



## 1. Issuance of Mayor's Clearance / Certifications

The Mayor's Clearance is issued to bonafide residents of the municipality stating the clearance has no pending case against him/her. Certifications are issued to attest the status or level of achievement and to affirm the validity of information.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizens			
<b>Who may avail:</b>	All persons/individuals who are bonafide residents of the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Police Clearance (1 photocopy)		Local Police Station		
2. Barangay Clearance (1 photocopy)		Barangay Hall		
3. Latest Community Tax Certificate-CTC (1 photocopy)		Barangay Hall		
4. Official Receipt ( original)		Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the office lobby	Give the logbook to the client	None	3 minutes	<b>Dan Dean C. Dael</b> Information Desk Clerk
2. Submit the required documents to Table 2 or 3 for verification	Receive documents and check for completeness 2.1. Issue Order of Payment if all required documents were given 2.2. Start processing the request	None	7 minutes	<b>Gellie B. Marquez</b> General Clerk <b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor
3. Pay the required fees at the treasurer's office	3. Accept payment base on the Order of Payment 3.1 Issue the Official Receipt	Mayor's Clearance Php 50.00 Certification Fee – Php35.00	5 minutes	<b>Marissa O. Parua</b> RCC 1 <b>Dhebby C. Lomibao</b> RCC 1-Casual
4. Return to the Mayor's Office for the processing and release of Clearance or Certification	4. Check the Official Receipt 4.1 Issue the Certificate or Clearance to the client	None	1 minutes	<b>Gellie B. Marquez</b> General Clerk Office of the Mayor
<b>TOTAL</b>		<b>Php 85.00</b>	<b>16 minutes</b>	