

EXECUTIVE SERVICES

Administering Oath of Office

☑ ABOUT THE SERVICE

THE MUNICIPAL MAYOR, as the Chief Executive of the municipal government administers oath of office pursuant to the provisions of the Local Government Code. Service is available at Mayor's Office for those individuals who wish to take oath.

☑ REQUIREMENT(S)

- Endorsement from the concerned association or entity
- Letter of Request

☑ HOW TO AVAIL OF THE SERVICE

<p align="center">Follow These Steps</p>	<p align="center">IT WILL TAKE YOU</p>	<p align="center">PLEASE APPROACH</p>
<p>1. Filing/Recording of Request</p> <p>Submit request letter to the receiving clerk or employee-in-charge.</p>	<p align="center">1 minute</p>	<p align="center">Ursula B. Bernadas Sec. to the Mayor</p> <p align="center">Lorna T. Abueva Clerk</p>
<p>2. Scheduling of Oath Taking Ceremony</p> <p>MO Staff schedules the time, date and venue.</p>	<p align="center">5 minutes</p>	<p align="center">Ursula B. Bernadas Sec. to the Mayor</p> <p align="center">Lorna T. Abueva Clerk</p>
<p>3. Approval of Municipal Mayor</p> <p>Municipal Mayor approves the schedule.</p>	<p align="center">1 minute</p>	<p align="center">HON. CONRADA C. AMPARO Municipal Mayor</p> <p align="center">(Or Authorized Signatories)</p>

<p>4. Oath Taking Ceremony</p> <p>The Municipal Mayor administers the oath taking ceremony as scheduled.</p>	<p>10 minutes</p>	<p>HON. CONRADA C. AMPARO Municipal Mayor</p>
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Securing mayor’s clearance and certificate of good moral character

ABOUT THE SERVICE

INDIVIDUALS NEED to secure a Mayor's Clearance before they can apply for a license. People seeking employment are sometimes also required to secure the same. This is especially true of applicants to the public and private companies.

Some schools and overseas employment agencies require their students/recruits to secure a Certificate of Good Moral Character before they are allowed to enroll or apply.

These documents can be secured from the MO.

☑ REQUIREMENT(S)

For Mayor's Clearance:

- Original Copy of Police Clearance
- Original Copy of Barangay Clearance
- Latest Community Tax Certificate
- Official Receipt from the Municipal Treasurer's Office

For Certificate of Good Moral Character:

- Barangay Certification (stating that the client is a resident of the barangay and has no derogatory records)
- Official Receipt from the Municipal Treasurer's Office

FEES

Mayor's Clearance P 50.00

Certification P 50.00

HOW TO AVAIL OF THE SERVICE

Follow These Steps	IT WILL TAKE YOU	PLEASE APPROACH
1. Filing/Recording of Request Submit documents required to the receiving clerk or employee-in-charge.	1 minute	Ursula B. Bernadas Sec. to the Mayor Lorna T. Abueva Clerk
2. Preparation of Clearance or Certification MO staff prepares the Clearance or Certification.	5 minutes	Ursula B. Bernadas Sec. to the Mayor Lorna T. Abueva Clerk

<p>3. Approval of Municipal Mayor</p> <p>Municipal Mayor approves the Clearance or Certification.</p>	<p>1 minute</p>	<p>HON. CONRADA C. AMPARO Municipal Mayor <i>(Or Authorized Signatories)</i></p>
<p>4. Release of Clearance or Certification</p> <p>The Clearance or Certification is released to the client. Client leaves 1 copy with the Records Section for file.</p>	<p>1 minute</p>	<p>Ursula Bernadas Sec. to the Mayor Lorna T. Abueva Clerk</p>

Securing Permit on all Advertising and Promotional Activities

☑ ABOUT THE SERVICE

Corporations, groups and other entities wish to promote or advertise their product/s or service/s to the public through the means or process of promotion/advertisement such as the installation/posting of billboard, signage, streamers, posters and/or fliers and other similar materials.

☑ HOW TO AVAIL OF THE SERVICE

Follow These Steps	IT WILL TAKE You	PLEASE APPROACH
1. Filing/Recording of Request Submit request letter to the receiving clerk or employee in charge copy furnished the MEO and MPDO. For billboard attached thereto are to design, details & specifications and the	1 minute	Ursula B. Bernadas Sec. to the Mayor Lorna T. Abueva Clerk

<p>site/sketch plan of the project.</p> <p>If the site/location is a private property, applicant must present written document showing consent of the owner. Affidavit of undertaking to assume all obligations and liabilities cause to any third party by reason of such project.</p> <p>Such other documents/papers that the city may require.</p> <p>Except in case of application to post or put up streamers, posters and flyers, only a written application address to the Municipal Mayor will be sufficient. Such letter must state the total number and the period/duration.</p>		
<p>2. Payment of Fees</p>	<p>5 minutes</p>	<p>MTO REVENUE CLERK</p>

<p>Pay the prescribed fee at the Municipal Treasurer's Office.</p>		
<p>3. Preparation of Mayor's Permit Upon presentation of the Official Receipt and corresponding streamers/posters, employee in charge prepares the permit, provided in case of billboards endorsements from the MEO and MPDO is needed.</p>	<p>1 to 2 minutes</p>	<p>Ursula B. Bernadas Sec. to the Mayor Lorna T. Abueva Clerk</p>
<p>4. Approval of Permit The Mayor or his authorized representative signs the permit.</p>	<p>1 minute</p>	<p>HON. CONRADA C. AMPARO Municipal Mayor</p>
<p>5. Release of Permit Receive copy of the permit.</p>	<p>1 minute</p>	<p>Lorna T. Abueva Clerk</p>

Solemnizing Marriage

☑ ABOUT THE SERVICE

THE MUNICIPAL MAYOR, as the Chief Executive of the municipal government solemnizes civil marriages pursuant to the provisions of the Local Government Code. Service is available at Mayor's Office for those individuals who wish to get married.

☑ REQUIREMENT(S)

- Endorsement from the LCR
- Completeness of Civil Marriage Application including the supporting documents

☑ HOW TO AVAIL OF THE SERVICE

<p style="text-align: center;">Follow These Steps</p>	<p style="text-align: center;">IT WILL TAKE YOU</p>	<p style="text-align: center;">PLEASE APPROACH</p>
<p>1. Filing/Recording of Request</p> <p>Submit request letter to the receiving clerk or employee-in-charge.</p>	<p style="text-align: center;">1 minute</p>	<p style="text-align: center;">Ursula B. Bernadas Sec. to the Mayor</p> <p style="text-align: center;">Lorna T. Abueva Clerk</p>
<p>2. Scheduling of Civil Marriages</p> <p>MO Staff schedules the time, date and venue.</p>	<p style="text-align: center;">5 minutes</p>	<p style="text-align: center;">Ursula B. Bernadas Sec. to the Mayor</p> <p style="text-align: center;">Lorna T. Abueva Clerk</p>
<p>3. Approval of Municipal Mayor</p> <p>Municipal Mayor approves the schedule.</p>	<p style="text-align: center;">1 minute</p>	<p style="text-align: center;">HON. CONRADA C. AMPARO</p> <p style="text-align: center;">Municipal Mayor <i>(Or Authorized Signatories)</i></p>

<p>4. Civil Wedding Ceremony</p> <p>The Municipal Mayor administers the civil wedding ceremony as scheduled.</p>	<p>10 minutes</p>	<p>HON. CONRADA C. AMPARO</p> <p>Municipal Mayor</p>
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