

Issuance of Mayor's Clearance/Permit

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Constituent of Reina Mercedes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly approved documents from the Treasury Office		Municipal Treasury Office		
Barangay Clearance		Office of the Barangay Captain		
Official Receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office of the Municipal Mayor for interview	1. Review all the documents presented	None	5 Minutes	<i>Administrative Aide I</i> Office of the Municipal Mayor
2. Pay the required fees at the Treasury Office	2. Receive payment and issue official receipt	Php100.00	5 Minutes	<i>Revenue Collection Clerk I</i> <i>Administrative Aide I</i> Municipal Treasury Office
3. Return to the Office of the Mayor for the processing of computerized Mayor's Clearance / Permit	3. Process the Computerized clearance/permit	None	10 Minutes	<i>Administrative Aide I</i> Office of the Municipal Mayor
4. Clients personally appear to the Municipal Mayor for the signing of the clearance/s	4. Sign and Issue the Mayor's Clearance/Permit	None	5 Minutes	<i>Administrative Aide I</i> Office of the Municipal Mayor
TOTAL:		Php 100.00	25 Minutes	