copy) 3.Official Receipt (1 Original Copy)				Office of the Punong Brgy. Office of the Municipal Environment and Natural Resources Municipal Treasurer's Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Present Documentary Requirements and Official Receipt	1.1. Receive/ Review and validate the documents	None	2 minutes	May D. Panizales Administrative Aide VI
2. Secure Official Receipt	2.1. Receive and check Official Receipt	PHP 50.00	1 minute	
	2.2. Prepare Certification	None	5 minutes	Jessie A. Imbang Administrative Assistant 1 (Computer Operator I)
	3.3. Facilitate signing of the Document		2 minutes	May D. Panizales Administrative Aide VI
	2.4. Sign Certification	None	2 minutes	Evohn Nee B. Baldestamon Municipal Mayor
3. Claim the Certification	3.1. Release Certification to the Client	None	1 minute	May D. Panizales Administrative Aide VI
	3.2. File Duplicate Copy	None	1 minute	
TOTAL		PHP 50.00	14 minutes	



B. Issuance of Mayor's Clearance

Mayor's clearance is issued to all clients who are residents of this municipality and want to avail this document provided that supporting requirements are complied.

Office / Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Barangay Clearance (1 Copy) Official Receipt (1 Original Copy)			Office of the Punong Barangay Municipal Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Secure Priority Number	1. Provide number to client	None	1 minute	May Panizales Administrative Aide VI
2. Present requirement	2. Validate as to completeness and appropriateness	None	2 minutes	May Panizales Administrative Aide VI Milagros Ellaga Administrative Officer I
3. Secure Official Receipt from Municipal Treasurer's Office	3.1. Receive Official Receipt	Local PHP 50.00 (First Job Seeker RA 11261 Free)	1 minute	May Panizales Administrative Aide VI
	3.2. Prepare Mayor's Clearance	None	3 minutes	May Panizales Administrative Aide VI
	3.3. Facilitate signing of clearance to the Municipal Mayor		3 minutes	
	3.4. Sign Mayor's Clearance		2 minutes	
4. Receive Mayor's Clearance	4.1. Release Mayor's Clearance	None	1 minute	May Panizales Administrative Aide VI
	4.2. File Duplicate Copy		1 minute	
TOTAL:		Local PHP 50.00 (First Job Seeker RA 11261 Free)	14 minutes	



C. Issuance of Mayor's Endorsement / Recommendation

This document is issued to any resident of the municipality seeking for employment and other purpose beneficial to the client.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST REQUIREMENTS				WHERE TO SECURE
Application Letter (1 Original Copy)				Personal
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Request for Endorsement Letter	1.1. Requires client an Application Letter as basis in making an endorsement	None	3 minutes	Pablo M. Crespo Sr. Senior Administrative Assistant III
	1.2. Prepare an Endorsement letter	None	20 minutes	Jessie A. Imbang Administrative Assistant 1 (Computer Operator I)
	1.3. Signing Of Endorsement letter	None	1 minute	Evohn Nee B. Baldestamon Municipal Mayor
2. Receive Endorsement letter	2.1. Release Document	None	1 minute	May D. Panizales Administrative Aide VI
	2.2. File Duplicate Copy	none	1 minute	
TOTAL		None	26 minutes	

D. Issuance of Mayor's Permit to Operate

Mayor's permit to operate is a document issued to the business owner upon processing of application and submission of a documentary requirements. However, the permit shall be revoked anytime if any of the conditions and provisions set forth by the Code is violated and the safety and the security of the public is at stake.

