



OFFICE OF THE MAYOR

GOVERNMENT SERVICE: REQUEST FOR AFFIDAVITS (Affidavit of Loss, Affidavit of two dis-interested persons, Death Certificate-Late Registration, Joint Affidavit for Birth Certificate, Marriage Contract without Reg. No., Marriage Article 34, Re-certificate, SK Certificate/ Barangay Official)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
Community Tax Certificate		1. Request assistance at the Public Assistance and Complaint Desk, and fill up client's logbook.		2 minutes	None
Police Blotter/Certification		2. Proceed at the Mayor's Office, approach the concerned employee, and present requirements.		5 minutes	None
Barangay Clearance		3. Pay fee at the Treasurer's Office.		5 minutes	P 50.00
		4. Go back to the mayor's Office and present requirements.		5 minutes	None
		5. Wait for the processing/signing of the affidavit.		5 minutes	None
		6. Receive the affidavit.		5 minutes	None
		7. Go back to the information desk and fill-up client feedback form.		5 minutes	
TOTAL				32 minutes	P 50.00

GOVERNMENT SERVICE: REQUEST FOR MAYOR'S PERMIT (Business Permit, Peddler's Permit, Amusement Permit)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
Barangay Clearance		1. Request assistance at the Public Assistance and Complaint Desk, and fill up client's logbook.		5 minutes	None
Community Tax Certificate (CEDULA)		2. Proceed at the Mayor's Office and present requirements.		5 minutes	None
Sanitary and Health Permit		3. Pay fee at the Treasurer's Office.		10 minutes	VARIABLE
BIR Form No. 0605		4. Go back to the mayor's Office and present the OR.		5 minutes	None
Certificate of Business Registration		5. Wait for the processing/signing of the affidavit.		10 minutes	None
		6. Receive the permit from the Mayor.		2 minutes	None
		7. Proceed to the Treasurer's Office and claim for the business plate, sticker/certificate.		5 minutes	
		8. Go back to the information desk and fill up client feedback form.		5 minutes	
TOTAL				47 minutes	VARIABLE

GOVERNMENT SERVICE: AVAILMENT OF FINANCIAL ASSISTANCE						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid	
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis			
FOR MEDICAL ASSISTANCE:		1. Proceed to the Office of the Mayor and file request.		15 minutes	None	
- Medical Certificate		2. Proceed to MSWDO and approach the social workers in-charge and present referral note given by the Mayor's Office.		15 minutes	None	
- Barangay Certificate of Indigency		3. Provide the required information.			None	
FOR FUNERAL ASSISTANCE		4. Wait for the processing of the document and affix signature.		15 minutes	None	
- Death Certificate		5. Go back to the Office of the Mayor for appropriate action.		1 hour	None	
		6. Fill-up clients feedback at the information desk.			None	
				TOTAL	1hour & 45 minutes	None

GOVERNMENT SERVICE:AVAILMENT OF AMBULANCE SERVICES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
Endorsement note from the Punong Barangay		1. Contact the Municipal Mayor or any AVQO authorized personnel		Response time is dependent of the distance	None
		2. Fill up client's logbook /request form.		10 minutes	None
		3. Guide the driver, provide instructions or directions.		2 minutes	none
TOTAL				12 minutes	P 0.00