

# **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 REC	WHERE TO SECURE					
Community Tax Certificate		City Treasurer's Office – Business and Licensing				
		Division or Barangay Hall				
Barangay Clearance		Barangay Hall	Barangay Hall			
Police Clearance		Police Station	(Investigation S	Section)		
Official Receipt		City Treasure	r's Office			
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON		
CLIENT STEPS	ACTIONS	PAID	TIME	RESPONSIBLE		
1.Submit requirements	1.1. Assess					
to the City Mayor's	requirements					
Office for assessment		None		Executive Assistant IV		
	1.2. If found					
	complete, advise		1 minute			
	the client to					
	proceed to CTO					
	for payment					
2.Proceed to the City	2.Receive	Certification				
Treasurer's Office for	payment and	- ₱75.00				
payment of Mayor's	issue OR			Administrative Aide IV		
Clearance or		Clearance -				
Certification fee and Doc		<del>₱</del> 75.00	3 minutes			
Stamp Tax		Dan Chausa				
		Doc Stamp -				
2 Potura to the City	2 Issue and	₱30.00				
3.Return to the City	3.Issue and	None				
Mayor's Office for the issuance and releasing of	release signed Certification/		10 minutes	Executive Assistant IV		
the Mayor's Clearance/	Clearance		To minutes	LYCCOTIAC W221219111 IA		
Certification	Cicarance					
Certification	TOTAL	<b>₱</b> 105.00	14 minutes			
End of transaction						
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 Offic	City Mayor's Office				
Classification:	Simple	Simple				
Type of Transaction:	G2C	G2C				
Who may Avail:	Any representativ	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		
<ol> <li>Barangay Certif</li> </ol>	cation	Barangay Hall				
2. Official Receipt			City Treasurer's Office			
<ol><li>Fiesta Undertak</li></ol>	ing		City Environment Management Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO E	3E	PROCESSING	PERSON	
CLILINI STEFS	AGENCI ACTIONS	PAID		TIME	RESPONSIBLE	
1.Submit Letter of	1. Receive letter of					
Intent to the City	intent and forward				Administrative Aide II	
Mayor for approval	to Mayor for	None		2 minutes		
	approval					
2.If letter is	2.1. Receive					
approved, proceed to	documents and					
the desk of Airene	assess the	issess the None		5 minutes	Executive Assistant IV	
Rose N. Gustilo, EA	, EA completeness					
IV, and submit the						
approved letter and	.2. Issue order of					
Barangay	payment					
Certification						
3.Proceed to the City	3. Receive	Poblacio				
Treasurer's Office for	payment and issue	₱450/day				
the payment of fees	OR	no.of da	ys		Administrative Aide	
		other		3 minutes	IV	
		Baranga	-			
		₱400/day x	no.			
		of days				
4.Proceed to CEMO	4. Brief the				Environmental	
for briefing and	applicant of their	None		10 minutes	Management	
issuance of Fiesta	social				Specialist I	
Undertaking	responsibilities					



	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.

<u>' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' </u>		<u> </u>				
Office or Division:		City Mayor's Office				
Classification:		Simple				
Type of Transaction:		G2B				
Who may Avail:		Any representative from	n the reques	the requesting party/ registered business entity		
CHECKLIST OF REQUIREMENTS				WHERE TO	SECURE	
Letter of Intent			To be secured by the requesting party			
Photo with specificati	ons	of the marketing	To be submitted by the applicant			
materials to be displayed						
Locational Clearance			City Tourisr	n Office		
Order of Payment			City Engine	ering Office		
Official Receipt			City Treasu	rer's Office		
CLIENT CTERS		A CENCY A CTIONS	FEES TO PROCESSING PERSON			
CLIENT STEPS		AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE	
1.Submit Letter of	Re	eceive letter of intent		3 minutes		
Intent to the City	ar	nd forward to Mayor for	None		Administrative Aide II	
Mayor for approval	ap	proval				
2.If letter is	Re	eceive the approved		10 minutes		
approved, proceed to	le	tter and have the				
the City Tourism	ap	oplication form filled out				
Office to secure the	by	the applicant	None	5 minutes		
Locational Clearance		1.1. Assess and identify	,		Tourism Officer I	
	t	he areas for installation		1 minute		
		1.2 Have the applicant				
		ign the Terms and				
	<del>                                     </del>	Conditions				
3.Proceed to		3.1. Brief the applicant				
CDRRMO for safety	С	on the safety measures			Local DRRM Officer	
measures and CCTV			None	10 minutes	IV	
line of sight briefing	+	gn the Certification				
4.Proceed to the City	ı	3.1. Compute for the fees			Administrative Aide	
Engineering Office		pased on the size and	None	10 minutes	IV (Bookbinder II)	
•	the computation quantity of materials				Building Permit	
of the fees	+	sue order of payment			Section	
5.Proceed to CTO for	ı	eceive payment and		3 minutes		
payment	iss	sue OR			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.

