



# MUNICIPAL MAYOR'S OFFICE

## I. **Mandate:**

The Office exercises general supervision and control over all programs, projects, services and activities of the Municipal Government, enforces all laws and ordinances relative to the governance of the Municipality, initiates and maximizes the generation of revenues, and apply the same to the implementation of development plans, programs, objectives and priorities and ensure the delivery of basic services.

## II. **Vision:** “Healthy, productive and empowered people of Kayapa”

## III. **Mission:** “To ensure the delivery of quality services, inclusive socio economic development, environmental sustainability and participatory governance”

## IV. **Service Pledge:**

1. To ensure and promote the general welfare and safety of the people.
2. To enhance people's rights and duties for a balance ecology.
3. To improve economic prosperity and social justice.
4. To preserve the comfort and convenience of the citizen.



## Administrative Services

### I. ISSUANCE OF BUSINESS/MAYOR'S PERMIT

The Business/Mayor's permit are issued to qualified individuals/partnership or corporations who meet the minimum requirements on age and wish to establish their business in the municipality.

|   |  |                        |
|---|--|------------------------|
| <b>Office or Division:</b>                                  | Office of the Mayor  |                        |
| <b>Classification:</b>                                      | Simple   |                        |
| <b>Type of Transaction:</b>                                 | G2B – Government to Business Entity  |                        |
| <b>Who may avail:</b>                                       | All persons/individuals who had rendered service and business within the municipality. |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                            |  | <b>WHERE TO SECURE</b> |
| <b>A. For a Newly-started Business</b>                      |  |                        |
| ➤ Proof of Business Registration (DTI,SEC/CDA Registration) | Department of Labor and Employment Office, Department of Trade and Industry Office     |                        |
| ➤ Community Tax Certificate                                 | Municipal Treasury Office  |                        |
| ➤ Barangay clearance & barangay business clearance          | Office of the Punong Barangay concerned  |                        |
| ➤ Official Receipt  | Municipal Treasury Office  |                        |
| ➤ DTI registration of business name                         | Department of Trade and Industry Office  |                        |
| ➤ Fire Safety Inspection Certificate                        | Bureau of Fire Protection Office   |                        |
| ➤ Sanitary permit, health certificate                       | Rural Health Unit Office   |                        |
| <b>B. For Renewal of Business Permits</b>                   |  |                        |
| ➤ Community Tax Certificate                                 | Municipal Treasury Office  |                        |
| ➤ Barangay clearance & barangay business clearance          | Office of the Punong Barangay concerned  |                        |
| ➤ Official Receipt  | Municipal Treasury Office  |                        |



| <ul style="list-style-type: none"> <li>➤ Fire Safety Inspection Certificate</li> <li>➤ Sanitary permit, medical certificate</li> </ul> |  | Bureau of Fire Protection Office<br>Rural Health Unit Office   |                 |  |
|--|--|--|-----------------|--|
| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE   |
| 1. Sign in client's logbook  | 1. Give the logbook and assist the client  | None   | 1 minute        | <i>Administrative Aide II</i><br>Municipal Mayor's Office  |
| 2. Fill up application forms   | 2. Give application form   | None   | 5 minutes       | <i>Business Permit &amp; Licensing Officer</i><br>Municipal Mayor's Office   |
| 3. Proceed to the Municipal Treasury Office for assessment and payment of prescribed fees and charges                                  | 3. Assess fees and charges<br><br>3.1 Receive payment and issue Official Receipt | Application Fee – 50.00<br>Mayor's Permit – 300.00<br>Sanitary Permit – 100.00<br>Health Certificate – 100.00<br>Garbage Fee – 50.00<br>Laboratory Fee – 165.00<br>For Food Handlers – 1,060.00<br>Business Tax – Gross x 2% / 365 | 20 minutes      | Municipal Treasury Office  |
| 4. Proceed to the Rural Health Unit for the sanitary permit and health certificate   | 4. Assess the client for laboratory and sanitary permit                          | None   | 30 minutes      | <i>Medical Technologist</i><br><i>Rural Health Unit</i><br><br><i>Sanitary Inspector II</i><br><i>Rural Health Unit</i><br><br><i>Municipal Health Officer</i><br><i>Rural Health Unit</i> |



