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). | | | | | | | |
| OFFICE | OFFICE OF THE MUN | ICIPAL MAYOR | | | | | |
| CLASSIFICATION | SIMPLE | | | | | | |
| TYPE OF TRANSACTION | G2C, G2G | | | | | | |
| CHECKLIST REQUIREMENTS WHERE TO SECURE | | | | | | | |
| Original Copy of Police | Clearance | OFFICE C | F THE MUNICIP | AL MAYOR | | | |
| Latest Community Tax | Certificate | | | | | | |
| Official Receipt from the second | he Municipal | PITO | | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | | | |
| 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 | Chec <mark>ki</mark> ng of documents | | | IEZ | | | |
| 2. Preparation of Clearance or Certification | Prepares the Clearance or Certification | Sur | 5 minutes | OMM Staff | | | |
| 3. Approval of Mun. Mayor | Municipal Mayor approves & signed the Clearance or Certification | 7 | 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. | LS | 2 minutes | OMM Staff | | | |
| | END OF TRAM | SACTION | | | | | |

| SECURING PERMIT ON A | LL ADVERTISING AND PROMOTING ACTIVITIES | | | | |
|--|---|--|--|--|--|
| Corporations, groups and c public through the INST | other entities wish to promote or advertise their product/s service/s to the FALL means or process of promotion/advertisements such as the | | | | |
| installation/posting of billboard, signage, streamers, posters and/or fliers and other similar materials | | | | | |
| OFFICE OF THE MUNICIPAL MAYOR | | | | | |
| CLASSIFICATION SIMPLE | | | | | |
| TYPE OF TRANSACTION G2C, G2G | | | | | |
| | | | | | |

| CHECKLIST REQUIREMENTS | | | WHERE TO SECURE | | | |
|------------------------|--|--|------------------------------|--------------------|----------------------|--|
| • | Request Letter Official Receipt from the M Office | unicipal Treasurer's | OFFICE OF THE MUNICIPAL MAYO | | AL MAYOR | |
| | CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBL | |
| 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 | TY OF | PITC | C | | |
| | thereto are to design, details & specifications and the site/sketch plan of the project. | | | 10 | | |
| | If the site/location is a private property, applicant must present written document showing consent of the owner. | | | | EZON | |
| | 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 | ICIA | - 9 | EAL | | |
| | 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 | ⁴ CIA | | | | |
| 2. | Payment of Fees | | Pay the prescribed | | 10 minutes | |

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|----|-----------------------------|--------------------|-------------|-----------|---|--|
| | | | fee at the | | | |
| | | | Mun. | | | |
| | | | Treasurer's | | | |
| | | | Office | | | |
| | Due no entite of | | | | | |
| 3. | Preparation of | Received / | | | | |
| | Municipal Mayor's Permit | photocopy official | | | | |
| | Permit | receipt to the | | | | |
| | | Upon | | | | |
| | | presentation of | | | | |
| | | the Official | | | | |
| | | Receipt and | | | | |
| | | corresponding | LITC | 5 minutes | OMM Staff | |
| | | streamers/posters, | | | | |
| | | employee in | | 50 | | |
| | | charge prepares | | | | |
| | RY | / the permit, // | | 1-0 | | |
| | | provided in case > | | | | |
| | | of billboards | | | | |
| | | endorsements. | 1. > | | | |
| | | | 5 (35 | | Eil | |
| 4. | Approval of Permit | The Municipal | | | | |
| | | Mayor or his | | 9 | Hon. Dexter L. | |
| | | authorized | ~ | | Sayat | |
| | 2 | representative | 8 | | Municipal | |
| | | signs the permit. | | | Mayor | |
| | | | | | | |
| 5. | Release of Permit | The Permit is | 7 | | | |
| | | released to the | | | | |
| | | client. Client | | 2 minutes | OMM Staff | |
| | | leaves 1 copy with | | 2 minutes | Owiwi Staff | |
| | | the Records | | | | |
| | | Section for file. | | | | |
| | | END OF TRAN | ISACTION | 140 | | |
| | | | | | | |
| | | D. | | 6 Y | | |
| | | | | | | |

