



1. USE OF GOVERNMENT FACILITIES AND MATERIALS USE OF MUNICIPAL AUDIO VISUAL HALL, CONFERENCE ROOM, CHAIRS AND TABLES, GRASS CUTTER & OPERATOR, VEHICLES SERVICES

The Municipal Government has offered the use of the following facilities, vehicles and materials for organized groups for their conferences, gathering, seminars, etc. Some are free for use while others require counterparts that has to be shouldered by the requesting party. However, it is emphasized that should official functions and conferences coincide with requests outside the municipal government, it will prioritize that of request is official in nature.

Office or 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		
<ul style="list-style-type: none"> ➤ For audio visual Hall Filled up Request form ➤ For Grass cutter and operator Filled up Request form ➤ For vehicles Filled up Request form 		<ul style="list-style-type: none"> OMM reception staff OMM reception staff OMM reception staff 		
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
1. Client submits requests to receiving officer for determining the type of request	1. Personnel checks availability of facilities to respective office/in-charges.	None	2 Minutes	Admin Staff



<p>2. Approved requests are released to the client, copy detached for file,</p>	<p>1.1 Personnel affix signature or comments to letter regarding availability of said facilities/vehicle</p>	<p>None</p>	<p>1Minute</p>	<p>Admin Staff</p>
	<p>1.2 Mayor or her authorized representative signs the requests</p>	<p>None</p>	<p>1Minute</p>	<p>Mayor</p>
	<p>2.File Forwarded to in-charge for information.</p>	<p>None</p>	<p>1 minute</p>	<p>Admin staff</p>
	<p>TOTAL</p>	<p>None</p>	<p>6 minutes</p>	



2. ISSUANCE OF MAYORS CLEARANCE SERVICES

Mayors clearance is usually a requirement for employment in an agency as well as in some forms of licenses. Clearances will reiterate the statements of the prior clearances of the person from other agencies, regarding to his being lawful citizen of his municipality.

Office or Division:	Municipal Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Original copy of Police Clearance(Issued w/in the past 6 months, within the year) ➤ Official Receipt 		PNP		
<ul style="list-style-type: none"> ➤ First Time Job seekers Original copy of Police Clearance (Issued w/in 6 months, within the year)		PNP		
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
1. Client present documents to receiving officer for checking of required documents	1. Clerk prepares and encodes the clearance in the computer	None	5 Minutes	Admin Staff
	1.1 Encoded clearance is reviewed for errors and changes.		2 minutes	Admin Staff
	1.2 Staff assigned reviews document and countersigns paper for signature.		1 minutes	Admin Staff



	1.3 Mayor signs the clearance.	None	1 minute	Mayor
	1.4 Document is released to the client,		1 minute	Admin Staff
2. Client Receives clearance	2. Attach/affix seal and one copy detached for file.		1 minute	<i>Admin Staff</i>
	TOTAL	None	11 minutes	



3. ISSUANCE OF MAYORS CERTIFICATION SERVICES

Certifications, on the other hand, assure for the correctness and truth to the statements pertained to the person (personal, moral character), or with to the supporting documents presented by said person. The content of the certification will depend on the type of certification required.

Office or 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	
<ul style="list-style-type: none"> ➤ Personal Moral Character Request for certification either written, Supporting documents, Official receipt ➤ Posting Copy of request letter for posting/copy of posted material, official receipts issued by the MTO ➤ Projects, businesses, etc.. Supporting documents regarding project/business from Licensing Office, DTI, PCSD or other similar agencies , in case of environmental projects (endorsement /reso from Sangguniang Bayan, OR from MTO. ➤ OTHERS Supporting Documents, OR from MTO 	<ul style="list-style-type: none"> Client's Copy Client's copy Concerned Agency\ Client's copy, Treasurer's Office 	



Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
1. Client presents documents to receiving officer for checking of supporting documents	1.0 Receiving personnel determines the type of certification requested.	None	5 Minutes	Admin Staff
	1.1 Clerk prepares and Encodes the certification in the computer.		5 Minutes	Admin Staff
	1.2 Encoded clearance is reviewed for errors and changes.	None	2 Minutes	Admin Staff
	1.3 Staff assigned reviews document and countersigns paper for signature.		1 Minute	Admin Staff
	1.4 Mayor or her authorized representative signs the certification.		1 Minute	Mayor
	1.5 Document is released to the client, attach/affix seal and one copy detached for file.		1 Minute	Admin Staff
2. Client receives the Certification				
	TOTAL	None	15 minutes	



4. GRANT OF FINANCIAL ASISTANCE SERVICES

A certain amount of appropriation is set aside for grants and donations to needy individuals and groups as maybe assessed by the Municipal Social Development Office. This will also cover donations for materials and endeavors by schools, organization as maybe determined by the office. However, the grant of this assistance is not given right away as cash or material and will be coursed as a regular transaction.

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Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Letter Request of financial from client ➤ Barangay Certification that he/she is a resident and indigent. ➤ Medical certificate (for Medical) ➤ Burial or Death Certificate ➤ Resolution from organization etc.. for other assistance. ➤ Referral from local DSWD ➤ Photocopy of valid ID or CTC 		Client Barangay hall where the client resides Doctor/ Physician MCR MSWD Client		
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible



1. Client presents documents to receiving officer for checking of supporting and completeness of documents	1.Forwarded to Mayor, Administrator or authorized personnel for amount to be given	None	1 Minute	Admin Staff
	1.1Documents given to clerk for preparing of OBRE & VOUCHER with attached complete documents.	None	1 Minute	Admin Staff
	1.2Mayor or her authorized representative signs the docs.		1 Minute	Mayor
	1.3Client is advised that vouchers will be ready for release in the Treasury Office in a week time.		1 week	Admin Staff
	TOTAL	None	1 week, 3 minutes	



Solemnization of Couples

- Aside from getting married in church and other religious buildings, solemnization is allowed by law to be done by judges, and officials such as the mayor. The whole ceremony is much shorter than the church ceremony which for some clients are convenient and will entail them a much lesser cost in preparations.

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Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Duly accomplished application of application for marriage license signed by the MCR/ or authorized staff, with attached documents ➤ Original copy of Marriage license ➤ For those availing solemnization under Art. 34, notarized affidavit of man and woman living together for more than 5 years, provided both are 18 years at the start will be provided ➤ For solemnization to be conducted outside the Office of the Mayor, additional notarized request for conduct of solemnization is submitted. ➤ Request for schedule of solemnization is encourage during official hours only. ➤ OR from MTO <p style="text-align: center;">List of Witnesses</p>		<p>MCR</p> <p>Clients Copy Notary Public</p> <p>Notary Public</p> <p>Client's Copy MTO</p>



Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
1. Client presents documents to receiving officer for checking and verification of documents	1. Check the availability of the Mayor during date and time.	None	1 Minute	Admin Staff
	1.1 Talk with the Mayor, for Solemnization outside office	None	1 Minute	Mayor
	1.2 Schedule Noted in the Mayor's appointments		1 Minute	Admin Staff
	1.3 Marriage certificate will be forwarded to MCRO and prepared and needed entries typed.		1 Minute	Admin Staff
	1.4 Clients advised to return on date of marriage before receiving the certificate		1 Minute	Admin Staff
	TOTAL	None	5 minutes	