



## 5. Issuance of Solicitation Permit

The Office of the Mayor issues Solicitation Permits to individuals and organizations to provide support to their needs.

<b>Office or 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>		
Certificate of Indigency (1 original copy)		Office of the Municipal Social Welfare & Development Officer		
Certificate of Low Income (1 original copy)		Barangay Concerned		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit Barangay Certification/Barangay Indigency at the Receiving Area of the Office of the Mayor	1. Receive and evaluate submitted documents.	None	3 Minutes	<i>Administrative Aide I</i> Office of the Mayor
	1.1 Prepare Solicitation Permit and forward to the Mayor/Municipal Administrator for approval	None	5 Minutes	<i>Administrative Aide I</i> Office of the Mayor
	1.2 Approval of the Solicitation Permit	None	5 Minutes	<i>Municipal Mayor</i> <i>Municipal Administrator</i> Office of the Mayor
2. Claim the approved Solicitation Permit	3. Record, file for office copy and release solicitation permit to the client	None	2 Minutes	<i>Administrative Aide I</i> <i>Administrative Aide IV</i> Office of the Mayor
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	