



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**

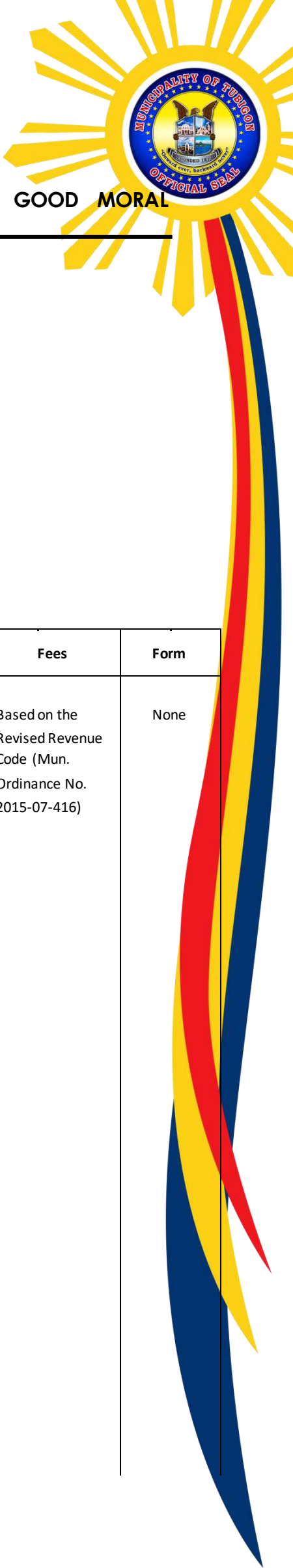




# MAYOR'S OFFICE

## ADMINISTRATIVE SERVICES





1. SECURING MAYOR'S CLEARANCE & CERTIFICATE OF GOOD MORAL CHARACTER

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:

Police Clearance – Original copy  
Latest Community Tax Certificate  
Official Receipt from the Municipal Treasurer’s Office

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"><li>If not complete, return documents to applicants</li></ul>	2 minutes	Mayor’s Office Staff	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)	None
2	Payment. Pays the clearance fee at the Treasurer’s Office and asks for the Official Receipt.	Instructs the client to pay the corresponding clearance 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 clearance and/or Certificate of Good Moral Character	2 mins.	MTO Cashier		
3	Receives the Mayor’s clearance and/or Certificate of Good Moral Character	Receives the Official Receipt and print s the Mayor’s clearance and/or Certificate of Good Moral Character Forwards to the Mayor’s Office for signature.	5-10 minutes  2 minutes	Mayor’s Staff  Mayor’s Staff		



		<p><i>The Mayor (or his authorized representative) signs the Clearance.</i></p> <p>Keeps a copy of the clearance and/or Certificate of Good Moral Character for office files, releases the clearance and/or Certificate of Good Moral Character</p>				
END OF TRANSACTION						

