



3. Issuance of Mayor's Clearance

The Office of the Mayor issues Mayor's Clearance 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.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance (1 original copy)		Barangay Concerned		
Police Clearance (1 original copy)		Midsayap Police Station		
Court Clearance (1 original copy) if applicable		Municipal Trial Court		
Official Receipt (1 original copy)		Office of the Municipal Treasurer (Windows 1-6)		
Community Tax Certificate (1 original copy)		Office of the Municipal Treasurer (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. File request and submit complete requirements at the Receiving Area of the Office of the Mayor	1. Receive request and complete requirements and advise client to pay the required fees at the Municipal Treasurer's Office	None	3 Minutes	<i>Administrative Aide I</i> Office of the Mayor
2. Pay required fees at the Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the Office of the Mayor	2.1. Issuance of Official Receipt	PHP 80.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.2. Prepare Mayor's Clearance and forward to the Mayor/Municipal Administrator for approval	None	5 Minutes	<i>Administrative Aide I</i> Office of the Mayor



	2.1 Approval of Mayor's Clearance	None	5 Minutes	<i>Municipal Mayor Municipal Administrator Office of the Mayor</i>
3. Claim approved Mayor's Clearance	3. Record, file for office copy and release Mayor's Clearance to the client	None	2 Minutes	<i>Administrative Aide I Office of the Mayor</i>
	TOTAL:	PHP 80.00	15 Minutes	