Office or Division:	Office of the Municipal Mayor (Business Permit and Licensing Office)	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business Owners/Proprietors; G2C - Government to Citizen; G2G - Government to Government	
Who May Avail:	General Public	
CHECKLIST REQUIREMENTS		WHERE TO SECURE
1. Unified Business Application Form Original (3 copies)		Business Permit and Licensing Office



2. Documentary Requirements attached to the Unified Form (Present Original and Submit 1 Photocopy for each document)

(For New Business)

- Barangay Clearance
- DTI Registration
- Residence Tax Certificate for Single Proprietorship or Corporate Tax Certificate for Corporation, if applicable
- Tax Clearance
- TCT/Tax Declaration (land or building)
- Contract of Lease (if lessee)

- Business Location Sketch
- Occupancy Permit
- Zoning Clearance
- MENRO Clearance

- Police Clearance
- Mayor's Clearance
- Sanitary Clearance
- Fire Inspection Clearance
- Medical Certificate
- Health Card
- MEEDO Clearance

- Annual Inspection Certificate

For Business Renewal (Present Original and Submit 1 Photocopy for each document)

- Barangay Clearance and Business Clearance
- Statement of Gross Sales (Notarized)
- Tax Clearance
- MENRO Clearance

- Police Clearance
- Mayor's Clearance
- Sanitary Clearance
- Fire Inspection Clearance
- Medical Certificate
- Health card
- Annual Inspection Certificate
- Weights and measures registration, if applicable

Office of the Punong Barangay
Department of Trade and Industry
Municipal Treasurer's Office

Municipal Treasurer's Office
Municipal Assessor's Office
Private Lessor and Municipal Economic
Enterprise and Development Office
Applicant

Municipal Engineer's Office
Municipal Planning and Development Office
Municipal Planning and Development Office
Office of the Municipal Environment and Natural
Resources

Philippine National Police
Office of the Municipal Mayor
Municipal Health Office
Bureau of Fire Protection
Municipal Health Office
Municipal Health Office
Municipal Economic Enterprise Development
Office

Municipal Engineer's Office

Office of the Punong Barangay
Applicant

Municipal Treasurer's Office
Municipal Environment and Natural Resources
Philippine National Police
Mayor's Office
Municipal Health Office
Bureau of Fire Protection
Municipal Health Office
Municipal Health Office
Municipal Engineer's Office
Municipal Treasurer's Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Secure Priority Number and application form	1. Provide number to client and application form	None	1 minute	<p>May Panizales Administrative Aide VI Milagros Ellaga Administrative Officer I</p>
2. Submit accomplished unified form together with required documents	2.1. Receive and review accomplished form and documentary requirements	None	4 minutes	
	2.2. Encode data	None	10 minutes (Manual) 1 minute (Computer Generated)	
	2.3. Assess gross sales / receipts	None	10 minutes	
	2.4. Sign application form	None	1 minute	
3. Secure Official Receipt from MTO	3.1. Receive and verify Official Receipt	As per Revised Municipal Revenue Code of 2016	5 minutes	<p>May Panizales Administrative Aide VI Milagros Ellaga Administrative Officer I Business Permit and Licensing Officer</p>
	3.2. Endorse application with complete documents to Bureau of Fire	None	2 minutes	
	3.3. Prepare Mayor's Permit	None	10 minutes (Manual) 1 minute (Computer Generated)	
	3.4. Facilitate Signing of Mayor's Permit to Municipal Mayor	None	10 minutes	<p>Evohn Nee B. Baldestamon Municipal Mayor</p>
4. Receive Mayor's Permit	4.1. Release Mayor's Permit to Operate	None	2 minutes	<p>May Panizales Administrative Aide VI Milagros Ellaga Administrative Officer I Business Permit and Licensing Officer</p>
	4.2. Record and File Copy		5 minutes	
TOTAL		As per Revised Municipal Revenue Code of 2016	1 hour and 1 minute (Manual) 43 minutes (Computer Generated)	



