



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





**MAYOR'S OFFICE**  
ADMINISTRATIVE SERVICES





#### 4. AVAILING OF PUBLIC ASSISTANCE

**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:**

Punong Barangay’s Certification  
Official Receipt of payment from the Municipal Treasurer’s Office

**Duration: 20** 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  Ask the client what particular public assistance he/she needs.  Endorse to the Mayor the required customer assistance for evaluation.	5 minutes	Mayor’s Office Staff	None	None
2	Wait for her/his time for personal appearance with the Mayor	Call the client for personal appearance with the Mayor	15 mins.	Mayor		
3	Talked with the Mayor and go home					

END OF TRANSACTION							