



OFFICE OF THE MAYOR

MANDATE

Exercise general supervision and control over all programs, projects and activities of the Municipal Government

VISSION

Secure, peace-loving , healthy and empowered citizenry living in sustainable environment

MISSION

Enforce all laws and ordinances pertinent to the effective governance of the municipality;
Direct the implementation of the municipal plans and projects as indicated in the Annual Investment Plan.



A. **ISSUANCE OF MAYOR'S CLEARANCE AND JOB RECOMMENDATIONS**

THE SERVICE:

The Mayor's Clearance is issued to individuals needing this document that states that he/she has no pending case filed with the office of the Mayor. Job recommendations are issued for job seekers within and outside the municipality.

STEPS/ PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
<p>1. Approach any of the staff of the Municipal Mayor available and ask/request for the issuance of Mayor's Clearance</p> <p>*For Job Recommendations the staff prepares it immediately if requirements are complete</p>	<p>Barangay Clearance Police Clearance</p> <p>*Application letter and Resume for reference purposes</p>	2 minutes	Any staff available
<p>2. Go to the office of the Municipal Treasurer to pay the corresponding fee</p>	Clearance Fee - P 230.00	3 minutes	
<p>3. Go back to the office of the Municipal Mayor and wait for the preparation/ issuance of Mayor's Clearance</p>	Official Receipt	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:		10 MINUTES	



B. ISSUANCE OF MAYORS PERMIT

THE SERVICE:

The Mayors Permit is issued to individuals, corporations or groups to operate business within the municipality

STEPS/ PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Approach any staff of the office of the Mayor and ask/ request for the issuance of Mayor's Certification	Barangay Clearance Police Clearance	1 minute	
2. Go to the office of the Municipal Treasurer to pay the corresponding fee	Clearance Fee - P 230.00	3 minutes	
3. Present receipt and wait for the approval of the permit	Receipt	5 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Cent			
TOTAL RESPONSE TIME:		9 MINUTES	