|  |   |  |                       |  |
|--|---|--|-----------------------|--|
| 5. Proceed to the Office of Bureau of Fire Protection for the issuance of Fire Safety Inspection Certificate           | 5. Assess the client for the conduct of fire safety inspection  | 15% of all the fees charged by the Local Government Unit, but in no case shall be lower than Php500.00                           | 10 minutes            | Personnel on duty  |
| 6. Return to the Municipal Mayor's Office and submit duly accomplished application form with all supporting documents. | 6. Receive and review the completeness of the application form.<br><br>6.1 Prepares mayor's permit<br><br>6.2 Sign the mayor's permit | None   | 15 minutes            | <i>Business Permit &amp; Licensing Officer</i><br>Municipal Mayor's Office<br><br><i>Municipal Mayor</i><br>Municipal Mayor's Office |
| 7. Receive the business/mayor's permit   | 7. Record and release the business/mayor's permit   | None   |                       | <i>Business Permit &amp; Licensing Officer</i><br>Municipal Mayor's Office   |
|  | <b>TOTAL:</b>   | Depends on the business of the client<br><br>Php765.00 + Php1,060.00 for food handlers + business tax + 15% of all the fees paid | 1 hour and 27 minutes |  |

## II. ISSUANCE OF MAYOR'S CLEARANCE & CERTIFICATION



The Mayor's Clearance/Certification is issued to individuals needing this document for whatever legal purpose it may serve them stating therein that there is no pending criminal case filed against them involving moral turpitude nor has the individual been charged, indicted with or convicted of any crime whatsoever. This clearance also certifies the individual to be a resident of the Municipality.

|                                  |   |                        |                        |   |
|----------------------------------|---|------------------------|------------------------|---|
| <b>Office or Division:</b>       | Office of the Mayor   |                        |                        |   |
| <b>Classification:</b>           | Simple  |                        |                        |   |
| <b>Type of Transaction:</b>      | G2C – Government to Citizen; G2G – Government to Government |                        |                        |   |
| <b>Who may avail:</b>            | All persons/individuals who needs the document.             |                        |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b> |   | <b>WHERE TO SECURE</b> |                        |   |
| A. For Mayor's Clearance         |   |                        |                        |   |
| ➤ Barangay Clearance             | Office of the Punong Barangay concerned                     |                        |                        |   |
| ➤ Community Tax Certificate      | Municipal Treasury Office                                   |                        |                        |   |
| ➤ Police Clearance               | Philippine National Police Office                           |                        |                        |   |
| ➤ MTC Clearance                  | Municipal Trial Court Office                                |                        |                        |   |
| ➤ Official Receipt               | Municipal Treasury Office                                   |                        |                        |   |
| B. For Mayor's Certification     |   |                        |                        |   |
| ➤ Community Tax Certificate      | Municipal Treasury Office                                   |                        |                        |   |
| ➤ Official Receipt               | Municipal Treasury Office                                   |                        |                        |   |
| <b>CLIENT STEPS</b>              | <b>AGENCY ACTIONS</b>                                       | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                 |
| 1. Sign in client's logbook      | 1. Give the logbook and assist the client                   | None                   | 1 minute               | <i>Administrative Aide II</i><br>Municipal Mayor's Office |
| 2. Submit all documents          | 2. Receive and review the documents                         | None                   | 5 minutes              | <i>Administrative Aide II</i><br>Municipal Mayor's Office |



|   |   |          |            |   |
|---|---|----------|------------|---|
| 3. Proceed to the Municipal Treasury Office for payment           | 3. Receive payment and issue Official Receipt   | Php50.00 | 3 minutes  | Municipal Treasury Office   |
| 4. Return to the Office of the Mayor and present Official Receipt | 4. Receive the Official Receipt and prepare the Mayor's Clearance/certification<br><br>4.1 Sign the mayor's clearance/certification | None     | 10 minutes | <i>Administrative Aide VI</i><br>Municipal Mayor's Office<br><br><i>Municipal Mayor</i><br>Municipal Mayor's Office         |
| 5. Receive the mayor's clearance/certification                    | 5. Record and release the mayor's clearance/certification   | None     | 1 minute   | <i>Administrative Aide III</i><br>Municipal Mayor's Office<br><br><i>Administrative Aide II</i><br>Municipal Mayor's Office |
| <b>TOTAL:</b>   |   | Php50.00 | 20 minutes |   |

### III. ISSUANCE OF INDORSEMENT / RECOMMENDATION

An indorsement letter is made to facilitate the approval of municipal/barangay resolutions. It is also given to agencies in support to requests. Recommendations are issued to all job seekers.

