

2. Issuance of Mayor's Clearance, Certification, 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. Certifications are issued to affirm the validity of information. Referrals/Endorsement are issued for job seekers.

Office/Division:	Mayor's Office/Community Affairs			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents Only			
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 Certification, Referrals/ Endorsement				
Latest Residence Certificate(1 Original)		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
Barangay Clearance (1 original)		Barangay where the affiant resides		
Official Receipt (1 Original)		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Inquire the requirements for the issuance of mayor's clearance, certification, referrals/endorsement	1. Provide the list of requirements for the necessary document.	None	2 Minutes	Office Staff Cubicle "C" Mayor's Office
2. Present all the requirements to the employee in-charge at the Mayor's Office.	2. Check & verify the submitted requirements and give Order of Payment.	None	3 Minutes	Office Staff Cubicle "C" Mayor's Office
3. Pay the corresponding fee	3. Accept the Order of Payment	PHP50	5 Minutes	Collection Clerk

at the Treasurer's Office	and fee and issue an official receipt.	PHP30 for doc stamp		Treasury Office
4. Go back to Mayor's Office, present the official receipt to the employee in-charge	4. Accept and check the presented Official receipt. Prepare the needed document	None	5 Minutes	<i>Office Staff</i> Cubicle "C" Mayor's Office
5. Claim Clearance, Certification, Endorsement/Referral, sign logbook to acknowledge receipt.	5. Issue the accomplished document and the logbook for the client to acknowledge receipt.	None	2 Minutes	<i>Office Staff</i> Cubicle "C" Mayor's Office
TOTAL:		PHP80	17 Minutes	