

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

<b>OFFICE OF THE MUNICIPAL MAYOR</b>						
<b>STEPS</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>PROCESSING TIME</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>REMARKS</b>
<b>SECURING OF MAYOR'S CLEARANCE</b>						
1	Present Required Documents	Receive, Verify & Encode	5 minutes	MO Staff		
2	Pay Amount Due	Pay Amount Due	3 minute	MTO Staff	₱50.00	
3	Claim Requested Document	Claim Requested Document	1 minute	MO Staff		
<b>END OF TRANSACTION</b>						
<b>TOTAL TIME: 9 MINUTES (EXCLUDING WAITING TIME)</b>						
<b>SECURING ENDORSEMENT/RECOMMENDATION LETTER</b>						
1	Present Request Letter	Receive, Interview & Encode	6 minutes	MO Staff		
2	Claim Requested Document	Prepare Endorsement	1 minute	MO Staff		
<b>END OF TRANSACTION</b>						
<b>TOTAL TIME: 7 MINUTES (EXCLUDING WAITING TIME)</b>						
<b>SECURING CERTIFICATION (ELECTRICAL INDIGENCY)</b>						
1	Present Required Documents	Receive, Verify & Encode	5 minutes	MO Staff		
2	Claim Requested Document	Claim Requested Document	1 minute	MO Staff		
<b>END OF TRANSACTION</b>						
<b>TOTAL TIME: 6 MINUTES (EXCLUDING WAITING TIME)</b>						
<b>SOLEMNIZATION OF MARRIAGE WITH LICENSE</b>						
1	Present Required Documents	Receive, Verify & Encode	5 minutes	MO/LCR Staff		
2	Pay Amount Due	Pay Amount Due	3 minutes	MCRO Staff	₱500.00	
3	Solemnization	Solemnization	30 minutes	Mayor		
<b>END OF TRANSACTION</b>						
<b>TOTAL TIME: 38 minutes (EXCLUDING WAITING TIME)</b>						
<b>SECURING ELECTRICAL PERMIT REGULAR</b>						
1	Present Required Documents	Receive, Verify & Encode	5 minutes	MO Staff		
2	Pay Amount Due	Pay Amount Due	3 minutes	MTO Staff	₱310.00	
3	Claim Requested Document	Claim Requested Document	1 minute	MO Staff		
<b>END OF TRANSACTION</b>						
<b>TOTAL TIME: 9 MINUTES (EXCLUDING WAITING TIME)</b>						
<b>SECURING FISHERFOLK PERMIT (BOAT &amp; GEAR REGISTRATION)</b>						
1	Present Required Documents	Receive, Verify & Encode	5 minutes	MO Staff		
2	Pay Amount Due	Pay Amount Due	3 minutes	MTO Staff	₱350.00	
3	Claim Requested Document	Claim Requested Document	1 minute	MO Staff		
<b>END OF TRANSACTION</b>						
<b>TOTAL TIME: 9 MINUTES (EXCLUDING WAITING TIME)</b>						

<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>						