

CITY ADMINISTRATOR'S OFFICE
External Services

1. Issuance of Barangay Bonding Clearance

A Certification of Clearance issued to Barangay Official for treasury bond.

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| Office or Division: | City Mayor's Office / OFFICE OF THE CITY ADMINISTRATOR | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government agency, employee or official | | | |
| Who may avail: | All concerned Barangay Official | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| A. Fiscal's Clearance Original copy and Photocopy | | | Office of the City Prosecutor | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.1 Client submit the requirements for verification | 1. Client Requirements checked and verified | None | 2 minutes | Administrative Assistant IV (Office of the City Administrator) |
| 1.2 Wait for Processing: Typing of clearance | 2. Processing, client information encoded | None | 3 minutes | Administrative Assistant IV (Office of City Administrator) |
| 2. To Sangguniang Panlungsod and DILG-Cavite City Office | 3. For verification (if there is any pending case or resolution passed by the City Council); and for countersignature of City Local Government Operations Officer | None | 10 Minutes | Acting Sanggunian Secretary (Office of the Sangguniang Panlungsod) Community Affairs Assistant; CLGOO (Barangay |

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| | | | | Secretariat, DILG-Cavite City |
| 3. To City Mayor's Office for signature after verification | 4.1 Barangay Bonding Clearance signed by the City Mayor | None | 15 minutes | Administrative Assistant IV, City Mayor (Office of the City Mayor) |
| 4. Back to City Admin Office to receive copy of Bonding Clearance | 4.2 Copy of Clearance dry sealed, recorded for release | | | Administrative Assistant IV (Office of the City Administrator) |
| TOTAL: | | None | 30 minutes | |

2. Issuance of Mayor's Clearance

A written statement of proof of a person's good character.

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| Office or Division: | City Mayor's Office / OFFICE OF THE CITY ADMINISTRATOR | |
| Classification: | Simple | |
| Type of Transaction: | G2C – Government to Citizens | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | |
| A. Police Clearance Original copy and O.R. Photocopy B. Barangay Clearance 1 Original Copy 1 photocopy | <p style="text-align: center;">PNP</p> <p style="text-align: center;">Barangay Concerned</p> | |

| CLIENTS STEPS | AGENCY ACTION | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------------------|------------------------|--|
| 1. Client submit the requirements for verification | 1. Client Requirements checked and verified | None | 3 minutes | Administrative Assistant IV (Office of the City Administrator) |
| 2. Pay the required fee at the City Treasurer's Office | 2. Payment Received and issuance of O.R. to Client Service Fee Documentary Stamp | PhP 100.00 PhP 30.00 | 5 minutes | Local Revenue Collection Officer I (City Treasurer Office) |
| 3.1 Wait for Processing: Typing of clearance and | 3.1 Processing, client information encoded | None | 3 minutes | Administrative Assistant IV (Office of City Administrator) |
| 3.2 For City Administrator's signature (by Authority of the City Mayor) | 3.2 Clearance Signed by the City Administrator (by Authority of the City Mayor) | None | 4 Minutes | City Administrator, Administrative Assistant VI (Office of the City Administrator) |
| TOTAL: | | PHP 130.00 | 15 minutes | |

Remarks: A representative can secure a Mayor's Clearance provided all the necessary requirements are complete.

3. Issuance of Mayor’s Permit (Motorcade, Parade, Recorrida, Caracol, Film Shooting, Santacruzán, Religious Procession, Public Meeting, Barangay Bonding etc.)

A formal written order giving permission for the conduct of any activity; need for a specific documentary requirement.

