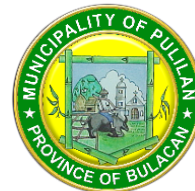


OFFICE OF THE MUNICIPAL MAYOR

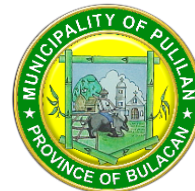
EXTERNAL SERVICES



A. AFFIDAVIT FOR SCHOLAR / SENIOR HIGH SCHOOL VOUCHER

The affidavit for scholar or senior high voucher is issued on individuals who are tax exempted for the requirements of their child's scholarship.

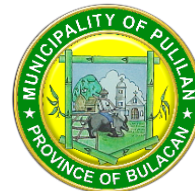
Office or Division:		MAYOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula of Parents (Original Copy)		Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Receive and prepare the affidavit for scholar	None	6 minutes	<i>Clerk</i> (Mayor's Office)
	1.2 Countersign of the Private Secretary or Municipal Administrator	None	3 minutes	<i>Municipal Administrator</i> or <i>Private Secretary II</i> (Mayor's Office)
	1.3 Release the Affidavit	None	1 minute	<i>Clerk</i> (Mayor's Office)
	TOTAL	None	10 Minutes	



B. MAYOR'S CLEARANCE

The Mayor's Clearance certifies that the individual is a resident of the municipality, of good moral character and is a law-abiding citizen. The clearance is a document usually availed by individuals seeking employment for National Government agencies.

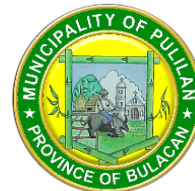
Office or Division:		MAYOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		Job Seekers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate (Original Copy)		Barangay Hall/ Municipal Treasurer's Office		
2. Police Clearance (Original Copy)		Local Police Station		
3. Official Receipt (Original Copy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1. Receive and review the requirements	None	2 minutes	<i>Clerk (Mayor's Office)</i>
2. Pay corresponding fee	2. Receive payment and issue OR.	P100.00	3 minutes	<i>Revenue Collection Clerk III (Treasury Office)</i>
3. Present Official receipt	3.1 Prepare the Clearance	None	5 minutes	<i>Clerk (Mayor's Office)</i>
	3.2 Affix signature	None	2 minutes	<i>Private Secretary II (Mayor's Office)</i>
	3.3 Release Clearance	None	2 minutes	<i>Clerk (Mayor's Office)</i>
	TOTAL	P 100.00	14 Minutes	



C. RELEASING OF BUSINESS PERMIT

There shall be collected an annual fee at the rates provided for the issuance of Business Permit to every person that shall conducts business, trade or activity within the municipality.

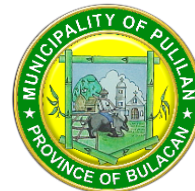
Office or Division:		MAYOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2B – Government to Business G2C – Government to Client		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Tax and Fees Division		Municipal Treasurer's Office / Business Permit and Licensing Office		
2. Application Form for Business Permit		Engineering Office/ Business Permit and Licensing Office		
3. Official Receipt (1 Photocopy)		Municipal Treasurer's Office		
4. Fire Safety Official Receipt (1 Photocopy)		Bureau of Fire Protection		
5. Community Tax Certificate (1 Photocopy)		Municipal Treasurer's Office		
6. Barangay Business Clearance (1 Photocopy)		Barangay Hall		
7. Proof of Business registration (DTI/SEC/CDA Registration) (1 Photocopy)		DTI/SEC		
8. Environmental Management Permit (1 Photocopy)		Municipal Environment and Natural Resources Office		
9. Sanitary Permit to Operate (1 Photocopy)		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1.1 Receive, review the requirements and prepare the business permit	None	5 minutes	<i>Clerk</i> (Mayor's Office)
	1.2 Sign the permit	None	5 minutes	<i>Municipal Mayor</i> (Mayor's Office)
	1.3 Release permit	None	2 minutes	<i>Clerk</i> (Mayor's Office)
	TOTAL:	None	12 Minutes	



D. ENDORSEMENT LETTER

Endorsement letter is issued to clients or indigents who are requesting for financial assistance for their medication, hospitalization and treatment. This is processed after the initial assessment and approval of the officer in charge at Mayor's Office.

