**10.2. Issuance of Mayor’s Clearance**

ABOUT THE SERVICE: Mayor’ clearance is issued as a pre-requisite for employment, enrolment, fire arm licensing and for travel abroad. This clearance issued by the Mayors Office.

CLIENT GROUPS:

 General public

REQUIREMENTS:

* Community Tax Certificate
* Barangay Clearance
* Police clearance
* MTC clearance ( if necessary)

SERICE SCHEDULES:

 Monday –Friday

 8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES: P

TOTAL PROCESSING TIME: 30 minutes

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Submit to the Mayor’s Office all the requirements listed above | Secures and verifies submitted requirements | 5 minutes | Armeda C. ManlapazBlesilda Bagalihog |
| 2. Pay at the MTO the corresponding fee. Ask for official receipt | Issues OR | 10 minutes | Janeth C. EscototoCarlo B. MarcaidaMelody T. CApellan |
|  3. Affix your signature in the mayor’s clearance and wait for it to be signed by the mayor | Secures clients signature and advises to secure the signature of the mayor | 5 minutes  | Armeda C. ManlapazBlesilda Bagalihog |
| 4. Receive the duly signed Mayor’s clearance  | Releases Mayor’s clearance | 10 minutes | Armeda C. ManlapazBlesilda Bagalihog |