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|----------------------------------|---|------------------------|
| <b>Office or Division:</b>       | Office of the Mayor   |                        |
| <b>Classification:</b>           | Simple  |                        |
| <b>Type of Transaction:</b>      | G2C – Government to Citizen; G2G – Government to Government |                        |
| <b>Who may avail:</b>            | All persons/individuals who needs the document.             |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |   | <b>WHERE TO SECURE</b> |
| ➤ Resolution/Application letter  | Office of the Punong Barangay concerned                     |                        |



| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|---|---|-----------------|-----------------|---|
| 1. Sign in client's logbook                             | 1. Give the logbook and assist the client                                 | None            | 1 minute        | <i>Administrative Aide II</i><br>Municipal Mayor's Office   |
| 2. Submit documents                                     | 2. Receive and review the documents                                       | None            | 5 minutes       | <i>Administrative Aide II</i><br>Municipal Mayor's Office   |
| 3. Wait for the staff to prepare the indorsement letter | 3. Prepares the indorsement letter<br><br>3.1 Sign the indorsement letter | None            | 10 minutes      | <i>Administrative Aide VI</i><br>Municipal Mayor's Office<br><br><i>Municipal Mayor</i><br>Municipal Mayor's Office |
| 4. Receive the indorsement letter                       | 4. Release the indorsement letter and the supporting documents            | None            | 2 minutes       | <i>Administrative Aide III</i><br>Municipal Mayor's Office  |
|   | <b>TOTAL:</b>   | None            | 18 minutes      |   |

#### IV. GRANTING OF FINANCIAL & MATERIAL ASSISTANCE FOR BARANGAYS, POs AND NGOs PROJECTS

The Municipal government believes that granting of financial assistance to barangays, peoples organizations and non-government organization and individuals in need will encourage them to formulate projects and programs for the welfare of the community.

|                            |                     |
|----------------------------|---------------------|
| <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>   | Clients   |   |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                      |   | <b>WHERE TO SECURE</b>                  |                        |  |
| A. Goods, materials   |   |   |                        |  |
| ➤ Barangay resolution   |   | Office of the Punong Barangay concerned |                        |  |
| ➤ Copy of AIP   |   | Office of the Punong Barangay concerned |                        |  |
| B. Financial assistance   |   |   |                        |  |
| ➤ Medical certification/abstract                                      |   | Concerned Hospital                      |                        |  |
| ➤ Billings  |   | Concerned Hospital                      |                        |  |
| C. For vehicle or fuel  |   |   |                        |  |
| ➤ Request letter  |   | Office of the Punong Barangay concerned |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Sign in client's logbook   | 1. Give the logbook and assist the client   | None                                    | 1 minute               | <i>Administrative Aide II</i><br>Municipal Mayor's Office  |
| 2. Submit request letter, proposal or resolution                      | 2. Receive the request letter/resolution or proposal  | None                                    | 2 minutes              | <i>Administrative Aide II</i><br>Municipal Mayor's Office  |
| 3. Wait for the processing of papers                                  | 3. Evaluates the completeness of the request/resolution letter.<br><br>3.1 Submit the request/resolution to the Municipal Mayor | None                                    | 10 minutes             | <i>Administrative Aide II</i><br>Municipal Mayor's Office<br><br><i>Administrative Aide IV</i><br>Municipal Mayor's Office |
|   | 3.2 Approve and sign the request/resolution   | None                                    | 1 minute               | <i>Municipal Mayor</i><br>Municipal Mayor's Office   |
| <b>Note:</b> For Financial Assistance proceed to number 5 immediately | 3.3 Prepare the acceptance report and gas slip for fuel   | None                                    | 5 minutes              | <i>Administrative Aide II</i><br>Municipal Mayor's Office  |





