



OFFICE OF THE MUNICIPAL MAYOR



1. ISSUANCE OF MAYOR'S CLEARANCE

Office or Division:	OFFICE OF THE MUNICIPAL MAYOR
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits application and complete requirements	Receives, checks, records application and refers client to MTO for payment of corresponding fees		5 minutes	Erlyn Ian Pamplona
Forward application to MTO	Reviews documents, accept payment and issues official receipt		5 minutes	Noel
Forwards application to Mayor's Office	Prepares/print out Mayor's Clearance		10 minutes	Erlyn Ian Pamplona
Receives Mayor's Clearance	Sort/Records/Releases clearance to client		3 minutes	Erlyn / Kristine
TOTAL:			23 minutes	