



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





MAYOR'S OFFICE

ADMINISTRATIVE SERVICES





2.SECURING PERMIT ON ALL ADVERTISING / PROMOTIONAL ACTIVIES

Schedule of the Availability of Service:

Mondays – Fridays
8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

General public

What are the Requirements:

Barangay Clearance
Zoning Clearance/authority/consent of private owner
Official Receipt from the Municipal Treasurer’s Office
Sample of advertising/promotional materials

Duration: 16 minutes

| Step | Applicant/Client | Action Officer | Duration of the Activity | Persons in Charge | Fees | Form |
|------|--|---|-------------------------------|------------------------------------|--|------|
| 1 | Submits all requirements to the receiving clerk or employee in-charge at the Mayor’s Office. | Receives, reviews the Requirements • If not complete, return documents to applicants | 2 minutes | Mayor’s Office Staff | Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416) | None |
| 2 | Payment. Pays the permit fee at the Treasurer’s Office and asks for the Official Receipt. | Instructs the client to pay the corresponding permit fee at the Treasurer’s Office. Accepts the payment, gives the Official Receipt and instructs the client to go to the Mayors Office for the printing of Mayor’s Permit | 2 mins. | MTO Cashier | | |
| 3 | Receives the Mayor’s Permit | Receives the Official Receipt and print s the Mayor’s Permit Forwards to the Mayor’s Office for signature. The Mayor (or his authorized representative) signs the Clearance. | 5-10 minutes 2 minutes | Mayor’s Staff Mayor’s Staff | | |

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|--------------------|--|--|--|--|--|--|
| | | Keeps a copy of the permit for office files, releases the permit | | | | |
| END OF TRANSACTION | | | | | | |