



# **Municipal Mayor's Office**

## **External Services**



## 1. Granting of Mayor's Clearance, Job Recommendations and Certifications

The Mayor's Office Clearance is issued to individuals needing this document that states that he/she has no pending case filed with the Office of the Mayor, Certifications are issued to affirm the validity of information. Job recommendations are issued for job seekers.

<b>Office/Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Community Tax Certificate (CTC) (1 Original)</li> <li>2. Barangay Clearance (1 Original)</li> <li>3. Police Clearance (1 Original)</li> <li>4. Government Issued Identification Card</li> </ol> <p>Additional Requirement for Representative</p> <ol style="list-style-type: none"> <li>1. Special Power of Attorney</li> <li>2. Government Issued ID of the Representative</li> </ol>		<p>Treasury Office Barangay Hall Local Police Station Post Office, DFA, PSA, SSS,GSIS, Pag-IBIG, Driver's License, PRC, Comelec</p> <p>Notary Public Post Office, DFA, PSA, SSS,GSIS, Pag-IBIG, Driver's License, PRC, Comelec</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client Log Book	1.1 Give the Log Book to the client	None	5 Minutes	<i>Private Secretary</i> Mayor's Office
2. Submit the required documents to receiving desk for assessment and verification.	2.1 Receive the required documents and check for completeness	None	20 Minutes	<i>Private Secretary</i> Mayor's Office
	2.2 Issue the Order of Payment	None	5 Minutes	<i>Private Secretary</i> Mayor's Office



3. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment	3.1 Accept the payment based on the Order of Payment and issue the Official Receipt	PHP75.00	10 Minutes	<i>RCC II</i> Treasury Office
4. Return to the Mayor's Office for the processing and release of Clearance or Certification	4.1 Take the Official Receipt and prepare the clearance or certification	None	10 Minutes	<i>Private Secretary</i> Mayor's Office
	4.2 Approved/Signed the Certification or Clearance by the LCE	None	20 Minutes	<i>Local Chief Executive</i> Mayor's Office
5. Receives the Clearance or Certification	4.2 Issue the Certification or Clearance to the client	None	5 Minutes	<i>Private Secretary</i> Mayor's Office
<b>TOTAL:</b>		<b>PHP 75.00</b>	1 Hour, 15 Minutes	

## 2. Granting of Education Assistance

Any college students and resident of the municipality who are in need of educational assistance may avail of the service of the municipality to respond to the needs of every family to educate their children and bring them to school.



<b>Office/Division:</b>	Office of the Mayor	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All Qualified Students that is a bonafide residents of Nueva Era	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Duly filled up Applicants information sheet (1 original, 1 photocopy)</li> <li>2. Duly filled up Parent's Joint Affidavit of Income Tax (1 original, 1 photocopy)</li> <li>3. Certificate of good health (1 original, 1 photocopy)</li> <li>4. Certified true copy of birth certificate (2 copies)</li> <li>5. Certificate of good moral character from high school principal (for incoming first student) (2 photocopies)</li> <li>6. Photocopy of High School Report Card (High School Graduate) (2 photocopies)</li> <li>7. Certified by guidance counsellor or principal (for incoming freshmen) (2 photocopies)</li> <li>8. Certificate of grades/assessment (college students) (2 photocopies)</li> <li>9. 2 copies of 2x2 ID picture (latest)</li> <li>10. 1 pc Long Folder with fastener.</li> </ol> <p style="margin-left: 40px;">Additional Requirement for Representative</p> <ol style="list-style-type: none"> <li>1. Special Power of Attorney (1 original, 1 photocopy)</li> <li>2. Government/School Issued ID for the person being presented (2 photocopies)</li> <li>3. Government Issued ID of the Representative (1 original, 1 photocopy)</li> </ol>	<p>Mayor's Office – Educational Assistance's Desk</p> <p>Mayor's Office – Educational Assistance's Desk</p> <p>Municipal Health Office</p> <p>Municipal Civil Registrar/PSA</p> <p>Applicant's School</p> <p>Applicant's School</p> <p>Applicant's School</p> <p>Applicant's School</p> <p>Applicant's School</p> <p>Photoshop Store</p> <p>Notary Public</p> <p>Applicant's School</p> <p>LTO, Passport, Comelec, Postal, PRC, SSS, GSIS, PAGIBIG,</p>	



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the application forms and complete requirements	1.1 Receive and assess the required documents and check for completeness of requirements	None	30 Minutes	<i>Admin. Aide IV</i> Mayor's Office
	1.2 Prepare voucher and Obligation Request and forward all documents to the Budget Office office	None	20 Minutes	<i>Admin. Aide IV</i> Mayor's Office
	1.3 Certify OBRE the availability of allotment/appropriation and forward the claim to the Accounting	None	20 Minutes	<i>OIC Budget Officer</i> Budget Office
	1.4 Process claim and certify as to completeness of supporting documents, legality of claim and forward to the Treasury Office	None	30 Minutes	<i>Municipal Accountant</i> Accounting Office
	1.5 Certify availability of fund, prepare and countersigned check and forward to the Mayor for approval	None	30 Minutes	<i>Acting Disbursing Office/Treasurer</i> Treasury Office
	1.6 Approved the claim and check	None	30 Minutes	<i>Municipal Mayor</i> Mayor's Office
2. Present valid ID, sign acknowledgement portion of the voucher and receive the check	2.1 Advise the Student to sign all necessary documents for the release of check.	None	10 Minutes	<i>Admin. Aide IV</i> Mayor's Office
	2.2 Verify identity of claimant and release the check	None	10 Minutes	<i>Acting Disbursing Officer</i> Treasury Office
<b>Totals</b>		None	3 Hours	