



## 2. Issuance of Mayor's Permit

The Mayor's Permit is a document issued to any person who shall establish, operate or conduct any business, trade or activity within the municipality.

<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 individuals engaged in any business			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Clearance (1 photocopy)		Barangay Hall		
2. Latest Community Tax Certificate-CTC (1 photocopy)		Barangay Hall		
3. 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 the responsible frontline service personnel for verification	Receive documents and check for completeness a.Issue Order of Payment if all required documents were given b.Start processing the request	None	10 minutes	<b>Gellie B. Marquez</b> General Clerk <b>Ashley G. Oganía</b> Office Clerk
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	Clearance/ Certification Fee – PhP35.00	7 minutes	<b>Marissa O. Parua</b> RCC 1 <b>Dheby C. Lomibao</b> RCC 1
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 Permit to the client	Mayor's Permit Fee Php 100.00	5 minutes	<b>Gellie B. Marquez</b> General Clerk <b>Ashley G. Oganía</b> Office Clerk
<b>TOTAL</b>		<b>PhP135.00</b>	<b>25 minutes</b>	