



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**

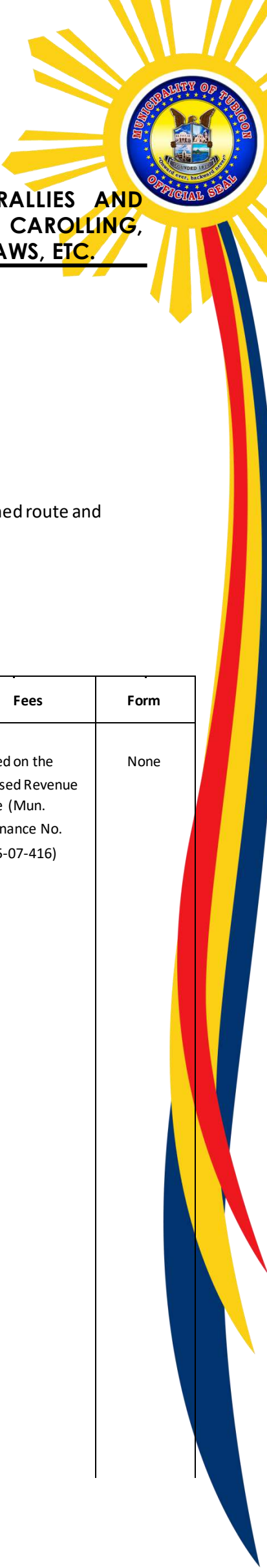




MAYOR'S OFFICE

ADMINISTRATIVE SERVICES





3. SECURING PERMIT TO CONDUCT PUBLIC ASSEMBLY, RALLIES AND DEMONSTRATIONS, PARADES, MOTORCADE, RECORDED, CAROLLING, DISCO, BENEFIT DANCE, CONCERTS, FUND RASING, RAFFLE DRAWS, ETC.

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:

Letter request addressed to the Municipal Mayor indicating the scheduled date, planned route and purpose of the activity

Must secure Official Receipt of payment 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 • <i>If not complete, return documents to applicants</i> Instructs the client to pay the corresponding permit fee at the Treasurer’s Office.	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.	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. <i>The Mayor (or his authorized representative) signs the Clearance.</i>	5-10 minutes 2 minutes	Mayor’s Staff Mayor’s Staff		

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