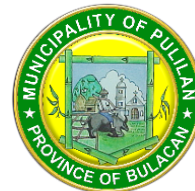
Office or Division:	PUBLIC AFFAIRS AND INFORMATION OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Indigents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Indigency (Original with dry seal)		Barangay Hall		
2. Request Letter for Mayor (Hand Written)		Client		
3. 1 Photocopy of client's and authorized representative's ID		Client		
4. Supporting papers (hospital bill, medical abstract)		Hospital		
5. Quotation/Protocol (1 Photo Copy)		Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents	1. Review and assess documents	None	3 minutes	<i>Private Secretary II (Mayor's Office) or Administrative Aide (Mayor's Office)</i>
2. Proceed to Public Affairs and Information Office to fill up Request Form	2.1 Provide request form	None	1 minute	<i>Clerk (Public Affairs and Information Office)</i>
	2.2 Interview client, encode data, and print endorsement letter	None	5 minutes	<i>Information Officer I or Clerk (PAIO)</i>
	2.3 Affix Mayor's signature	None	3 minutes	<i>Municipal Mayor (Mayor's Office)</i>
	2.4 Release letter to client	None	1 minute	<i>Information Officer I or Clerk (PAIO)</i>
	TOTAL:	None	13 minutes	



E. MOTORIZED TRICYCLE OPERATIONS PERMIT

The Motorized Tricycle Operations Permit (MTO) is a document issued for the legal operation of public motorized tricycles for hire operating within the territorial jurisdiction of Pulilan.

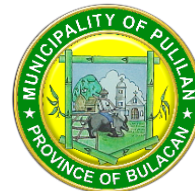
Office or Division:		MAYOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. OR/CR (1 Photocopy)		LTO		
2. Cedula (1 Photocopy)		MTO		
3. Driver's License (1 Photocopy)		LTO		
4. Certification (1 Photocopy)		PULTOPA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1. Receive and review the requirements	None	2 minutes	<i>Clerk</i> (Mayor's Office)
2. Pay corresponding fee	2. Receive payment and issue OR	New: P 250.00 Renewal: Free of Charge	3 minutes	<i>Revenue Collection Officer</i> <i>Administrative Aide II</i> (Treasury Office)
3. Present proof of payment	3.1 Prepare MTO	None	3 minutes	<i>Clerk</i> (Mayor's Office)
	3.2 Affix signature	None	2 minutes	<i>Municipal Mayor</i> (Mayor's Office)
	3.3 Release MTO	None	2 minutes	<i>Clerk</i> (Mayor's Office)
	TOTAL	P 250.00	12 Minutes	



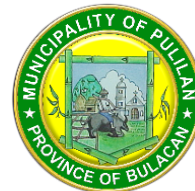
F. ISSUANCE OF PERMITS

This permit shall be required where a proposed event (e.g., motorcade and media shooting) is to be conducted in an area that is within jurisdiction of the Municipality of Pulilan.

Office or Division:		MAYOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client G2B – Government to Business		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For motorcade: 1. Approved request letter 2. Motorcade map 3. Official Receipt		Client Client Municipal Treasurer's Office		
For media shooting: 1. Approved request letter 2. Official Receipt		Client Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1. Receive and review the requirements for approval	None	3 minutes	<i>Clerk I Clerk (Mayor's Office)</i>
2. Pay corresponding fee	2. Receive payment and issue OR	Based on Local Revenue Code	3 minutes	<i>Revenue Collection Officer Administrative Aide II (Treasury Office)</i>
3. Present proof of payment	3.1 Prepare and sign permit	None	2 minutes	<i>Private Secretary II (Mayor's Office)</i>
	3.2 Release the permit	None	1 minute	<i>Clerk I Clerk (Mayor's Office)</i>
	TOTAL	Based on Local Revenue Code	9 Minutes	



INTERNAL SERVICE



A. ISSUANCE OF PURCHASE ORDER OF GAS

Issued to requesting personnel travelling for official business via municipal-owned service vehicles.

Office or Division:		Mayor's Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Government Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Trip Ticket		Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit Trip Ticket	1.1 Receive the accomplished Trip Ticket and prepare the Purchase Order.	None	3 minutes	<i>Clerk</i> (Mayor's Office)
	1.2 Release the Purchase Order and Trip Ticket.	None	2 minutes	<i>Clerk</i> (Mayor's Office)
	TOTAL:	None	5 minutes	