



OFFICE OF THE MUNICIPAL MAYOR: ADMINISTRATION OFFICE

External Services



1. Issuance of Mayor's Permit for Business

This is issued to any individual or corporation who operates and maintains a business in the Municipality. They are required to secure this permit and pay for a business tax and other fees pursuant to the tax code of the municipality.

* (payment should be made prior to submission of form.)

Office or Division:	Office of the Municipal Administrator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity			
Who may avail:	Any person or group in the municipality			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished form.		Office of the Municipal Treasurer (OMT)		
2. Barangay Clearance		Barangay Hall		
3. Sanitary & Health Certificates		Rural Health Unit		
4. Police Clearance		PNP Dumarao		
5. BFP Clearance		Bureau of Fire Protection Office		
6. Official Receipt of Payment		Municipal Treasurer's Office		
7. MENRO Certificate		MENRO Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the accomplished form with attached requirements.	1.1 Assess the completeness of the attached requirements	NONE	2 minutes	Hergilen F. Launio
	1.2 Preparation of permit for LCE's signature	None	3 minutes	Camelle Sheine H. Santos
2. Client signs in the logbook.	2.1 Issuance of permit.	None	3 minutes	Hergilen F. Launio
TOTAL:		NONE	8 minutes	



2. Issuance of Mayor's Clearance

This is issued to residents in compliance to their requirements in applying for jobs locally and abroad. It certifies that the person is a resident of the municipality, of good moral character and is a law-abiding citizen.

Office or Division:	Office of the Municipal Administrator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any residents of the municipality.			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance		Barangay Hall		
2. Community Tax Certificate		Municipal Treasurer's Office		
3. Police Clearance		PNP Dumarao		
4. Official Receipt of Payment		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits complete requirements.	1.1 Assess the completeness of requirements.	* 100.00 (paid at OMT)	1 minute	Hergilen F. Launio
	1.2 Preparation of Clearance.	None	3 minutes	Camelle Sheine H. Santos
	1.3 LCE's signature	None	3 minutes	Municipal Mayor
2. Client signs in the logbook.	2.1 Issuance of Clearance.	None	1 minute	Hergilen F. Launio
TOTAL:		100.00	8 minutes	

* (payment should be made prior to submission of form.)



3. Issuance of Endorsement Letter

This is given to individuals whose documents is to be endorse to higher offices.

Office or Division:	Office of the Municipal Administrator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any residents of the municipality.			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Biodata/Personal Data Sheet				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits Biodata/PDS	1.1 Preparation of Clearance.	None	2 minutes	Hergilen F. Launio
	1.2 LCE's signature	None	3 minutes	Municipal Mayor
TOTAL:		None	5 minutes	