

Name of Department/Office: OFFICE OF THE MUNICIPAL MAYOR

**Vision:** An efficient local government unit where the constituents enjoy a better quality of life resulting from effective and sustained delivery of essential programs and services

Mission: Execution, delivery and management of programs and services of the LGU to local constituents

Mandate: Provide the Local constituents with essential programs and services pursuant to section 16 of R.A. 7160 or the LGC of 1991

## OFFICE OF THE MUNICIPAL MAYOR

<b>REQUEST TO BORROW SERVICE VEHICLE</b>					
1	Present Request Letter	Receive, Client Interview & Encode	5 minutes	MO Staff	
2	Claim Approved Request Letter	Prepare Vehicle and Travel Documents	5 minutes	MO Staff	
<b>END OF TRANSACTION</b>					
<b>TOTAL TIME: 10 MINUTES (EXCLUDING WAITING TIME)</b>					
<b>REQUEST FOR FINANCIAL ASSISTANCE</b>					
1	Present Request Letter	Receive, Client Interview & Encode	5 minutes	MO Staff	
2	Claim Financial Assistance	Prepare Financial Assistance	6 minutes	MO Staff	
<b>END OF TRANSACTION</b>					
<b>TOTAL TIME: 11MINUTES (EXCLUDING WAITING TIME)</b>					