

1. Issuance of Mayor's Clearance

This document is issued to certify that he/she is bonafide resident, is of good moral character and law abiding citizen.

OFFICE OF DIVISION	Office of the Municipal Mayor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizen			
WHO MAY AVAIL	All Filipino Citizens			
CHECKLIST REQUIREMENT			WHERE TO SECURE	
1. Barangay Clearance (1 original copy)			Barangay Hall	
2. Police Clearance (1 original copy)			Philippine National Police (PNP)	
3. Community Tax Certificate Number			Municipal Treasurer's Office (MTO)	
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out client's Log Book	1. None	None	3 mins	<i>Allan Peter Dela Cruz</i> <i>Administrative Aide VI</i> Municipal Mayor's Office
2. Submit requirement	2. Review the completeness of the requirements	None	10 mins	<i>Allan Peter Dela Cruz</i> <i>Administrative Aide VI</i> Municipal Mayor's Office
3. Pay corresponding fees	3. Issue Official Receipt	For Local PHP 55.00 For Abroad PHP 110.00	10 mins	<i>Clarice Ann Rocero</i> <i>Administrative Aide IV</i> Municipal Treasurer's Office
4. Receive Mayor's Clearance	4. Log Book Official Receipt and release mayor's clearance	None	10 mins	<i>Allan Peter Dela Cruz</i> <i>Administrative Aide VI</i> Municipal Mayor's Office
TOTAL PROCESSING TIME			33 MINUTES	