E. Issuance of Motorcycle for Hire (MCH) Franchise

Motorcycle for Hire Franchise is issued to operator of Tricycle who is a resident of the Municipality upon completion of documentary requirements valid for 2 years.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	Tricycle Operator / Owner			
CHECKLIST REQUIREMENTS				WHERE TO SECURE
1.SB Resolution granting authority to operate MCH (Tricycle) (Present Original and 1 Photocopy) 2.Police Clearance (Present Original and 1 Photocopy) 3.Mayor's Clearance (Present Original and 1 Photocopy) 4.Barangay Clearance (Present Original and 1 Photocopy) 5.Notarized Application Form (Present Original and 1 Photocopy) 6.Tricycle Operator and Driver's Association Certification (Present Original and 1 Photocopy) 7.Certificate of Registration and LTO Official Receipt (Present Original and 1 Photocopy)				Office of the Sangguniang Bayan Philippine National Police Mayor's Office Office of the Punong Barangay Mayor's Office Tricycle Operator and Driver's Association Land Transportation Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1.Secure Priority Number and Application Form	1.Provide Priority Number and Application Form	None	2 minutes	May Panizales Administrative Aide VI Milagros Ellaga Administrative Officer I Business Permit and Licensing Officer
2.Fill up Application Form	2.1.Receive accomplished application form	None	1 minute	
	2.2.Inspect Tricycle as to compliance of local ordinance		10 minutes	
3.Receive application for notarization	3.1.Advise applicant to notarize application form	None	1 minute	
4.Present Notarized document	4.1.Receive Notarized document	None	1 minute	
5.Secure Official Receipt and other required clearances from MTO	5.1.Advise applicant to secure MCH sticker and other required clearances	None	5 minutes	May Panizales Administrative Aide VI Milagros Ellaga Administrative Officer I



	5.2.Receive Official Receipts with complete clearances	As per Municipal Revenue Code of 2016	1 minute	Business Permit and Licensing Officer
	5.3.Endorse application and supporting documents to Office of the Sangguniang Bayan	None	2 minutes	
6.Present approved Resolution from the Office of the Sangguniang Bayan	6.1.Receive approved resolution	None	1 minutes	May Panizales Administrative Aide VI Milagros Ellaga Administrative Officer I
	6.2. Prepare Franchise		10 minutes	
	6.3.Sign franchise		5 minutes	
7.Receive Franchise	7.1.Release franchise	None	2 minutes	May Panizales Administrative Aide VI Milagros Ellaga Administrative Officer I
	7.2.Record and File Copy		5 minutes	
TOTAL		As per Municipal Revenue Code of 2016	46 minutes	

F. Issuance of No Objection Certification for Special Mayor's Permit to Recruitment Agency

This certification is issued as a requirement for the issuance of Special Mayor's Permit for the conduct of recruitment activity.

Office or Division:	Office of the Municipal Mayor / Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business			
Who May Avail:	General Public			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Letter of Request (Present Original Copy and Submit 1 Photocopy) Business Permit (Present Original Copy and Submit 1 Photocopy) POEA License (Present Original Copy and Submit 1 Photocopy)			Applicant Location of Business Philippine Overseas Employment Agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1.Submit requirements	1.1.Receive and validate documents	None	10 minutes	Marlyn Regacho



2. Secure Official Receipt from Municipal Treasurer's Office	2.1. Receive and check official receipt	PHP 50.00	1 minute	Community Affairs Officer II / Public Employment Service Office Designate
	2.2. Prepare and sign Certification	None	5 minutes	
3. Receive the Certification	3.1. Release the certification for issuance of Special Mayor's Permit	None	1 minute	
4. Submit Special Mayor's Permit and other documents	4.1. Receive and check documents	None	3 minutes	
	4.2. Record and file complete documents	None	3 minutes	
TOTAL		PHP 50.00	23 minutes	

G. Issuance of Special Mayor's Permit

This document is issued to the client in conducting benefit dances, caroling, display of appliance products, recruitment and other similar activities.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	General Public			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
A. For Benefit Dance (Present Original and 1 Photocopy) 1. Letter Request B. For Carolling (Present Original and 1 Photocopy) 1. Approved Application from DSWD with attached letter request C. Display of Appliances Product (Present Original and 1 Photocopy) 1. Letter Request D. Recruitment Activities (Present Original and 1 Photocopy) 1. Letter Request 2. PESO Certification Stating no objection			Office of the Punong Barangay Municipal Social Welfare and Development Office Applicant Recruitment Agency Public Employment Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Present letter Request	1.1. Receive documents and validate as to	None	3 minutes	May D. Panizales Administrative Aide VI



