



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





MAYOR'S OFFICE
ADMINISTRATIVE SERVICES





5. SECURING AFFIDAVITS

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:

Based on the type of affidavit needed (see next page)

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 <ul style="list-style-type: none"><i>If not complete, return documents to applicants</i>	2 minutes	Mayor’s Office Staff	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)	None
2	Payment. Pays the Affidavit 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 Affidavit	2 mins.	MTO Cashier		
3	Receives the Affidavit	Receives the Official Receipt and print s the Affidavit Forwards to the Mayor’s Office for signature. <i>The Mayor (or his authorized representative) signs the Affidavit.</i> Keeps a copy of the Affidavit for office files, releases the	5-10 minutes 2 minutes	Mayor’s Staff Mayor’s Staff		



		Affidavit			
END OF TRANSACTION					

LIST of Requirements for Securing Affidavits:

Type of Affidavits	Requirements
1) Affidavit for Legitimation	<ul style="list-style-type: none">- Official Receipt of payment- Marriage Certificate- Community Tax Certificate
2) Self/joint Affidavit for Late Registration of Birth	<ul style="list-style-type: none">- Official Receipt of payment- Community Tax Certificate- Community Tax Certificate of two witness- Filled-up form duly signed by LCR representative
3) Affidavit for Acknowledgement Paternity	<ul style="list-style-type: none">- Affidavit Receipt- Community Tax of Affiant (father)
4) Affidavit of Two disinterested Persons for Correction of error	<ul style="list-style-type: none">- Official Receipt of payment- Community tax of affiant (2 witness)- A document showing the “clerical error” data
5) Affidavit of Loss	<ul style="list-style-type: none">- Official Receipt of payment- Community Tax of the Affiant

