

## SECURING MAYOR'S CLEARANCE

### ABOUT THE SERVICE:

Residents of the City may secure Mayor's Clearance for purposes of employment and application for firearm license or driver's license.

### WHO MAY AVAIL OF THE SERVICE:

All residents of the City of Batac

### WHAT ARE THE REQUIREMENTS:

- Barangay Clearance
- Official Receipt from the Office of the City Treasurer
- Documentary Stamp

### FEES/CHARGES:

- Local Purpose P150.00
- For Abroad P250.00
- For Firearm License: P1,000.00

### SCHEDULE OF AVAILABILITY OF THE SERVICE:

- Mondays to Fridays
- 8:00 am to 5:00 pm

### HOW TO AVAIL OF THE SERVICE:

STEP S	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCES SING TIME	PERSON IN CHARGE/RESPONSI BLE	FEES/ CHARG ES	FORMS
1.	Present the complete requirements and signs Logbook	Receives and checks the completeness and correctness of the requirements presented and prepares the clearance	5 minutes	NIKKO A. BAUTISTA ERNEST JEONE PARBO MARIBETH AMBONI	Local Purpose P150.00  For Abroad P250.00  For Firearm License: P1,000	
2.	Receives order of payment and pays at the Treasury Office	Issues order of payment and instructs client to pay at the Treasury Office	5 minutes	ERNEST JEONE C. PARBO NIKKO A. BAUTISTA MARIBETH AMBONI		

3.	Presents Official Receipt	Prepares Mayor's Permit	10 Minutes	ERNEST JEONE C. PARBO NIKKO A. BAUTISTA MARIBETH AMBONI		
4.	Affix signature on the clearance	Verifies the completeness and correctness of the requirements presented and signs the clearance. Forwards Mayor's Clearance for signature of the Mayor	5 minutes	ERNEST JEONE C. PARBO NIKKO A. BAUTISTA MARIBETH T. AMBONI		
3.	Receive the clearance	Releases the clearance	5 minutes	ERNEST JEONE C. PARBO NIKKO A. BAUTISTA MARIBETH T. AMBONI		
<b><i>x-x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x</i></b>						