	Compliance to Laws and Ordinances			Pablo M. Crespo Sr. Senior Administrative Assistant III
2. Secure Official Receipt from MTO	2.1. Receive and verify official receipt	As Per Revised Municipal Revenue Code 2016	5 minutes	
	2.2. Prepare Special Mayor's Permit	None	10 minutes	Jessie A. Imbang Administrative Assistant 1 (Computer Operator I)
	2.3. Sign Mayor's Permit	None	2 minutes	Evohn Nee B. Baldestamon Municipal Mayor
3. Receive Special Mayor's Permit	3.1. Release the Document	None	1 minute	May D. Panizales Administrative Aide VI
	3.2. File Duplicate Copy	None	1 minute	
TOTAL		As Per Revised Municipal Revenue Code 2016	22 minutes	

H. Issuance of Special Mayor's Permit (Business)

This document is issued to ambulant vendors and peddlers rendering/offering goods and services.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Business Owners			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Official Receipt (1 Original Copy) Valid ID (1 Original Copy)			Municipal Treasurer's Office Government Agency Concerned	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Secure Priority Number	1.1. Provide priority number	None	3 minutes	May D. Panizales Administrative Aide VI
2. Secure Official Receipt from Municipal Treasurer's Office	2.1. Receive official receipt	As Per Revised Municipal Revenue Code	5 minutes	
	2.2. Prepare Special Mayor's Permit	None	5 minutes	Milagros Ellaga Administrative Officer I (Records Officer II) Jessie A. Imbang Administrative Assistant 1 (Computer Operator I)



	2.3. Sign Mayor's Permit	None	2 minutes	Evohn Nee B. Baldestamon Municipal Mayor
3. Receive Special Mayor's Permit	3.1. Release Mayor's Permit	None	1 minute	May D. Panizales Administrative Aide VI
	3.2. File Duplicate Copy	None	1 minute	Milagros Ellaga Administrative Officer I (Records Officer II)
TOTAL		As Per Revised Municipal Revenue Code	17 minutes	

I. Solemnization of Marriage

This is a ceremony performed by the Municipal Mayor for the purpose of binding two individuals to become legally Married Couple.

Office or Division:		Office of the Municipal Mayor		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		General Public		
CHECKLIST REQUIREMENTS				WHERE TO SECURE
Marriage License (1 Original Copy)				Municipal Civil Registrar
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Present Marriage License	1.1. Receive and Review the documents	None	2 minutes	Pablo M. Crespo Sr. Senior Administrative Assistant III
2. Confirm Schedule	2.1. Set Schedule of the Date of Marriage	None	3 minutes	
3. Appear both parties with witnesses	3.1. Solemnize Marriage	None	30 minutes	Evohn Nee B. Baldestamon Municipal Mayor
	3.2. Sign Marriage Certificate	None	3 minutes	
	3.3. Endorse Marriage Certificate to Municipal Civil Registrar	None	2 minutes	May Panizales Administrative Aide VI
TOTAL		None	40 minutes	



J. Tourism Assistance to Local and Foreign Tourists

To provide information and guidance to local and foreign tourists visiting the Municipality.

Office or Division:	Mayor's Office (Tourism)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	Local and Foreign Nationals Visiting the Municipality			
CHECKLIST REQUIREMENTS				WHERE TO SECURE
For Locals: (Present Original) Valid ID (Present Original)				Government Agency
For Foreigners: Passport (Present Original) Visa (if applicable) (Present Original)				Country of Origin Embassy or Consulate
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Present Identification Documents	1.1. Interview, check and log documents	None	10 minutes	Marlyn Regacho Community Affairs Officer I / Tourism Officer Designate
	1.2. Present different tourist attractions in the Municipality	None	20 minutes	
	1.3. Guide to the chosen tourist destination	None	Depending on Itinerary	Department Of Tourism Accredited Tour Guide
TOTAL		None	30 minutes	