

1. SERVICE NAME : **APPLYING FOR A SPECIAL MAYOR'S PERMIT**
 Service Information : Provide an avenue where people could explore vicious employment options and actually seek job placement they prefer.

OFFICE	: OFFICE OF THE CITY MAYOR
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Citizen
WHO MAY AVAIL	: Corporation, groups, association and other entities

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	<p>Accepts the request letter</p> <p>If request is approved, advise the client to proceed to the:</p> <p>Engineering Office for streamers, tarpaulins & sign</p> <p>CEEDMO for product promotional activities</p> <p>General services Office for use of facilities and equipment</p> <p>Treasury Office for payment of fees</p>	<p>none</p> <p>Based from the assessment</p>	1 minute	<p>Sheryl Acance</p> <p>Anna Maria Balbin</p> <p>Marilyn A. Pitargue</p> <p>Luzviminda Collado</p> <p>Carolyn Cabanting</p> <p>Dacy Imee Calindas</p>
	Review submitted documents and prepare the Mayor's Permit		5 minutes	
	Issue the permit		1 minute	<p>Sheryl Acance</p> <p>Anna Maria Balbin</p> <p>Luzviminda Collado</p> <p>Carolyn Cabanting</p> <p>Dacy Imee Calindas</p>

2. SERVICE NAME : **ISSUANCE OF MAYOR'S CLEARANCE**
 Service Information : Individuals who wishes to apply for a firearm licenses as well as seeking employment especially to the Philippine National Police and other legal purpose are required to secure Mayor's Clearance.

OFFICE	: OFFICE OF THE CITY MAYOR
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Citizen
WHO MAY AVAIL	: Individual, Corporation, groups, association and other entities

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for clearance	Check requirements then advise client to pay clearance fee at the treasury office		4 minutes	Sheryl Acance Anna Maria Balbin Luzviminda Collado Carolyn Cabanting Dacy Imee Calindas
2. Present Official Receipt (OR)	Prepare the clearance and present to the City Mayor for approval			
3 Receive the Mayor's Clearance	Issue the clearance			

3. SERVICE NAME : **ISSUANCE OF MAYOR'S RECOMMENDATION (EMPLOYMENT/ MEDICAL A FUNERAL ASSISTANCE**

Service Information : Agencies requires their recruits to secure a recommendaton before they are allowed to apply. Likewise, hospitals needing assistance for indigent patients requires the recommendation letter from the mayor.

OFFICE	: OFFICE OF THE CITY MAYOR
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Government
WHO MAY AVAIL	: City Officials and Employees

CLIENT STEPS	AGENCY ACTIONS	REQUIREMENTS	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements for recommendation	Check requirements then prepare the recommendation letter and present it together with supporting documents to the City Mayor for approval	Letter request Barangay Endorsement Certificate of Indigency from the		Dacy Imee Calindas Anna Maria Balbin Luzviminda Collado Sheryl Acance
Receive recommendation letter	Issue the recommendation letter/medical/funeral assistance slip			

4 SERVICE NAME : **ISSUANCE OF MAYOR'S CERTIFICATION**

Service Information : Some schools and overseas employment agencies require their students/recruits to secure a Certification of Good Moral Character before they are allowed to enrol or apply.

CLIENT STEPS	AGENCY ACTIONS	REQUIREMENTS	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements or certificaion	Check requirements then prepare certification and present to the City Mayor for approval	NBI/Police Clearance	5 minutes	Dacy Imee Calindas Anna Maria Balbin Luzviminda Collado Carolyn Cabanting Sheryl Acance
Recieve the certification	Issue Certification		5 minutes	Dacy Imee Calindas Anna Maria Balbin Luzviminda Collado

				Carolyn Cabanting Sheryl Acance
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5 SERVICE NAME : **SCHEDULE OF MARRIAGE/WEDDING SOLEMNIZATION**
 Service Information : Likewise, the City Mayor's office extends assistance in conducting civil marriage/wedding solemnization. In the absence of the City Mayor, the City Vice mayor officate the solemnization.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for a schedule of wedding solemnization and present requirements	Review the requirements and coordinate with the City mayor on the wedding schedule	Treasury Office		Carolyn Cabanting Sheryl Acance Luzviminda Collado
Receive confirmation of the date of wedding	Confirm date, time and place of wedding			Carolyn Cabanting Sheryl Acance Luzviminda Collado

6 SERVICE NAME : **REQUESTS FOR AMBULANCE OR OTHER VEHICLES**
 Service Information : The City Government also provides assistance to its needing urgent transfer of patients thru the ambulance and for groups/organizations requesting for transportation. credits of an employee upon his request without actually going on leave

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CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Government
WHO MAY AVAIL	: Any individual, group/organization/association

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter of request	Check availability of vehicle then present letter to the City Mavor for approval			Marilyn Pitargue Luzviminda Collado
Receive confirmation for the use of vehicle	Confirm reservation and schedule the use of vehicle			

7 SERVICE NAME : **REQUESTS FOR MEDICAL ASSISTANCE**
 Service Information : The City Government also provides assistance to its needing constituents hospitalization, medicines and other

OFFICE	: OFFICE OF THE CITY MAYOR
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Government
WHO MAY AVAIL	: Any individual, group/organization/association

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Check hospital billing and list			Marilyn Pitargue Sheryl Acance

1. Submit letter of request	Check hospital billing and list of medicines			Anna Maria Balbin Dacy Imee Calindas Luzviminda Collado
2. Interview	CSWO			
3. Claim the assistance	at City Treasurer's Office			