Mayor's Office

External Services

1. Issuance Mayor's Clearance

The Mayor's Clearance is issued to individuals needing this document that states that he/she has no pending case filed with the Office of the Mayor.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Residents of the Municipality of Pantabangan			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Barangay Clearance (1 Original Copy)		Barangay Hall		
Police Clearance (1 Original Copy)		PNP		
Community Tax Certificate (CTC) (1 Original)		Municipal Treasurer's Office		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit request together with the requirements.	1.1 Accept the request and evaluate the requirement submitted by the client	None	5 mins	*Private Secretary* Mayor's Office
	1.2 Assess Fees and issue order of payment	None	5 mins	*Private Secretary* Mayor's Office
2. Proceed to the Municipal Treasury office for Payment	2. Accept payment and issue Official Receipt	PHP100.00	10 mins	*Revenue Collection Clerk* Municipal Treasurer's Office
3. Proceed to Mayor's Office and submit official receipt	3.1 Process document	None	5 mins	*Private Secretary* Mayor's Office
	3.2 Approval/Signing of document	None	5 mins	*Municipal Mayor or Authorized Alternate Signatory* Mayor's Office
4. Claim Mayor's Clearance	4. Record and release approved document	None	3 mins	*Private Secretary* Mayor's Office
	TOTAL	PHP100.00	33 mins	

2. Documents For Municipal Mayor's Signature (Financial Documents, Certificates, etc.)

This service involves the review, processing, and signing of official documents that require the approval or authorization of the Municipal Mayor.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Transmittal of Document		Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submits documents with complete supporting attachments as warranted. * Client shall always secure a receiving copy for easy follow-up regarding the status of their submitted request/document	1. Receives, and checks the completeness of the submitted documents.	None	8 mins	*Administrative Aide* Mayor's Office
2. Wait for the processing of request	2.1 Final review/initials financial documents before the signing of the City Mayor. 2.2 Signing of documents	None None	5 mins 5 mins	*Administrative Aide* Mayor's Office *Municipal Mayor or Authorized Alternate Signatory* Mayor's Office
3. Receive the documents	3.1 Contact the requesting party directly using their contact details. 3.2 Releases documents to the appropriate office or individuals.	None None	5 mins 3 mins	*Administrative Aide* Mayor's Office Administrative Aide Mayor's Office
	TOTAL	None	26 mins	

3. Request For Civil Wedding Schedule

This service facilitates the scheduling of civil wedding ceremonies to be solemnized by the Municipal Mayor or an authorized representative.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Residents of the Municipality of Pantabangan			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Marriage License		Local Civil Registry		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the original copy of Marriage License to the Office of the Mayor	1.1 Evaluate the license and conduct an initial interview regarding the marriage license.	None	5 mins	*Administrative Aide* Mayor's Office
	1.2 Collect the contact detail of the applicants.	None	5 mins	*Administrative Aide* Mayor's Office
2. Wait for the text or call for the confirmed schedule.	2.1 Line-up for the next available schedule.	None	5 mins	*Administrative Aide* Mayor's Office
	2.2 Coordinate and inform the client on the available schedule.	None	5 mins	*Administrative Aide* Mayor's Office
	TOTAL	None	20 mins	