



OFFICE OF THE MUNICIPAL MAYOR



1. Granting An Individual Mayor's Permit (Working Permit)

Service Information: Document issued to individuals who applies for work in the business establishments within the municipality.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Individual who will work within the vicinity of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical Certificate		Municipal Health Office		
Cedula		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form		None	5 minutes	Krenzel Ross F. Datuin Day Care Worker II Jocelyn J. Montoya Admin. Aide II
2. Submit duly accomplished application form with required documents	Receive accomplished application form and evaluates documents submitted	None	5 minutes	Krenzel Ross F. Datuin Day Care Worker II Jocelyn J. Montoya Admin. Aide II
3. Pay the required fee at Municipal Treasurer's Office		100	5 minutes	Vienna Rose S. Soriano LRCO I Teresita V. Tigno LRCO III
4. Present the official receipt and wait for the working permit to be release	1.1 Prepare the working permit	None	5 minutes	Krenzel Ross F. Datuin Day Care Worker II Jocelyn J. Montoya Admin. Aide II

	1.2 Sign the Working Permit		5 minutes	<p>Hon. Joseph Arman C. Bauzon Municipal Mayor</p> <p>Mr. Mark Paolo H. Caspillan Municipal Administrator</p>
	1.3 Release the working permit		5 minutes	<p>Krenzel Ross F. Datuin Day Care Worker II Jocelyn J. Montoya Admin. Aide II</p>



2. Granting A Mayor's Clearance

Service Information: Document issued to individual who need the same for foreign/local employment, operators/drivers of motorized tricycle for hire, firearms license, and other legal purposes. The Mayor's Clearance certifies the individual to be a bonafide resident of the municipality.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Residence within the vicinity of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Police Clearance		PNP Calasiao		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	Receives and checks the completeness of the required documents prepares the Clearance	None	5 minutes	Krenzel Ross F. Datuin Day Care Worker II Jocelyn J. Montoya Admin. Aide II
2. Affix signatures and thumb mark on the clearance	Verifies the completeness of the required documents and reviews the permit	None	5 minutes	Krenzel Ross F. Datuin Day Care Worker II Jocelyn J. Montoya Admin. Aide II
3. Pay the required fee at Municipal Treasurer's Office		100	5 minutes	Vienna Rose S. Soriano LRCO I Teresita V. Tigno LRCO III
4. Present the Official Receipt and wait for the Mayor's Clearance to be release	1.1 Prepare the Mayor's Clearance 1.2 Sign the Mayor's	None		Krenzel Ross F. Datuin Day Care Worker II Jocelyn J. Montoya Admin. Aide II Hon. Joseph Arman

	Clerance 1.3 Release the Mayor's Clearance			C. Bauzon Municipal Mayor Mr. Mark Paolo H. Caspillan Municipal Administrator Krenzel Ross F. Datuin Day Care Worker II Jocelyn J. Montoya Admin. Aide II
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3. Application for Lgu Scholarship Assistance

Service Information: Financial Assistance given to poor but deserving students from the municipality who intends to enroll for College Degree

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Deserving Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Grades		Concerned School where enrolled		
Certificate of Registration		Concerned School where enrolled		
School ID		Concerned School where enrolled		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	Check clearness of information	None	5 minutes	Mayor's Office Staff
2. Fill up application form together with the requirements	1.1 Review and verify the application form and requirements papers	None	5 minutes	Mayor's Office Staff
	1.2 Approve the LGU Scholarship Assistance	None		
3. Wait for the text or call confirmation	Text or call all passing students	None		Mayor's Office Staff



4. Grant of LGU Scholarship Assistance

Service Information: Scholarship assistance given to students who passed the qualifying exam.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Students who passed the qualifying exam.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Grades		Concerned School where enrolled		
Certificate of Registration		Concerned School where enrolled		
School ID		Concerned School where enrolled		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook		None	5 minutes	Mayor's Office Staff
2. Wait for the release of scholarship assistance	1.1 Check and verify the information of the students	None	5 minutes	Mayor's Office Staff
	1.2 Release of LGU Scholarship Assistance		10-20minutes	