



City Mayor's Office



Mayor's Clearance & Certifications

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

Certifications are issued to affirm the validity of information.

Office or Division:	City Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may Avail:	Bona fide residents of and business entities registered in San Carlos City, Negros Occidental			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate		City Treasurer's Office – Business and Licensing Division or Barangay Hall		
Barangay Clearance		Barangay Hall		
Police Clearance		Police Station (Investigation Section)		
Official Receipt		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to the City Mayor's Office for assessment	1.1. Assess requirements 1.2. If found complete, advise the client to proceed to CTO for payment	None	1 minute	Executive Assistant IV
2. Proceed to the City Treasurer's Office for payment of Mayor's Clearance or Certification fee and Doc Stamp Tax	2. Receive payment and issue OR	Certification - ₱75.00 Clearance - ₱75.00 Doc Stamp - ₱30.00	3 minutes	Administrative Aide IV
3. Return to the City Mayor's Office for the issuance and releasing of the Mayor's Clearance/ Certification	3. Issue and release signed Certification/ Clearance	None	10 minutes	Executive Assistant IV
	TOTAL	₱105.00	14 minutes	
End of transaction				



Mayor's Permit (Fiesta Celebration)

The Mayor's Permit for Fiesta Celebration is issued to the requesting party to allow them to conduct dance activities in celebration of their Purok's Patron Saint's feast day. This is to ensure that peace and order and environmental cleanliness is maintained during the activities.

Office or Division:	City Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may Avail:	Any representative from the Purok/ Barangay celebrating the feast day			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Intent			To be secured by the requesting party	
1. Barangay Certification			Barangay Hall	
2. Official Receipt			City Treasurer's Office	
3. Fiesta Undertaking			City Environment Management Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent to the City Mayor for approval	1. Receive letter of intent and forward to Mayor for approval	None	2 minutes	Administrative Aide II
2. If letter is approved, proceed to the desk of Airene Rose N. Gustilo, EA IV, and submit the approved letter and Barangay Certification	2.1. Receive documents and assess the completeness 2.2. Issue order of payment	None	5 minutes	Executive Assistant IV
3. Proceed to the City Treasurer's Office for the payment of fees	3. Receive payment and issue OR	Poblacion ₱450/day x no. of days other Barangays ₱400/day x no. of days	3 minutes	Administrative Aide IV
4. Proceed to CEMO for briefing and issuance of Fiesta Undertaking	4. Brief the applicant of their social responsibilities	None	10 minutes	Environmental Management Specialist I



	and issue Fiesta Undertaking			
5. Return to the City Mayor's Office for the issuance of the permit	- 5. Issue Mayor's Permit	None	5 minutes	Executive Assistant IV
	TOTAL:	Depending on the no. of days	25 minutes	
End of transaction				



Locational Clearance (Marketing Materials)

The locational clearance is secured by business entities to allow them to hang/display marketing materials in public places owned by the City Government. This is to ensure that public safety is observed and public utilities are maintained.

Office or Division:	City Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may Avail:	Any representative from the requesting party/ registered business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent		To be secured by the requesting party		
Photo with specifications of the marketing materials to be displayed		To be submitted by the applicant		
Locational Clearance		City Tourism Office		
Order of Payment		City Engineering Office		
Official Receipt		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Letter of Intent to the City Mayor for approval	Receive letter of intent and forward to Mayor for approval	None	3 minutes	Administrative Aide II
2.If letter is approved, proceed to the City Tourism Office to secure the Locational Clearance	Receive the approved letter and have the application form filled out by the applicant	None	10 minutes	Tourism Officer I
	1.1. Assess and identify the areas for installation		5 minutes	
	1.2 Have the applicant sign the Terms and Conditions		1 minute	
3.Proceed to CDRRMO for safety measures and CCTV line of sight briefing	3.1. Brief the applicant on the safety measures Sign the Certification	None	10 minutes	Local DRRM Officer IV
4.Proceed to the City Engineering Office for the computation of the fees	3.1. Compute for the fees based on the size and quantity of materials Issue order of payment	None	10 minutes	Administrative Aide IV (Bookbinder II) Building Permit Section
5.Proceed to CTO for payment	Receive payment and issue OR		3 minutes	Administrative Aide IV



6. Return to the City Mayor's Office for the approval of the Locational Clearance	Forward locational clearance to the mayor for signature	None	3 minutes	City Mayor
	TOTAL:	None	45 minutes	
End of transaction				



City Government Scholarship Program

This scholarship program is given to deserving students who graduated from Senior High School, both from public and private schools, as top 1, 2, and 3.

Office or Division:	City Mayor's Office/ Scholarship Program			
Classification:	Simple			
Type of Transaction:	G2C			
Who may Avail:	Top 1, 2 and 3 honor students from public and private schools who graduated from Senior High			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent		To be secured by the requesting party		
Application Letter addressed to the mayor		Applicant		
High School Report Card (Form 138)		School where they graduated from		
Certification from the School as to their rank (top 3 per strand)		School where they graduated from		
Certificate of Good Moral Character		School where they graduated from		
Barangay Certification (residency)		Barangay Hall		
Voter's Certificate of Parents or Scholar, if applicable		COMELEC		
Enrollment Registration		School where they enrolled for college		
Statement of Account		School where they enrolled for college		
ATM Card		DBP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Letter and all other documentary requirements to the City Mayor's Office – Scholarship Program	1.1. Receive and assess requirements 1.2. Forward the documents to the mayor for notation 1.3. Once signed, return documents to the Scholarship Program in-charge for preparation of Memorandum of Agreement Inform applicant/parent of the applicant once MOA is finalized	None	5 minutes	Administrative Aide IV (Storekeeper I) Scholarship Program in-charge
2. Return to the City Mayor's	Signing of MOA by the student, parent, Mayor, and	None	1-2 days after the submission of the complete	Administrative Aide IV (Storekeeper I)



Office for the signing of MOA	SP Chairman for Committee on Education		documentary requirements or depending on the availability of the signatories	Scholarship Program in-charge
		TOTAL:	None	2 days & 5 minutes
End of transaction				