

# **OFFICE OF THE MUNICIPAL MAYOR**



**DEXTER L. SAYAT**  
**MUN. MAYOR**

### SECURING MAYOR'S CLEARANCE

INDIVIDUALS NEED to secure a Mayor's Clearance before they can apply for an employment. People seeking employment are sometimes also required to secure the same. This is especially true of applicants to the Philippine National Police (PNP) and to the Armed Forces of the Philippines (AFP).

<b>OFFICE</b>	<b>OFFICE OF THE MUNICIPAL MAYOR</b>			
<b>CLASSIFICATION</b>	<b>SIMPLE</b>			
<b>TYPE OF TRANSACTION</b>	<b>G2C, G2G</b>			
<b>CHECKLIST REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Original Copy of Police Clearance</li> <li>Latest Community Tax Certificate</li> <li>Official Receipt from the Municipal Treasurer's Office</li> </ul>		OFFICE OF THE MUNICIPAL MAYOR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filing/Recording of Request	Receive & record the application request	Php 100.00	3 minutes	OMM Staff
Submit documents required to the receiving Clerk or employee-in-charge	Checking of documents			
2. Preparation of Clearance or Certification	Prepares the Clearance or Certification		5 minutes	OMM Staff
3. Approval of Mun. Mayor	Municipal Mayor approves & signed the Clearance or Certification		2 minutes	Hon. Dexter L. Sayat Municipal Mayor
4. Release of Clearance or Certification	The Clearance or Certification is released to the client. Client leaves 1 copy with the Records Section for file.		2 minutes	OMM Staff
<b>END OF TRANSACTION</b>				

### SECURING PERMIT ON ALL ADVERTISING AND PROMOTING ACTIVITIES

Corporations, groups and other entities wish to promote or advertise their product/s service/s to the public through the INSTALL means or process of promotion/advertisements such as the installation/posting of billboard, signage, streamers, posters and/or fliers and other similar materials

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CHECKLIST REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>Request Letter</li> <li>Official Receipt from the Municipal Treasurer's Office</li> </ul>		OFFICE OF THE MUNICIPAL MAYOR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing/Recording of Request respective department head sign for recommending approval of the leave	Receive & record the application request	Php 500	3 minutes	OMM Staff
Submit request letter to the receiving clerk or employee in charge. For billboard attached thereto are to design, details & specifications and the site/sketch plan of the project.				
If the site/location is a private property, applicant must present written document showing consent of the owner.				
Affidavit of undertaking to assume all obligations and liabilities cause to any third party by reason of such project.				
Such other documents/papers that the municipality may require. Except in case of applicant to post or put up streamers, posters and flyers, only a written application address to the Municipal Mayor will be sufficient. Such letter must state the total number and the period/duration.				
2. Payment of Fees		Pay the prescribed		10 minutes

		fee at the Mun. Treasurer's Office		
3. Preparation of Municipal Mayor's Permit	Received / photocopy official receipt to the Upon presentation of the Official Receipt and corresponding streamers/posters, employee in charge prepares the permit, provided in case of billboards endorsements.		5 minutes	OMM Staff
4. Approval of Permit	The Municipal Mayor or his authorized representative signs the permit.			Hon. Dexter L. Sayat Municipal Mayor
5. Release of Permit	The Permit is released to the client. Client leaves 1 copy with the Records Section for file.		2 minutes	OMM Staff
<b>END OF TRANSACTION</b>				

#### AVAILING OF PUBLIC CUSTOMER ASSISTANCE

MUNICIPAL RESIDENTS and others clients may request the MMO for referral, recommendations, endorsement or communications so that they can avail of free service or discounts.

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<b>CHECKLIST REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Request Letter		OFFICE OF THE MUNICIPAL MAYOR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filing/Recording of request submit	Receive & record the application request		3 minutes	OMM Staff

request letter or the pertinent documents required to the receiving clerk or employee-in-charge				
2. Preparation of Communication for request appropriate communication regarding the request will be prepared by the employee-in-charge	Preparation & Checking of documents		10 mins	OMM Staff
3. Approval by the Municipal Mayor	The Municipal Mayor approves request for assistance the communication.		1 minute	Hon. Dexter L. Sayat Municipal Mayor
4. Release of Communication Request	Release/receive copy of the permit		1 minute	OMM Staff
<b>END OF TRANSACTION</b>				

### USING GOVERNMENT FACILITIES

THE PITOGO, QUEZON GOVERNMENT offers the use of the following facilities ideal for seminars, conferences, gatherings, sports and other activities:

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<b>CHECKLIST REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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| <ul style="list-style-type: none"> <li>Mayor's Permit / electric (if needed)</li> <li>Fees depending on what activities will be done</li> </ul> |  |
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing/Recording of request  Submit request letter to the receiving employee in charge.	Receive & record the application request	500 pesos per permit (covered court/daytime)  1,500 pesos per permit (covered	3 minutes	OMM Staff

		court/ nighttime)		
2.	Payment of Fees  Pay the fee at the Municipal Treasurer's Office	Pay the prescribed fee at the Mun. Treasurer's Office		7 minutes  MTO
3.	Preparation of Permit Upon the presentation of the Official Receipt (O.R) and requirements, the employees prepare the permit	Preparation & checking of documents		5 minutes  OMM Staff
4.	Approval of Municipal Mayor	Municipal Mayor approves and sign the permit.		3 minutes  Hon. Dexter L. Sayat Municipal Mayor
5.	Release of Permit	Release/receive copy of the permit		3 minutes  OMM Staff
<b>END OF TRANSACTION</b>				