



2. Issuance of Mayor’s Clearance, Certification, Mayor’s Permit/ Occupational Permit, Referrals/Endorsement

Mayor’s Clearance is issued to individuals needing this document that states that he/she has no pending case filed with the Office of the Mayor. Mayor’s Permit / Occupational Permit are issued for job seekers who will work within the Municipality. Certifications are issued to affirm the validity of information. Referrals/Endorsements are issued for job seekers who will work outside the Municipality.

Office/Division:	Mayor’s Office/Community Affairs			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G- Governmen to Government			
Who may avail:	Residents and Non- Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Mayor’s Clearance:				
Barangay Clearance		Barangay where the affiant resides		
Latest Residence Certificate (original)		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
Police Clearance (1 Original)		Municipal Treasury Office - Window 2, then to PNP-Tanza		
Court Clearance (1 Original)		Municipal Trial Court		
Official Receipt (1 Original)		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
For Mayor’s Occupational Permit:				
Barangay Clearance		Barangay where the affiant resides		
Latest Residence Certificate (original)		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
Police Clearance (1 Original)		Municipal Treasury Office - Window 2, then to PNP-Tanza		
Health Card (1 Original)		Municipal Rural Health Unit		
Official Receipt (1 Original)		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all the requirements to the employee in-charge at the Mayor's Office.	1. Check & verify the submitted requirements and give Order of Payment.	None	3 Minutes	<i>Office Staff</i> Cubicle 3,4 and 6 Mayor’s Office
2. Pay the corresponding fee at the Treasurer’s Office	2. Accept the Order of Payment and fee and issue an official receipt.	PHP45 PHP30 for doc stamp	5 Minutes	<i>Collection Clerk</i> Treasury Office



3. Go back to Mayor's Office, present the official receipt to the employee in-charge	3. Accept and check the presented Official receipt. Prepare the needed document.	None	5 Minutes	<i>Office Staff</i> Cubicle 3,4 and 6 Mayor's Office
4. Claim Clearance, Certification, Endorsement/Referral, sign logbook to acknowledge receipt.	4. Issue the accomplished document and the logbook for the client to acknowledge receipt.	None	2 Minutes	<i>Office Staff</i> Cubicle 3,4 and 6 Mayor's Office Mayor's Office
TOTAL:		PHP75	17 Minutes	