

MAYOR’S CLEARANCE ISSUANCE

Mayor’s Clearance is issued for employment and other purpose it may serve attesting the personal data of the client based on the authentic documents presented by the client, and that the client has no derogatory records from the city government.

Office or Division:	Administrative and Records Section, Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail?	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<input type="checkbox"/> Barangay Clearance		Barangay Hall of the Barangay where the client is currently residing		
<input type="checkbox"/> Police Clearance		Police Station		
<input type="checkbox"/> Court Clearance		Hall of Justice		
<input type="checkbox"/> Clerk of Court Clearance		Hall of Justice		
<input type="checkbox"/> Municipal Trial Court Clearance		Hall of Justice		
<input type="checkbox"/> Cedula/Community Tax Certificate		City Treasurer’s Office (CTO)		
<input type="checkbox"/> Official Receipt of Clearance fee		City Treasurer’s Office		
<input type="checkbox"/> City Prosecutor Clearance		Office of the City Prosecutor, Hall of Justice		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for <i>Mayor’s Clearance</i> and submit requirements at the Office of the City Mayor, 2 nd floor, City Hall.	1. Receive and verify requirements. 1.1. Issue an <i>Order of Payment</i> and advise the client to pay the required fees at the Office of the City Treasurer.	None	5 Minutes	Joy B. Loquero <i>Local Revenue Collection (LRC) Officer I</i> Office of the City Mayor
2. Pay the required fees at the Office of the City Treasurer Windows 8, 9, and 10 by showing the <i>Order of Payment</i> . *Secure <i>Official Receipt (OR)</i> that will be issued upon payment.	2. Receive payment based on the <i>Order of Payment</i> . 2.1. Issue <i>Official Receipt (OR)</i> .	Certification & Secretary’s Fee – PHP 50.00 2 pcs. Documentary Stamp – PHP 30.00	5 Minutes	Melissa B. Turtosa <i>LRC Officer I</i> Carolyn S. Apdian <i>LRC Officer I</i> Carolyn S. Apdian <i>LRC Officer I</i> City Treasurer’s Office
3. Proceed to the Mayor’s Office and present the <i>Official Receipt (OR)</i>	3. Check the Official Receipt.	None	2 Minutes	Joy B. Loquero <i>LRC Officer I</i> Office of the City Mayor
	3.1. Prepare and print the <i>Mayor’s Clearance</i> then forward it to the Office of the City Administrator.	None	5 Minutes	Joy B. Loquero <i>LRC Officer I</i> Office of the City Mayor
	3.2. Sign the <i>Mayor’s Clearance</i> .	None	8 Minutes	Dr. Enrique S. Guevarra <i>City Administrator</i> Office of the City Administrator
	3.3. Issue the <i>Mayor’s Clearance</i>	None	2 Minutes	Joy B. Loquero <i>LRC Officer I</i> <i>Office of the City Mayor</i>
4. Accept the Mayor’s Clearance	4. File a copy of the <i>Mayor’s Clearance</i> with its requirements	None	5 Minutes	Joy B. Loquero <i>LRC Officer I</i> <i>Office of the City Mayor</i>
TOTAL		PHP 80.00	32 Minutes	