12. MAYOR'S OFFICE

EXTERNAL SERVICE

A. AFFIDAVIT FOR SCHOLAR / SENIOR HIGH 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		
Cedula of Parents (1 Original Copy)		Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1. Receive and prepare the affidavit for scholar	none	6 mins	Clerk (Mayor's Office)
2. Signature of Tax Exempted parent/s and release	2. Accept, stamp and countersign of the Private Secretary or Municipal Administrator	none	5 mins	Clerk (Mayor's Office)
	3. Release the Affidavit	none	1 min	Clerk (Mayor's Office)
TOTAL		none	12 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 of by individuals seeking employment, scholarship for a firearms license and for any other purpose.

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
Community Tax Certificate (1 Original Copy)	Barangay Hall or Treasury Office
Police Clearance (1 Original Copy)	Local Police Station
Official Receipt from the Treasury Office (1 Original Copy)	Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1. Receive and review the requirements if complete and duly signed	none	2 minutes	Clerk (Mayor's Office)
2. Pay corresponding fee,	2. Receive payment and issue OR.	P100.00	3 minutes	Revenue Collection Clerk I (Treasury Office)
3. Present Official receipt	3. Prepare the clearance	none	5 minutes	Clerk (Mayor's Office)
	4. Sign the clearance	none	1 minute	Municipal Mayor / Private Secretary
	5. Release Clearance	none	1 minute	Clerk (Mayor's Office)
	TOTAL	P 100.00	12 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:	G2C – Government to Client
Who may avail:	Business Owner

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Business Tax and Fees Division	Treasury Office / BPLO
Application Form for Business Permit	Engineering Office
Official Receipt from the Treasury Office (1 Photo Copy)	Treasury Office
Official Receipt from Bureau of Fire Protection (1 Photo Copy)	Bureau of Fire Protection
Community Tax Certificate (1 Photo Copy)	Treasury Office
Barangay Business Clearance (1 Photo Copy)	Barangay Hall
Proof of Business registration (DTI/SEC/CDA Registration) (1 Photo Copy)	DTI/SEC
Environmental Management Permit (1 Photo Copy)	Municipal Environment and Natural Resources Office
Sanitary Permit to Operate (1 Photo Copy)	Municipal Health Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1. Receive the requirements and prepare the business permit	none	5 minutes	Clerk (Mayor's Office)
2. Affix signature on the permit	2. Sign the permit.	none	3 minutes	Municipal Mayor/ Municipal Administrator
	3. Release and dry seal the business permit and get a copy of the documents	none	2 minutes	Clerk (Mayor's Office)
	TOTAL:	none	10 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 Admin 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		
Barangay Indigency (Original with dry seal)		Barangay Hall		
Request Letter for Mayor (Hand Written)		Client		
Photo Copy ID		Client		
Supporting papers (hospital bill, medical abstract)		Hospital		
Quotation/Protocol (1 Photo Copy)		Hospital		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Mayor's Office for assessment of requirements and approval of request.	1. Do an initial assessment of client	none	3 minutes	Administrative Aide (Mayor's Office)
2. Proceed to Public Affairs and Information Office to fill up Request Form	2. Provide request form, and interview client	none	3 minutes	Clerk (Mayor's Office)
	3. Encode data	none	3 minutes	Clerk (Mayor's Office)
3. Return to Mayor's Office for Mayor's signature	4. Print and release to Mayor's Office for signature	none	3 minutes	Clerk (Mayor's Office)
	TOTAL:	none	12 minutes	

E. RECOMMENDATION LETTER

Recommendation letter is issued to clients who are seeking for employment in an institution. This is processed after the initial assessment and approval of the Admin 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:	Job Seekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Indigency (Original with dry seal)		Barangay Hall		
Request Letter for Mayor (Hand Written)		Client		
Photo Copy ID		Client		
Supporting papers (Resume)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Mayor's Office for assessment of requirements and approval of request	1. Do an initial assessment of client	none	3 minutes	Administrative Aide (Mayor's Office)
2. Proceed to Public Affairs and Information Office to fill up Request Form	2. Provide request form, and interview client	none	3 minutes	Clerk (Mayor's Office)
	3. Encode data	none	3 minutes	Clerk (Mayor's Office)
3. Return to Mayor's Office for Mayor's signature	4. Print and release to Mayor's Office for signature	none	3 minutes	Clerk (Mayor's Office)
	TOTAL:	none	12 inutes	

F. REFERRAL LETTER

Job applicant may request a referral letter to PESO for their preferred company.

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE				
Classification:	Simple				
Type of Transaction:	G2C - Government to Client				
Who may avail:	Job Applicants				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Resume (2 copies) Transcript of Records or form 138 Police Clearance or NBI Clearance Employment Certificates (optional) TESDA Certificates (optional)		Job Applicant Job Applicant PNP Pulilan / NBI Malolos Previous Employer TESDA Guiguinto			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the requirements	1. Assess and process the request	none	5 minutes	Clerk I (PESO)	
2. Fill up the National Skills Registration Program Form	2. Counter check the NSRP form	none	5 minutes	Clerk I (PESO)	
	3 Sign and release the referral letter	none	5 minutes	Labor & Employment Officer I (PESO)	
	TOTAL:	none	15 minutes		

INTERNAL SERVICE

A. ISSUANCE OF PURCHASE ORDER OF GAS

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			
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. Receive the accomplished Trip Ticket and prepare the Purchase Order.	none	3 minutes	Clerk

Clerk |
| | 2. Release the Purchase Order and Trip Ticket. | none | 2 minutes | Clerk |
| | **TOTAL:** | **none** | **5 minutes** | |