

## MUNICIPAL MAYOR'S OFFICE

### **SECURING MAYOR'S WORKING PERMIT**

Frontline Service

#### ❖ **ABOUT THE SERVICE:**

Every person who shall be engaged in the practice of the occupation such as:

- a. Workers in (Offensive and Dangerous Business Establishments”
- b. Workers in food or eatery
- c. Workers in night or night and day establishments;

need to secure a Mayor's Working Permit at the Office of the Mayor/RHU under the Community Affairs Division. All professionals who are subject to the Professional Tax Imposition and government employees are exempted.

#### ❖ **REQUIREMENTS:**

- ✓ Barangay Clearance
- ✓ Police Clearance
- ✓ Community Tax Certificate (Cedula)

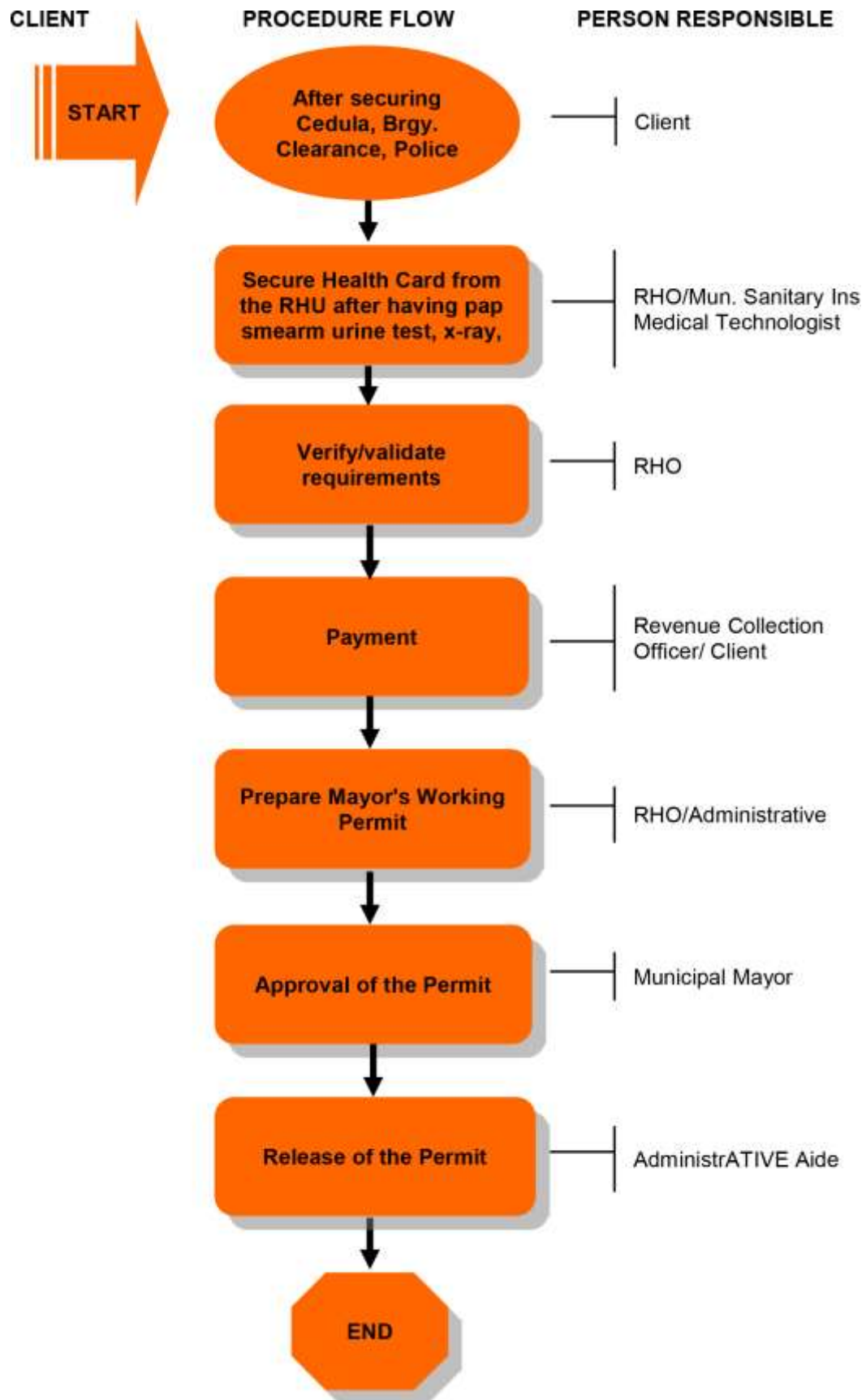
#### ❖ **FEES:**

Based on Art. 41, Sec. 170 of the 2008 Revenue & Market Code  
Permit Fee – P 50.00 upon filing of application for the first time and annually thereafter within the first (20) days of January and every quarter thereafter.

❖ **HOW TO AVAIL OF THE SERVICE:**

<b>Procedure</b>		<b>Processing Time</b>	<b>Person/s Responsible</b>
1.	Secure Brgy. Clearance and Police Clearance, Cedula	15 minutes	
2.	Secure Health Card from the RHU after having pap smear for maitresses/GRO's, urine test, etc.	1 hour	RHO/Sanitary Inspector/Medical Technologist
3.	Verify/Validate the requirements	10 minutes	RHO
4.	Pay at the Treasurer's Office	2 minutes	Revenue Collection Clerk
5	Prepare Mayor's Working Permit	2 minutes	RHO/Administrative Aide
6	Approve the Permit	1 minute	Municipal Mayor
7	Release the Permit	1 minute	Administrative Aide

❖ FLOWCHART:



## MUNICIPAL MAYOR'S OFFICE

### SECURING MAYOR'S CLEARANCE

Frontline Service

#### ❖ ABOUT THE SERVICE:

People seeking employment need to secure a Mayor's Clearance as well as applicants to the military or police service. This document can be secured from the Office of the Mayor.

#### ❖ REQUIREMENTS:

- ✓ Barangay Clearance
- ✓ Police Clearance
- ✓ Community Tax Certificate (Cedula)

#### ❖ FEES:

Based on Art. 41, Sec. 195 of the 2008 Revenue & Market Code

Certification for purpose of employment - P 50.00

Certification for purpose of entering military or police service - P 50.00

#### ❖ HOW TO AVAIL OF THE SERVICE:

Procedure		Processing Time	Person/s Responsible
1.	Secure Cedula, Brgy. Clearance, Police Clearance	15 minutes	Client
2.	Proceed to Mayor's Office submit requirements	1 minute	Administrative Aide
3.	Review requirements	1 minute	Administrative Aide
4.	Prepare Mayor's Clearance	1 minute	Administrative Aide
5.	Order of payment to the Treasurer's Office	1 minute	Administrative Aide
6.	Pay at the Treasurer's Office	2 minutes	MTO Staff/Client
7.	Submit Mayor's Clearance with Official receipt to the Mayor's Office	1 minute	Client
8.	Recommend for approval of the Mayor's Clearance	1 minute	Administrative Aide
9.	Approval of the Mayor's Clearance	1 minute	Municipal Mayor
10.	Release of Mayor's Clearance	1 minute	Administrative Aide

❖ FLOWCHART:

