



OFFICE OF THE MUNICIPAL MAYOR

ISSUANCE OF MAYOR'S CLEARANCE

The Mayor's Clearance Certifies that the individual is a resident of the municipality, of good moral character and is a law-abiding citizen.

The clearance is a document usually availed of by individuals seeking employment, scholarship, for a firearms license and for any other purpose.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents of Albura			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Copy of Barangay Clearance 2. Original Copy of Police Clearance 3. Latest Community Tax Certificate (CTC) 4. Official Receipt for Request of Certification Fee		Barangay PNP Police Station Municipal Treasury Municipal Treasury		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit all requirements	1. Receive and review the requirements if complete and duly signed.	None	1 minute	Administrative Aide III / IV
6. Proceed to the Treasurer's Office to pay prescribed fee and buy documentary stamp	2. Receive payment and issue Official Receipt and documentary stamp.	P 50.00	5 minutes	Revenue Collection Clerk
7. Present Official Receipt at the Mayor's Office	3. Prepare the clearance	None	5 minutes	Administrative Aide III / IV
8. Affix Signature on the clearance	4. The Local Chief Executive Authorized Signatory signs the Clearance/Certificate	None	1 minute	Local Chief Executive/Authorized Signatory
9. Receive the Mayor's Clearance	5. Get a duplicate copy, record and release the clearance	None	1 minute	Administrative Aide III / IV
10. Receive the Mayor's clearance	5. Get a duplicate copy, record and release the clearance.	None	1 minute	Admin. Aide III/ IV
TOTAL			13 minutes	

SECURING RECOMMENDATION/ENDORSEMENT LETTER

This service is intended for the individual who wants to apply for a position in a government unit.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents of Albura			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification/Endorsement (stating that the client is a resident of the barangay and has no derogatory records)		Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit barangay clearance/endorsement in securing endorsement/recommendation letter	1. Receive and review clearances.	None	4 minutes	Admin. Aide III/ IV
2. Wait for the certification/endorsement letter	2. The Local Chief Executive or authorized signatory signs the Certification	None	1 minute	Local Chief Executive / Authorized Signatory
3. Receive the certification/Endorsement Letter	3. Get a duplicate copy, record and release the Certification.	None	2 minutes	Admin. Aide III/ IV
TOTAL			7 minutes	

USING OF GOVERNMENT FACILITIES

The MUNICIPAL GOVERNMENT of Albuera offers the use of the following facilities ideal for seminars, conferences, gatherings, sports and other activities:

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents of Albuera			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request addressed to the Mayor, specifying the government facility to be used, date, time and purpose		Requesting Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter	1. Receive and review the request letter	None	5 minutes	SAO
2. Proceed to Treasurer's Office to pay prescribed fee	2. Receive Official Receipt.	Refer to MTO	3 minutes	MTO
3. Presents the Official Receipt at the Mayor's Office	3. Prepares the permit	None	5 minutes	SAO
4. Wait for the permit	4. The Local Chief Executive signs the permit	None	2 minutes	Local Chief Executive
5. Receives Mayor's Permit and leaves one (1) copy with the Records Section for file.	5. Issues Mayor's Permit and retains one (1) copy for file	None	5 minutes	Admin. Aide III
TOTAL			20 minutes	

ISSUANCE OF MAYOR'S PERMIT

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents of Albuerca			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Electrical Permit (Regular) 1. Original Copy of Barangay Clearance 2. Order of Payment for Installation 4. Official Receipt for Request of Certification Fee Fisherfolk Permit 1. Original Copy of Barangay Clearance 2. Fishing Boat Certification 4. Official Receipt for Request of Certification Fee		Barangay Engineering Office Municipal Treasury Barangay Municipal Agricultures Office Municipal Treasury		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit all requirements	1. Receive and review the requirements if complete and duly signed.	None	1 minute	Administrative Aide III / IV
6. Proceed to the Treasurer's Office to pay prescribed fee and buy documentary stamp	2. Receive payment and issue Official Receipt and documentary stamp.	<i>Electrical</i> P 340.00 <i>Fisherfolk</i> P 250.00	5 minutes	Revenue Collection Clerk
7. Present Official Receipt at the Mayor's Office	3. Prepare the clearance	None	5 minutes	Administrative Aide III / IV
8. Affix Signature on the clearance	4. The Local Chief Executive Authorized Signatory signs the Clearance/Certificate	None	1 minute	Local Chief Executive/Authorized Signatory
9. Receive the Mayor's Clearance	5. Get a duplicate copy, record and release the clearance	None	1 minute	Administrative Aide III / IV
10. Receive the Mayor's clearance	5. Get a duplicate copy, record and release the clearance.	None	1 minute	Admin. Aide III/ IV
TOTAL			14 minutes	