| AVAILING OF PUBL | IC CUSTOMER | RASSISTANCE | | | | |
|-----------------------------|-------------------------------|---------------------|--------------------|-----------------------------|---------------|--|
| MUNICIPAL RESIDI | ENTS and othe | ers clients may req | uest the MMO | for referral, reco | ommendations, | |
| endorsement or co | mmunications | s so that they can | avail of free ser | vice or discount | S. | |
| OFFICE | OFFICE OF THE MUNICIPAL MAYOR | | | | | |
| CLASSIFICATION | SIMPL | SIMPLE | | | | |
| TYPE OF | | | | | | |
| TRANSACTION G2C, G2G | | | | | | |
| CHECKLIST REQUIREMENTS | | | WHERE TO SECURE | | | |
| Request Letter | | | OFFICE OF TH | <mark>E MUNICIPA</mark> L M | AYOR | |
| | | | FEES TO BE | PROCESSING | PERSON | |
| CLIENT STEPS AGENCY ACTIONS | | PAID | TIME | RESPONSIBLE | | |
| 1. Filing/Recordi | ng Receive | e & record the | | Diminutes | | |
| of request sub | mit applica | tion request | | 3 minutes | OMM Staff | |
| | | | and a start of the | | | |

8 | Page

| | request letter or the pertinent documents required to the receiving clerk or employee-in- | | | | | | |
|----|---|---|----------|----------|---|--|--|
| 2. | charge Preparation of Communication for request appropriate communication regarding the request will be prepared by the employee-in- charge | Preparation & Checking of documents | PITO | 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 END OF TRAM | ISACTION | 1 minute | OMM Staff | | |
| | | | | | | | |

| US | USING GOVERNMENT FACILITIES | | | | | | |
|---|--|---|---|--------------------|-----------------------|--|--|
| | THE PITOGO, QUEZON GOVERNMENT offers the use of the following facilities ideal for seminars, | | | | | | |
| cor | nferences, gatherings, spor | ts and other activit | ies: | | | | |
| OF | FICE | OFFICE OF THE M | UNICIPAL MAYOF | 2 | | | |
| CL/ | ASSIFICATION | SIMPLE | | | | | |
| TY | PE OF TRANSACTION | G2C, G2G | | | | | |
| | CHECKLIST REQUIR | EMENTS | W | HERE TO SECUE | RE | | |
| Mayor's Permit / electric (if needed) Fees depending on what activities will be done | | | LS | | | | |
| | CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | | |
| 1. | Filing/Recording of request | Receive & record the application request | 500 pesos per permit (covered court/daytime) | 3 minutes | OMM Staff | | |
| | Submit request letter to the receiving employee in charge. | | 1,500 pesos per permit (covered | | | | |

| 2. Payment of Fees 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 Mayor 3 minutes Hon, Dexter L. Sayat Sayat 5. Release of Permit Release/receive copy of the permit 3 minutes OMM Staff | | | - | | | |
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| 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 END OF TRANSACTION | | | | | S'A | |
| Mayor approves and sign the permit. 3 minutes Sayat Municipal Mayor 5. Release of Permit Release/receive copy of the permit 3 minutes OMM Staff END OF TRANSACTION | | permit | | | | |
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| Sign the permit. Municipal Mayor 5. Release of Permit Release/receive copy of the permit 3 minutes END OF TRANSACTION OMM Staff | | Mayor | | | 3 minutes | |
| 5. Release of Permit Release/receive copy of the permit 3 minutes OMM Staff END OF TRANSACTION | | | sign the permit. | Le X | Jinnates | Municipal |
| copy of the permit 3 minutes OMM Staff END OF TRANSACTION | | | | | | Mayor |
| copy of the permit 3 minutes OMM Staff END OF TRANSACTION | | | | S 135 | | |
| END OF TRANSACTION | 5. | Release of Permit | Release/receive | 200 | | |
| END OF TRANSACTION | | | | | 3 minutes | OMM Staff |
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