



MUNICIPAL MAYOR'S OFFICE ADMINISTRATIVE SERVICES SECTION

External Services



1. Issuance Of Mayor's Clearance

Mayor's clearance is issued to individuals seeking for employment (local and abroad), securing firearm's license and for proper identification purposes. It specifies that the person availing the clearance is a bonafide resident of Santol and has neither pending case filed against him/her nor has derogatory records on file.

Office or Division:	Municipal Mayor's Office Administrative Services Section			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Individuals who are residents of the municipality.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Community Tax Certificate (Cedula)		Municipal Treasurers Office		
One (1) Original copy of Barangay Clearance (issued within the last 6 months)		Office of the Barangay Captain (Barangay of Residence)		
One (1) Original copy of Police Clearance (issued within the last 6 months)		Municipal Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Records Clerk	1. Evaluates and assesses the submitted requirements	None	1 minute	<i>Administrative Aide I</i> Admin Office
2. Pay the corresponding fees to the Treasury Office and receives Official Receipt (OR)	2. Receives the payment and issues Official Receipt (OR)	For employment, scholarships, study grants and other purposes - P45.00 local	5 minutes	<i>Revenue Collection Clerk I</i> Municipal Treasurers Office
		For firearm permit application, change of name and visa application - P150.00		
		For application for Filipino Citizenship - P300.00		



3. Submit Official Receipt to the Records Clerk	3. Receives Official Receipt, encodes and prints the clearance.	None	3 minutes	<i>Administrative Aide I</i> Admin Office
None	3.1. Records the clearance in the logbook and forwards the document to the section head for review and affixing of initials	None	1 minute	<i>Administrative Aide I</i> Admin Office
None	3.2. Forwards to the executive section for approval of the Municipal Mayor *	None	3 minutes	<i>Administrative Aide I</i> Admin Office
4. Receives the Mayor's Clearance	4. Releases the Mayor's Clearance	None	2 minutes	<i>Administrative Aide I</i> Admin Office
TOTAL		P495.00	15 minutes	



2. SUBSCRIPTION OF AFFIDAVITS

The Municipal Mayor subscribes affidavits as needed.

Office or Division:	Municipal Mayor's Office Administrative Services Section			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	All citizens of the Municipality of Santol			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Four (4) photocopies of the legal document		The client brings the legal documents for subscription.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit four (4) copies of prepared affidavit	1. Evaluates and assesses the submitted requirements	None	1 minute	<i>Administrative Aide I</i> Admin Office
2. Pay the corresponding fees to the Treasury Office and receives Official Receipt	2. Receives the payment and issues Official Receipt (OR)	subscription fee - P30.00	5 minutes	<i>Revenue Collection Clerk I</i> Municipal Treasurers Office
3. Submits Official Receipt to the Records Clerk	3. Receives Official Receipt and fill-in the blanks.	None	2 minutes	<i>Administrative Aide I</i> Admin Office
None	3.1 Records the affidavit in the logbook and forwards the document to section head for review and affixing of initials	None	1 minute	<i>Administrative Aide I</i> Admin Office
None	3.2 Forwards to the executive section for approval of the Mayor	None	3 minutes. *	<i>Administrative Aide I</i> Admin Office
	3.3 Signs the affidavit	None		<i>Municipal Mayor</i>
4. Receives the subscribed affidavit	4. Releases the subscribed affidavit		2 minutes	<i>Administrative Aide I</i> Admin Office
TOTAL		P30.00	14 minutes	



3. ISSUANCE OF AFFIDAVIT OF LOW INCOME

Affidavit of Low-Income is issued to individuals for scholarship purposes. It specifies that the person availing the affidavit is a bonafide resident of Santol and seeking for financial assistance to pursue his/her studies in college.

Office or Division:		Municipal Mayor's Office Administrative Services Section		
Classification:		Simple		
Type of Transaction:		Government to Client		
Who may avail:		All citizens of the Municipality of Santol		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Community Tax Certificate (Cedula)		Municipal Treasurers Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the necessary requirements	1. Evaluates and assesses the submitted requirements.	None	1 minute	<i>Administrative Aide I</i> Admin Office
None	1.1. Prepare/Encodes the document.	None	5 minutes	<i>Administrative Aide I</i> Admin Office
None	1.2. Records the affidavit in the logbook and forward the documents to Municipal Administrator for review and affixing of initials.	None	3 minutes	<i>Administrative Aide I</i> Admin Office
None	1.3. Forward to the Executive Section for approval of the Municipal Mayor.	None	3 minutes	<i>Administrative Aide I</i> Admin Office
None	1.4. Signs the affidavit	None		<i>Municipal Mayor</i>



2. Receives the affidavit of low income	2. Releases the affidavit	None	2 minutes	<i>Administrative Aide I</i> Admin Office
TOTAL			14 minutes	



4. ISSUANCE OF ENDORSEMENT/RECOMMENDATION

The issuance of endorsement is given to individuals whose documents is to be endorse to higher offices.

Office or Division:	Municipal Mayor's Office Administrative Services Section			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	All citizens of the Municipality of Santol			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Financial Assistance - Indigent Certificate issued by Brgy. Captain (One (1) photocopy)		Office of the Barangay Captain (Barangay of Residence)		
- Medical Certificate/ Official Receipt (One (1) photocopy)		Government Physician		
- Case study report issued by MSWDO (One (1) photocopy)		Municipal Social Welfare and Development Office		
2. To apply Tricycles route - Official Receipts of paid Certificates/Communications (One (1) Photocopy)		Municipal Treasurers Office		
- Supporting Documents		Business and Permit Licensing Office		
3. Resolution/ Proposed Project - Copy of Resolution / Proposed Project (4 copies original)		Originating Barangay/Agency/Association		
4. Scholarship - Affidavit of Low Income (Two (2) copies original)		Municipal Mayor's Office (Administrative Section)		
- Certificates of Grades (Two (2) copies photocopy)		School Attended		
5. Work Application - Application Letter - Supporting Documents		The client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the necessary requirements .	1. Evaluates and assesses the submitted requirements	None	1 minute	<i>Administrative Aide / Admin Office</i>
None	Prepare the document	None	5 minutes	<i>Administrative Aide / Admin Office</i>



	1.1 Forward the document to the Municipal Administrator - affixing of initials/record the document in the logbook	None	2 minutes	<i>Administrative Aide I Admin Office</i>
None	1.2 Forward the document at the Executive Office for approval of the Mayor.	None	2 minutes	<i>Administrative Aide I Admin Office</i>
None	1.3 Signs the endorsement/recommendation	None		<i>Municipal Mayor</i>
2. Receives the endorsement/recommendation.	2. Release the endorsement/recommendation	None	2 minutes.	<i>Administrative Aide I Admin Office</i>
TOTAL			12 minutes	