



OFFICE OF THE MUNICIPAL MAYOR

EXTERNAL SERVICES

1. ISSUANCE OF SPECIAL PERMIT – CARAVAN PARADE

Caravan/Parade permit is being issued for whatever legal purpose.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Requesting Party		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a Letter Request	1. Accept, Review the letter for approval	None	10 minutes	V. Peñacerrada
2. Check the approved letter request and pays Fee at the MTO	2. Issue Order of Payment	₱600.00	3 minutes	R. A. Lanila/MTO
3. Present OR	3. Prepare Mayor's Permit 3.1 Forward to LCE for signature		3 minutes /depends on the availability	R. A. Lanila / J. Valenzuela / LCE
4. Receive the Permit	4. Release the Same	None	1 minute	R. A. Lanila
TOTAL:		₱600.00	17 minutes	



2. HANGING OF STREAMERS/TARPAULINE

The issuance of the permit for the posting of streamers and tarpaulin is for the maintenance of the facility being used for the said purpose and as per required by the Municipal Revenue Code.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Requesting Party		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a Letter Request	1. Accept, Review the letter for approval	None	10 minutes	V. Peñacerrada
2. Check the approved letter request and pays Fee at the MTO	2. Issue Order of Payment	1 face - P 35/sq. ft 2 face - P 70/sq.ft.	3 minutes	R. A. Lanila/MTO
3. Present OR	3. Prepare Mayor's Permit Forward to LCE for signature	None	3 minutes /depends on the availability	R. A. Lanila / J. Valenzuela / LCE
4. Receive the Permit	4. Release the Same	None	1 minute	R. A. Lanila
5. Prepare Streamers/Tarpaulin	5. Hanging of Streamers/Tarpaulin	None	depends on the no. of Streamers/tarp	GSO



TOTAL:	Based on computatio n of MTO	17 minutes	
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3. USE OF GYM, EVACUATION CENTER AND OTHER FACILITIES

The fee for the of gym, evacuation and the facility is intraday for the accountability and maintenance of the equipment and other services of the said facilities.

Office or Division:		Office of the Municipal Mayor		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Requesting Party		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a Letter Request	1. Accept, Review the letter for approval	None	10 minutes	V. Peñacerrada
2. Check the approved letter request and pays Fee at the MTO	2. Issue Order of Payment	₱600.00	3 minutes	R. A. Lanila/MTO
3. Present OR	3. Prepare Mayor's Permit Forward to LCE for signature		3 minutes /depends on the availability	R. A. Lanila / J. Valenzuela / LCE
4. Receive the Permit	4. Release the Same	None	1 minute	R. A. Lanila
TOTAL:		₱600.00	17 minutes	



4. ISSUANCE OF BENEFIT DANCE PERMIT

The request of B.D.P is being issued for all requesting party for legality of their celebration and to provide security.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request	1.Accept, Review the letter for approval	None	10 minutes	V. Peñacerrada
2.Check the approved letter request and pays Fee at the MTO	2.Issue Order of Payment	₱600.00	3 minutes	R. A. Lanila/MTO
3.Present OR	3.Prepare Mayor's Permit Forward to LCE for signature		3 minutes /depends on the availability	R. A. Lanila / J. Valenzuela / LCE
4.Receive the Permit	4.Release the Same	None	1 minute	R. A. Lanila
TOTAL:		₱600.00	7 minutes	



5. ISSUANCE OF BUSINESS PERMIT/LICENSES

Office or Division:	Office of the Municipal Mayor	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Barangay Clearance	Barangay	
Barangay Business Clearance	Barangay	
Police Clearance	Sara Police Station	
Cedula	Barangay/ MTO	
Previous year's Mayor's/ Business Permit	Applicant	
Two (2) copies statement of annual gross receipts	BIR	
Two (2) copies of the previous annual or quarterly Tax payment showing all regulatory fees (or)	BIR	
Certificate of Tax Exemption from local taxes or fees, if exempt	BIR	
Lease of contract (if space/place rented)	Owner of space rented	
Business permit of real estate lessor	Real Estate Owner	
DTI Certificate	DTI	
SSS Compliance Certificate (if applicable)	SSS	
Pag-Ibig Clearance (if applicable)	Pag-Ibig	
Phil Health Clearance	PhilHealth	
Sanitary Permit	RHU	
Health Certificate	RHU	
Fire Clearance	BFP	
BSP letter on the issuance of code (for pawnshops & money services businesses only)	BSP	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.MTO- Submit required documents	1.Accept and double check the documents	As per transaction	3 minutes	R. A. Lanila
2.Comply all needed documents(if lacking)	2.Verify and prepare business permit forward to LCE for signature	None	3 minutes /depends on the availability	R. A. Lanila / J. Valenzuela
3.Receive Business Permit	3.Forward to MTO	None	3 minutes	R. A. Lanila / MTO
TOTAL:		As computed by MTO	9 minutes	