



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





MAYOR'S OFFICE
ADMINISTRATIVE SERVICES





7.ISSUANCE OF MAYOR’S PERMIT

Schedule of the Availability of Service:

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

Who May Avail of the Service:

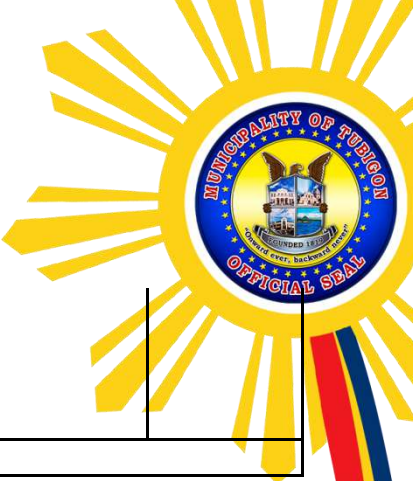
General public.

What are the Requirements:

Based on the approved required documentary requirements by the BPLO per line of business.

Duration: 16 minutes

Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits the requirements to the receiving clerk or employee in-charge at the Mayor’s Office.	Receives, reviews the Requirements and the required regulatory fees if it is in order. • <i>If not complete, return documents to applicants</i>	5 minutes	Mayor’s Office Staff	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)	None
2	Wait	instructs the client to go wait while preparing for the printing of Mayor’s Permit	2 mins.	MTO Cashier		
3	Receives the Mayor’s Permit	Print s the Business Permit Forwards to the Mayor’s Office for signature. <i>The Mayor (or his authorized representative) signs the Clearance.</i> Keeps a copy of the permit	5-10 minutes 2 minutes	Mayor’s Staff Mayor’s Staff		



		for office files, releases the permit				
END OF TRANSACTION						