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| Office or Division: | City Mayor’s Office / OFFICE OF THE CITY ADMINISTRATOR | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2B – Government to Business entity G2G – Government to Government agency, employee or official | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Letter request from the applicant stating the date, route, time and purpose of the activity | | | Personal | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submit the requirement | 1. Receive and review the required letter | None | 3 minutes | Administrative Assistant IV (Office of the City Administrator) |
| 2.1 To wait for: Encoding of details of the particular permit | 2.1 Details encoded | None | 7 minutes | Administrative Assistant IV (Office of the City Administrator) |
| 2.2 The City Administrator’s signature | 2.2 Permit signed by the City Administrator | None | 3 minutes | City Administrator, Administrative Assistant IV (Office of the City Administrator) |

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| 3. To receive copy of the requested Mayor's Permit | 3. Copy of Permit sealed, recorded and released to requesting client. | None | 2 minutes | Administrative Assistant IV (Office of the City Administrator) |
| TOTAL: | | None | 15 minutes | |

Remarks: A pro-forma letter is available at the office in the absence of one.

4. Issuance of Niche Permit

Permit granted for the construction of niches.

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| Office or Division: | City Mayor's Office / OFFICE OF THE CITY ADMINISTRATOR | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Description (sketch and location of the particular niche) | | Personal | | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submit the requirement | 1. Receive Requirements with approved Cemetery Lot Confirmation Slip | None | 5 minutes | Sanitation Inspector III (City Cemetery Office) |
| 2. To City Health Office for verification and processing of Niche Permit (with 1 st Indorsement) | 2. Prepare and encode details provided by the requesting client. 1 st Indorsement signed | None | 5 minutes | Administrative Aide VI (City Health Office) City Health Officer |

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| 3. Pay the required fee at the City Treasurer's Office | 3. Payment Received and issuance of O.R. to Client Ordinance No. 05-3022 Lot Rental | PhP 100.00 PhP 200.00 | 3 minutes | Local Revenue Collection Officer I (City Treasurer's Office) |
| 4. Indorsement of niche permit to City Engineering Office | 4. Verification as to type of construction, with notation | None | 4 minutes | City Engineer (City Engineering Office) |
| 5.1 To the Office of the City Administrator for approval | 5.1 Niche Permit checked and reviewed Permit granted/approved by the City Administrator | None | 3 minutes | Administrative Assistant IV City Administrator (Office of the City Administrator) |
| 5.2 To receive copy of the applied Niche Permit | 5.2 Copy of Permit and attachments sorted and Niche Permit released | None | | Administrative Assistant IV (Office of the City Administrator) |
| TOTAL: | | PHP 100.00 (Niche Permit) PHP 200.00 (Lot Rental) | 20 minutes | |

5. Request for all forms of Communication (Letters, Referrals, Recommendation, Certifications, Endorsement, etc.)

A formal letter of the City Mayor as per particular request.

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| Office or Division: | City Mayor's Office / OFFICE OF THE CITY ADMINISTRATOR | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2G – Government to Government agency, employee or official | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <p>1. For Referral/Recommendation required by city/municipality where the client would be employed:</p> <p>A. Police Clearance or NBI Original copy and receipt Photocopy</p> <p>B. Barangay Clearance 1 Original Copy 1 photocopy</p> <p>2. For Recommendation, Letter, Certification, Endorsement as part of the documentary requirements from other government agency/ies:</p> <p>A. Request letter or copy of checklist of requirements</p> | | <p>Local Police Station – PNP Cavite City Any NBI Satellite Office</p> <p>Barangay Concern</p> <p>Personal</p> | | |
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submit the requirements; and must request personally to the | 1. Receive the requirements | None | 7 minutes | Administrative Assistant IV (Office of the City Administrator) |

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| City Mayor (item no. 2) | | | | Administrative Assistant IV (Office of the City Mayor) |
| 2.1 To the Office of the City Administrator for preparation of requested document | 2.1 Draft and prepare the requested document | None | 3 minutes | Supervising Admin. Officer Administrative Assistant IV (Office of the City Administrator) |
| 2.2 To wait for the release of document as approved | 2.2 For signature of the City Mayor or City Administrator | None | 3 minutes | City Mayor (Office of the City Mayor) City Administrator (Office of the City Administrator) |
| 3. Received document | 3. For release of the requested document, sealed, photocopy and attached the requirement for file | | 2 minutes | Supervising Admin. Officer Admin. Assistant IV (Office of the City Administrator) |
| TOTAL: | | None | 15 minutes | |