

**Office of the Mayor
(External)**

1. Issuance of Mayor's Clearance

Mayor's Clearance issued to any person who shall establish, operate and conduct any business, trade or activity within the municipality of Polangui and certifying that he/she is a resident of the municipality and has no pending case filed with the Office of the Mayor.

Office / Division:	OFFICE OF THE MAYOR			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	All Clients and a residents of Polangui.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (Original Copy) 2. Valid ID 3. Community Tax Certificate (CTC) 4. Receipt of Payment (Original Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Securing Mayor's Clearance (Permit)	1. Recieve and assess submitted requirements and issue order of payment	None	1 minute	<i>Mayor's Office Staff - Office of the Mayor</i>
2. Payment for Mayor's Clearance/ Permit	2. Municipal Treasurer Office Staff accept payment and issued Official Reciept (OR)	Documentary Stamp = PHP 30.00 Subscription Fee = PHP 75.00	1 minute	<i>Municipal Treasurer Office Staff - Municipal Treasurer Office</i>
3. Submit Proof of Payment from MTO	3. Prepare and Transmit Mayor's Clearance/Permit and submit to the Local Chief Executive (LCE) for signature	None	1 minute	<i>Mayor's Office Staff - Office of the Mayor</i>
4. Receive/Accept Mayor's Clearance/Permit	4. Mayor's Office staff release the Mayor's Clearance/Permit	None	1 minute	<i>Mayor's Office Staff - Office of the Mayor</i>
TOTAL		PHP 105.00	4 minutes	

2. Issuance of Permit Using Government Facility

Permit for the Government Facility issued for the use/service of government i.e. Public Kiosk, Promotional/ Advertising materials information and/or any area for venue.

Office / Division:	OFFICE OF THE MAYOR			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	GENERAL PUBLIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request 2. Proof of Receipt of Payment upon approval of letter request (original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Permit for Using Government Facility	1. Mayor's Office staff receive letter request and forwarded to LCE for approval If approved, issue order of payment	None	1-2 minutes	<i>Mayor's Office Staff - Office of the Mayor</i>
2. Payment of Permit	2. Municipal Treasurer Office (MTO) staff accept payment and issue the Official Receipt	Mayor's Permit - Php300.00 Public Kiosk Rental - Php500.00	1-2 minutes	<i>Municipal Treasurer Office Staff - Municipal Treasurer Office</i>
3. Receive/ Accept Approved Permit	3. Mayor's Office staff release "Permit"	None	1	<i>Mayor's Office Staff - Office of the Mayor</i>
TOTAL		PHP 800.00	5 minutes	

3. Issuance of Referral for Medical Assistance

Referral for client to facilitate documentary requirements for assistance.

Office / Division:	OFFICE OF THE MAYOR			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	All individuals within the locality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Abstract 2. Doctor's Request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Referral for Medical Assistance	1. Mayor's Office staff ask client his/her name, address and prepare the said document	None	1-2 minutes	<i>Mayor's Office Staff - Office of the Mayor</i>
2. Receive/ Accept Referral for Medical Assistance	2. Mayor's Office staff release the Referral for Medical Assistance	None	1 minute	<i>Mayor's Office Staff - Office of the Mayor</i>
TOTAL		None	3 minutes	

4. Handling of Incoming and Outgoing Correspondence and Communications

Incoming and Outgoing Correspondence and communications national government agencies, LGUs, GOCCs, private establishments, and the general public are received by the Office of the Mayor Staff for LCE action.

Office / Division:	OFFICE OF THE MAYOR			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Correspondence/ Communication (original copy)				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to Office of the Mayor	1. Stamp "Received" with date, time and signature of receiving staff in both and return duplicate copy to client	None	1-2 minutes	<i>Mayor's Office Staff - Office of the Mayor</i>
	1.1 Forwarded to LCE for action, retain copy for filing and transmit to office/department concerned	None	1 minute	<i>Mayor's Office Staff - Office of the Mayor</i>
2. Follow-up Concern	2. Refer client to the concerned Office/Department	None	1 minute	<i>Mayor's Office Staff - Office of the Mayor</i>
TOTAL		None	4 minutes	

5. Issuance of Special Permit

The Special Permit is issued for the conduct of all promotional activities.

Office / Division:	OFFICE OF THE MAYOR			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Business Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance 2. Business Permit 3. Receipt of Payment				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and Submit completes requirements to Office of the Mayor	1. Ask client and issue list of requirements	None	1 minutes	<i>Mayor's Office Staff - Office of the Mayor</i>

	1.1 Receive documents and check for completeness	None	1 minutes	<i>Mayor's Office Staff - Office of the Mayor</i>
	1.2 Prepare Special Permit for LCE signature	None	1 minute	<i>Mayor's Office Staff - Office of the Mayor</i>
2. Receive and accept Special Permit	2. MO staff release Special Permit	None		Mayor's Office Staff - Office of the Mayor
TOTAL		None	3 minutes	