|   |   |             |                   |  |
|---|---|-------------|-------------------|--|
| <p><i>For Goods/Materials proceed to number 6 immediately</i></p>   |   |             |                   |  |
| <p>4. Sign the acceptance report and receive the request <b>(for fuel)</b></p>  | <p>4. Record and release the gas slip</p>   | <p>None</p> | <p>1 minute</p>   | <p><i>Administrative Aide II</i><br/>Municipal Mayor's Office</p>  |
| <p>5. Proceed to the Municipal Social Welfare and Development Office and submit the approved request by the mayor</p> | <p>5. Receive the approved request and assess the client for an interview</p>   | <p>None</p> | <p>20 minutes</p> | <p>Municipal Social Welfare and Development Office</p>   |
| <p>6. Return after 1 month to receive the request</p>   | <p>6. Conduct Pre-canvass for the preparation of purchase request</p> <p>6.1 Canvass the goods/materials</p> <p>6.2 Purchase Order and prepare/process the voucher</p> <p>6.3 Payment of good/materials</p> <p>6.4 Pick –up the good/items for inspection</p> | <p>None</p> | <p>1 month</p>    | <p><i>Administrative Aide IV</i><br/>Municipal Mayor's Office</p> <p>Municipal Treasury Office</p> <p><i>Administrative Aide IV</i><br/>Municipal Mayor's Office</p> |



|  |                                 |      |  |  |
|--|---------------------------------|------|--|--|
|  | 6.5 Release the goods/materials |      |  |  |
|  | <b>TOTAL:</b>                   | None | 20 minutes for fuel/vehicle<br>34 minutes for financial assistance<br>1 month and 14 minutes for goods/materials |  |

## V. SCHEDULING OF SOLEMNIZATION OF MARRIAGE

The Municipal Mayor vested the authority to solemnize or officiate the marriage of a man and a woman in accordance law, practices and ceremonies

|                                  |  |                        |                        |   |
|----------------------------------|--|------------------------|------------------------|---|
| <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 applicants with valid marriage license |                        |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b> |  | <b>WHERE TO SECURE</b> |                        |   |
| ➤ Request letter                 |  | Applicant              |                        |   |
| <b>CLIENT STEPS</b>              | <b>AGENCY ACTIONS</b>                      | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                 |
| 1. Sign in client's logbook      | 1. Give the logbook and assist the client  | None                   | 1 minute               | <i>Administrative Aide II</i><br>Municipal Mayor's Office |
| 2. Submit request letter         | 2. Receive the request letter              | None                   | 1 minute               | <i>Administrative Aide IV</i>                             |



|  |   |      |           |   |
|--|---|------|-----------|---|
|  |   |      |           | Municipal Mayor's Office  |
| 3. Coordinate/Arrange the scheduling of marriage | 3. Assist in scheduling the marriage<br><br>3.1 Approve and sign the schedule of marriage | None | 5 minutes | <i>Administrative Aide IV</i><br>Municipal Mayor's Office<br><br><i>Municipal Mayor</i><br>Municipal Mayor's Office |
| 4. Receive the approve request                   | 4. Record and release the copy of approved request  | None | 1 minute  | <i>Administrative Aide III</i><br>Municipal Mayor's Office  |
|  | <b>TOTAL:</b>   | None | 8 minutes |   |

|   |  |      |            |  |
|---|--|------|------------|--|
| 2. Submit request letter  | 2.1 Receive the request letter and requirements<br>2.2 Check and assess requirements   | None | 5 minutes  | Administrative Aide IV<br>Municipal Planning & Development Office<br>OR<br>Administrative Aide VI<br>Municipal Planning & Development Office |
| 3. Wait while the staff coordinates the final schedule of the workshop with the TWG-Facilitators (Municipal Budget Office, Accounting Office and Planning Office) | 3. Coordinate with the members of the TWG-Facilitators for the final schedule of the workshop<br>3.1 Inform the final schedule of the workshop | None | 45 minutes | Administrative Aide IV<br>Municipal Planning & Development Office<br>OR<br>Administrative Aide VI<br>Municipal Planning & Development Office |



|   |   |             |                          |  |
|---|---|-------------|--------------------------|--|
| <p>4. Prepare necessary documents, venue, food, snacks, etc. for the activity</p> | <p>4. Once the schedule is finalized, the TWG Facilitators will conduct the Barangay Participatory Planning Budgeting Workshop in the requesting barangay</p> | <p>None</p> | <p>4days</p>             | <p>Administrative Aide VI<br/>Municipal Planning &amp; Development Office<br/>OR<br/>Project Development Officer I<br/>Municipal Planning &amp; Development Office<br/><br/>Municipal Plng. &amp; Dev't. Coordinator<br/>Municipal Planning &amp; Development Office<br/><br/>Municipal Budget Office<br/><br/>Municipal Accounting Office</p> |
|   | <p><b>TOTAL:</b></p>  | <p>Php0</p> | <p>4 days 51 minutes</p> |  |