



## 1. Processing of Documents for signature of Municipal Mayor

The Mayor affixes her signature, upon request, on public documents which he is authorized by law to sign in her capacity as public official.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	Departments and offices of the Municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Documents to be signed				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the documents to the Office of the Mayor	1.1.Check and forward to the Secretary to the Mayor for appropriate action 1.2.Endorse the documents to the Mayor for her perusal and signing  1.3.Check and sign the documents	None	5 minutes	<b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor <b>Gellie B. Marquez</b> OMM- Staff <b>Crizaline O. Enriquez</b> OMM Staff <b>Ashley G. Oganía</b> OMM-Staff  <b>Hon. Ma. Caridad P. Clacio</b> – Municipal Mayor
2. Receive the signed documents	2.1.Record in a log book and deliver the signed documents to the concern department and request the receiving personnel to sign	None	10 minutes	<b>Gellie B. Marquez</b> OMM-Staff <b>Rezeline M. Pastrana</b> Utility Worker <b>Dan Dean F. Dael</b> Messenger
<b>TOTAL</b>		NONE	15 minutes	