

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 Albuera			
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	Andy Lou Tirante / Rick Anthony Tolero
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 80.00	5 minutes	Jimmy Matutina / Nenita Baol / Terisita Delgado / Roy Cabintoy
7. Present Official Receipt at the Mayor's Office	3. Prepare the clearance	None	3 minutes	Andy Lou Tirante / Rick Anthony Tolero
8. Affix Signature on the clearance	4. The Local Chief Executive Authorized Signatory signs the Clearance/Certificate	None	3 minute	Sixto B. Dela Victoria / Mario I. Cubi / Frederick M. Cuesta
9. Receive the Mayor's Clearance	5. Get a duplicate copy, record and release the clearance	None	2 minute	Andy Lou Tirante / Rick Anthony Tolero
TOTAL			14 minutes	

USING OF GOVERNMENT FACILITIES

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

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		
1. Letter request addressed to the Mayor, specifying the government facility to		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	Sixto B. Dela Victoria
2. Proceed to Treasurer's Office to pay prescribed fee	2. Receive Official Receipt.	Refer to MTO	5 minutes	Jimmy Matutina / Nenita Baol / Terisita Delgado / Roy Cabintoy
3. Presents the Official Receipt at the Mayor's Office	3. Prepares the permit	None	5 minutes	Andy Lou Tirante / Rick Anthony Tolero
4. Wait for the permit	4. The Local Chief Executive or authorized signatory signs the permit	None	5 minutes	Sixto B. Dela Victoria / Mario I. Cubi / Frederick M. Cuesta
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	2 minutes	Andy Lou Tirante / Rick Anthony Tolero
TOTAL			22 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	3 minutes	Andy Lou Tirante / Rick Anthony Tolero
2. Wait for the certification/endorsement letter	2. The Local Chief Executive or authorized signatory signs the Certification	None	5 minute	Sixto B. Dela Victoria / Mario I. Cubi / Frederick M. Cuesta
3. Receive the certification/Endorsement Letter	3. Get a duplicate copy, record and release the Certification.	None	2 minutes	Andy Lou Tirante / Rick Anthony Tolero
TOTAL			10 minutes	

ISSUANCE OF MAYOR'S PERMIT

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

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		
Electrical Permit (Regular) 1. Original Copy of Barangay Clearance 2. Order of Payment for Installation 4. Official Receipt for Request of Certification Fee		Barangay Engineering Office Municipal Treasury		
Fisherfolk Permit 1. Original Copy of Barangay Clearance 2. Fishing Boat Certification 4. Official Receipt for Request of Certification Fee		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	Andy Lou Tirante / Rick Anthony Tolero
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 Fisherfolk P 250.00	5 minutes	Jimmy Matutina / Nenita Baol / Terisita Delgado / Roy Cabintoy
7. Present Official Receipt at the Mayor's Office	3. Prepare the clearance	None	2 minutes	Andy Lou Tirante / Rick Anthony Tolero
8. Affix Signature on the clearance	4. The Local Chief Executive or Authorized Signatory signs the Clearance/Certificate	None	5 minute	Sixto B. Dela Victoria / Mario I. Cubi / Frederick M. Cuesta
9. Receive the Mayor's Clearance	5. Get a duplicate copy, record and release the clearance	None	1 minute	Andy Lou Tirante / Rick Anthony Tolero
TOTAL		14 minutes		