

CITY ADMINISTRATOR'S OFFICE
External Services

1. Issuance of Mayor's Clearance

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

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		PNP Barangay Concerned		
CLIENTS STEPS	AGENCY ACTION	FEES 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. Wait for Processing: a. typing of clearance and	3. Processing, client information encoded	None	5 minutes	Administrative Assistant IV (Office of City Administrator)
b. for City Administrator's	b. Clearance Signed by the City	None	5 Minutes	City Administrator,

signature (by authority of the City Mayor)	Administrator (by authority of the City Mayor)			Administrative Assistant VI (Office of the City Mayor)
4. To receive copy of Mayor's Clearance	4. Copy of Clearance, dry sealed, recorded for release.	None	2 minutes	Administrative Assistant IV (Office of the City Administrator)
TOTAL:		Php 130.00	20 minutes	

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

2. 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.

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 submits the requirements	1.Receive and review the required letter	None	3 minutes	Administrative Assistant IV (Office of the City Administrator)

2. To wait for: a. Encoding of details of the particular permit	a. Details encoded	None	10 minutes	Administrative Assistant IV (Office of the City Administrator)
b. the City Administrator's signature	b. Permit signed by the City Administrator	None	5 minutes	City Administrator, Administrative Assistant IV (Office of the City Administrator)
5. To receive copy of the requested Mayor's Permit	5. Copy of Permit, sealed, recorded and released to requesting client.	None	2 minutes	Administrative Assistant IV (Office of the City Administrator)
TOTAL:		None	20 minutes	

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

3. Issuance of Niche Permit

Permits granted for the construction of niches

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 submits the requirements	1.Receive Requirements with approved Cemetery Lot Confirmation Slip	None	3 minutes	Sanitation Inspector III (City Cemetery Office)
2. Wait for processing of Niche Permit	2. Prepare and encode details provided by the requesting client.	None	3 minutes	Administrative Assistant IV (Office of the City Administrator)
3. Endorsement of niche permit to	Niche Permit Endorsed to Office/s concerned	None	5 minutes	City Health Officer City Engineer
3.1 City Health Office	3.1 City Health Office			
3.2 City Engineering Office	3.2 City Engineering Office			
4. Pay the required fee	4. Payment Received and issuance of O.R. to Client Ordinance No. 05-3022 Lot Rental	PhP100.00 PhP200.00	5 Minutes	Local Revenue Collection Officer I (City Treasurer's Office)
5. Niche Permit returned at the Office of the City Administrator for approval	5. Niche Permit returned and reviewed Permit granted/approved by the City Administrator	None	3 minutes	Administrative Assistant IV City Administrator (Office of the City Administrator)
6. To receive copy of the	6. Copy of Permit and attachments	None	1 minute	Administrative Assistant IV

applied Niche Permit	sorted and Niche Permit released.			(Office of the City Administrator)
TOTAL:		PHP 100.00 (Niche Permit) PHP 200.00 (Lot Rental)	20 minutes	

4. 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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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
<i>For Referral/Recommendation required by city/municipality where the client would be employed:</i> A. Police Clearance or NBI Original copy and receipt Photocopy B. Barangay Clearance 1 Original Copy 1 photocopy <i>For Recommendation, Letter, Certification, Endorsement as part of the documentary requirements from other government agency/ies:</i> A. Request letter or copy of checklist of requirements		Local Police Station – PNP Cavite City Any NBI Satellite Office Barangay Concern

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client submit the requirements and must request personally to the City Mayor	1.Receive the requirements		3 minutes	Administrative Assistant VI (Office of the City Mayor)
2. To the Office of the City Administrator for preparation of requested document	2.Draft and prepare the requested document	None	10 minutes	Supervising Admin. Officer, Administrative Assistant IV (Office of the City Administrator)
2.1 To wait for the release of document as approved	2.1 For signature of the City Mayor or City Administrator	None	5 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.	None	2 minutes	Supervising Admin. Officer
				Admin. Assistant IV (Office of the City Administrator)
TOTAL:		None	20 minutes	