



MUNICIPAL ADMINISTRATOR'S OFFICE

MANDATE

Management and Administrative

VISION

**A dynamic and morally upright
leadership promoting shared
governance**

MISSION

**To focus on a holistic implementation of
plans and programs through a balanced
and participative approach**



A. LENDING OF MUNICIPAL VEHICLE

THE SERVICE:

The service can avail in the office anytime 24/7 for those individual who needs assistance especially for emergency/medical purposes.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PLEASE APPROACH
1. Approach any staff of the office of the Municipal Administrator	Request Letter	3 minutes	
2. Wait for the approval of the request with notation of the Municipal Administrator		5 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		8 MINUTES	



B. TRACTOR FOR RENT

THE SERVICE:

The Local Government Unit through the Office of the Municipal Agriculturist purchased a one (2) units tractor for purposes of helping farmers in preparing/tilling their agricultural land.

The local government unit shall charge a minimal fee for the service.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PLEASE APPROACH
1. Go to the office of the Municipal Administrator for the computation of rental	Area of Agricultural land to be tilled	3 minutes	
2. Pay the required rental fee to the Office of the Municipal Treasurer	Order of Payment: Rental of Tractor P 2,400.00/hectare	5 minutes	
3. Return to the Office of the General Services for the scheduling of tractor	Official Receipt	3 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		11 MINUTES	