School, both fro	•			, ,			
Office or Division	า:	City Mayor's Office/ Scholarship Program					
Classification:		Simple					
Type of Transact	ion:	G2C					
Who may Avail: Top 1, 2 and 3 honor st			tudents fro	om public and priva	ate schools who		
		graduated from Senio	· High				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE				
Letter of Intent			To be secured by the requesting party				
Application Lette	r addres	sed to the mayor	Applicant				
High School Repo	ort Card (	Form 138)	School w	here they graduat	ed from		
Certification fron	n the Sch	ool as to their rank	School w	here they graduate	ed from		
(top 3 per strand	)						
Certificate of Goo	od Moral	Character	School w	here they graduat	ed from		
Barangay Certific	ation (re	sidency)	Barangay	/ Hall			
Voter's Certificat	e of Pare	ents or Scholar, if	COMELE	С			
applicable							
Enrollment Regis	Enrollment Registration			School where they enrolled for college			
Statement of Account			School where they enrolled for college				
ATM Card			DBP				
CLIENT CTEDS A		CENCY ACTIONS					
CLIENT STEDS	^	GENCY ACTIONS	FEES TO	PROCESSING	PERSON		
CLIENT STEPS	А	GENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Submit		GENCY ACTIONS eceive and assess					
1.Submit Application		eceive and assess					
1.Submit Application Letter and all	1.1. Re require	eceive and assess ments					
1.Submit Application Letter and all other	1.1. Re require	eceive and assess ments orward the documents			RESPONSIBLE		
1.Submit Application Letter and all other documentary	1.1. Re require	eceive and assess ments	BE PAID	TIME	RESPONSIBLE  Administrative Aide IV		
1.Submit Application Letter and all other documentary requirements	1.1. Re require	eceive and assess ments orward the documents mayor for notation			RESPONSIBLE  Administrative Aide IV (Storekeeper I)		
1.Submit Application Letter and all other documentary requirements to the City	1.1. Re require 1.2. Fo to the r	eceive and assess ments orward the documents mayor for notation nce signed, return	BE PAID	TIME	Administrative Aide IV (Storekeeper I) Scholarship Program		
1.Submit Application Letter and all other documentary requirements to the City Mayor's Office	1.1. Re require 1.2. Fo to the r	eceive and assess ments orward the documents mayor for notation	BE PAID	TIME	RESPONSIBLE  Administrative Aide IV (Storekeeper I)		
1.Submit Application Letter and all other documentary requirements to the City Mayor's Office – Scholarship	1.1. Re require  1.2. For to the reduction the reduction documents of the reduction of the	eceive and assess ments orward the documents mayor for notation nce signed, return ents to the ship Program in-	BE PAID	TIME	Administrative Aide IV (Storekeeper I) Scholarship Program		
1.Submit Application Letter and all other documentary requirements to the City Mayor's Office	1.1. Re require  1.2. Fo to the r  1.3. Or docume Scholar charge	eceive and assess ments orward the documents mayor for notation nce signed, return ents to the ship Program infor preparation of	BE PAID	TIME	Administrative Aide IV (Storekeeper I) Scholarship Program		
1.Submit Application Letter and all other documentary requirements to the City Mayor's Office – Scholarship	1.1. Re required 1.2. For to the reduction to the reduction of the reducti	eceive and assess ments  orward the documents mayor for notation  nce signed, return ents to the eship Program infor preparation of randum of Agreement	BE PAID	TIME	Administrative Aide IV (Storekeeper I) Scholarship Program		
1.Submit Application Letter and all other documentary requirements to the City Mayor's Office – Scholarship	1.1. Re required 1.2. For to the required 1.3. Or documents Scholar charge Memoral Inform	eceive and assess ments  prward the documents mayor for notation  nce signed, return ents to the ship Program infor preparation of randum of Agreement applicant/parent of	BE PAID	TIME	Administrative Aide IV (Storekeeper I) Scholarship Program		
1.Submit Application Letter and all other documentary requirements to the City Mayor's Office – Scholarship	1.1. Re required 1.2. For to the required 1.3. Or document 1.3. Or documen	eceive and assess ments  orward the documents mayor for notation  nce signed, return ents to the eship Program infor preparation of randum of Agreement applicant/parent of olicant once MOA is	BE PAID	TIME	Administrative Aide IV (Storekeeper I) Scholarship Program		
1.Submit Application Letter and all other documentary requirements to the City Mayor's Office – Scholarship Program	1.1. Re required 1.2. For to the required 1.3. Or documents Scholar charge Memore Inform the apprenticular the apprentic	eceive and assess ments  rward the documents mayor for notation  nce signed, return ents to the ship Program infor preparation of randum of Agreement applicant/parent of plicant once MOA is d	BE PAID	TIME 5 minutes	Administrative Aide IV (Storekeeper I) Scholarship Program		
1.Submit Application Letter and all other documentary requirements to the City Mayor's Office – Scholarship Program	1.1. Re required 1.2. For to the required 1.3. Or document 1.3. Or documen	eceive and assess ments  orward the documents mayor for notation  nce signed, return ents to the eship Program infor preparation of randum of Agreement applicant/parent of olicant once MOA is defended and so the eship the eshi	BE PAID	TIME  5 minutes  1-2 days after	Administrative Aide IV (Storekeeper I) Scholarship Program in-charge		
1.Submit Application Letter and all other documentary requirements to the City Mayor's Office – Scholarship Program	1.1. Re required 1.2. For to the required 1.3. Or document 1.3. Or documen	eceive and assess ments  rward the documents mayor for notation  nce signed, return ents to the ship Program infor preparation of randum of Agreement applicant/parent of plicant once MOA is d	BE PAID	TIME 5 minutes	Administrative Aide IV (Storekeeper I) Scholarship Program		



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