**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** | | | |
| * Barangay Clearance | | | Barangay Hall of the Barangay where the client is currently residing | | | |
| * Police Clearance | | | Police Station | | | |
| * Court Clearance | | | Hall of Justice | | | |
| * Clerk of Court Clearance | | | Hall of Justice | | | |
| * Municipal Trial Court Clearance | | | Hall of Justice | | | |
| * Cedula/Community Tax Certificate | | | City Treasurer’s Office (CTO) | | | |
| * Official Receipt of Clearance fee | | | City Treasurer’s Office | | | |
| * 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 *Mayor’s Clearance* and submit requirements at the Office of the City Mayor, 2nd floor, City Hall. | 1. Receive and verify requirements. 2. Issue an *Order of Payment* and advise the client to pay the required fees at the Office of the City Treasurer. | | | None | 5 Minutes | **Joy B. Loquero**  *Local Revenue Collection (LRC) Officer I* Office of the City Mayor |
| 1. Pay the required fees at the Office of the City Treasurer Windows 8, 9, and 10 by showing the *Order of Payment*.   \*Secure *Official Receipt (OR)* that will be issued upon payment. | 1. Receive payment based on the *Order of Payment.* 2. Issue *Official Receipt (OR).* | | | Certification & Secretary’s Fee –  PHP 50.00  2 pcs. Documentary Stamp – PHP 30.00 | 5 Minutes | **Melissa B. Turtosa** *LRC Officer I*  **Carolyn S. Apdian** *LRC Officer I*  **Carolyn S. Apdian** *LRC Officer I* City Treasurer’s Office |
| 1. Proceed to the Mayor’s Office and present the *Official Receipt (OR)* | 1. Check the Official Receipt. | | | None | 2 Minutes | **Joy B. Loquero** *LRC Officer I* Office of the City Mayor |
| 1. Prepare and print the *Mayor’s Clearance* then forward it to the Office of the City Administrator. | | | None | 5 Minutes | **Joy B. Loquero** *LRC Officer I* Office of the City Mayor |
| 1. Sign the *Mayor’s Clearance.* | | | None | 8 Minutes | **Dr. Enrique S. Guevarra** *City Administrator* Office of the City Administrator |
| 1. Issue the *Mayor’s Clearance* | | | None | 2 Minutes | **Joy B. Loquero** *LRC Officer I Office of the City Mayor* |
| 1. Accept the Mayor’s Clearance | 1. File a copy of the *Mayor’s Clearance* with its requirements | | | None | 5 Minutes | **Joy B. Loquero** *LRC Officer I Office of the City Mayor* |
| **TOTAL** | | | | **PHP 80.00** | **32 Minutes** |  |