

MAYOR'S OFFICE FRONTLINE SERVICES

Securing mayor's clearance

INFORMATION ABOUT THE SERVICE

INDIVIDUALS NEED to secure a Mayor's Clearance in seeking employment. This is true especially to all applicants for the Philippine National Police (PNP).

SERVICE REQUIREMENT(S)

For Mayor's Clearance:

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

SERVICE FEES

Mayor's Clearance	Php 50.00
Certification	Php 20.00

STEPS TO AVAIL OF THE SERVICE

STEPS	MINIMUM TIME CONSUME	PLEASE APPROACH
1. Filing/Recording of Request Submit documents required to the receiving clerk or employee-in-charge.	1 minute	ROMEO B. DIZON <i>Executive Assistant II</i> MARILOU C. FRIAS SWA
2. Preparation of Clearance MO staff prepares the Clearance	5 minutes	MARILOU C. FRIAS SWA
3. Approval of Municipal Mayor Municipal Mayor approves the Clearance	1 minute	ARISTOTLE E. MONTANTE <i>Municipal Mayor</i> (Or Authorized Signatories)
4. Release of Clearance The Clearance is released to the client. Client leaves 1 copy with the Records Section for file.	1 minute	MAIRLOU C. FRIAS SWA LEODITA B. REFUGIO <i>Rev. Collector</i>

Securing Permit on all Advertising and Promotional Activities

☑ INFORMATION 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.

☑ STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
<p>1. Filing/Recording of Request</p> <p>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 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.</p> <p>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>1 minute</p>	<p>ROMEO B. DIZON <i>Executive Assistant II</i></p> <p>MARILOU C. FRIAS SWA</p>
<p>2. Payment of Fees</p> <p>Pay the prescribed fee at the Municipal Treasurer's Office.</p>	<p>5 minutes</p>	<p>LOCAL REVENUE OFFICER</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 CEO and CPDO is needed.</p>	<p>1 to 2 minutes</p>	<p>MARILOU C. FRIAS SWA LEODITA B. REFUGIO <i>Revenue Collector</i></p>
<p>4. Approval of Permit The Mayor or his authorized representative signs the permit.</p>	<p>1 minute</p>	<p>ARISTOTLE E. MONTANTE <i>Municipal Mayor</i> ROMEO B. DIZON <i>Executive Assistant II</i></p>
<p>5. Release of Permit Receive copy of the permit.</p>	<p>1 minute</p>	<p>MARILOU C. FRIAS SWA LEODITA B. REFGUIO <i>Revenue Collector</i></p>

Securing permit to Conduct motorcade/ parade or procession

INFORMATION ABOUT THE SERVICE

Corporations, groups and other entities that wish to stage a motorcade/parade and/or procession around the municipality are required to get a permit from the CMO prior to the scheduled activity. This ensures coordination and orderly traffic management during the activity.

SERVICE REQUIREMENT(S)

- Letter of Request addressed to the Municipal Mayor, indicating the schedule of motorcade or parade, planned route and purpose of the activity
- Except permit to hold a motorcade/parade with regards to concerts and other related fund raising activities, applicant should secure/pay first the required fees on such concert and fund raising activity from the Municipal Treasurer's Office.

STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Filing/Recording of Request Submit request letter to the receiving clerk or employee-in-charge.	1 minute	ROMEO B. DIZON <i>Executive Assistant II</i>
2. Preparation of Mayor's Permit MO prepares the permit.	5 minutes	MAIRLOU C. FRIAS SWA LEODITA B. REFUGIO <i>Revenue Collector</i>
3. Approval of City Mayor Municipal Mayor approves the permit.	1 minute	ARISTOTLE E. MONTANTE <i>Municipal Mayor</i> (Or Authorized Signatories)
4. Release of Mayor's Permit The Mayor's Permit is released to the applicant. Applicant leaves 1 copy with the Records Section for file.	1 minute	MARILOU C. FRIAS SWA LEODITA B. REFUGIO <i>Revenue Collector</i>

Availing of public customer assistance

INFORMATION ABOUT THE SERVICE

MUNICIPAL RESIDENTS and other clients may request the CMO for referral, recommendations, endorsements or communications so that they can avail of free service or discounts.

Public Customer Assistance cover the following areas:

- Free Medical Assistance
- Job Recommendations
- Endorsement for Transfer - for Kitcharaonons in government service who are currently posted in other municipalities or provinces and would like to be transferred to Kitcharao
- Transportation Discount
- Promissory Letters for Accounts Due

Each of these services requires separate requirements.

SERVICE REQUIREMENT(S)

For Free Medical Assistance

- Medical prescription
- Clinical diagnosis or doctor's referral

For Job Recommendations

- Complete Bio-data or Curriculum Vitae
- Police Clearance
- Past employment records
- Other relevant documents

For Endorsement for Transfer

- Letter of Request for transfer stating therein reasons for request
- Certified Service Record, if available

For Transportation Discount

- Recent Community Tax Certificate
- Voter's ID

For Promissory Letters for Accounts Due

- Proof of Billing
- Matriculation Slip (for due school payments)
- Any other proof of indebtedness

Steps to avail the service

STEPS	MINIMUM TIME CONSUME	PLEASE APPROACH
<p>1. Filing/Recording of Request</p> <p>Submit request letter or the pertinent documents required to the receiving clerk or employee-in-charge.</p>	<p>1 minute</p>	<p>ROMEO B. DIZON <i>Executive Assistant II</i></p> <p>MARILOU C. FRIAS SWA</p> <p>LEODITA B. REFUGIO <i>Revenue Collector</i></p>
<p>2. Preparation of Communication for the Request</p> <p>Appropriate communication regarding the request will be prepared by the Community Development Information Office (CDIO).</p>	<p>15 minutes</p>	<p>ROMEO B. DIZON <i>Executive Assistant II</i></p>
<p>3. Approval by the Municipal Mayor</p> <p>Municipal Mayor approves request for assistance the communication.</p>	<p>1 minute</p>	<p>ARISTOTLE E. MONTANTE <i>Municipal Mayor</i></p> <p>(Or Authorized Signatories)</p>
<p>4. Release of Communication or Request</p> <p>The approved communication is released to the client.</p> <p>Client leaves 1 copy with the Records Section; then, brings the communication to the appropriate firm or government agency.</p>	<p>1 minute</p>	<p>MARILOU C. FRIAS SWA</p> <p>LEODITA B. REFUGIO <i>Revenue Collector</i></p>

Using Government facilities

INFORMATION ABOUT THE SERVICE

THE KITCARAO MUNICIPAL GOVERNMENT offers the use of the following facilities ideal for seminars, conferences, gatherings, sports and other activities:

- Public Community Stage
- Mariano M. Napalan Sports Center

SERVICE REQUIREMENT(S)

- Letter-request addressed to the Municipal Mayor, specifying the government facility/ies to be used, date, time and purpose

In availing the facilities of the Mariano M. Napalan Sports Center in Barangay Poblacion, prospective users may go directly and pay entrance fee at the Complex.

SERVICE FEES

MARIANO M. NAPALAN SPORTS CENTER

DAYTIME price per hour		NIGHTTIME price per hour	
With use of electricity	P 30	Using 18 light bulbs	P 20
W/o use of electricity	10	Using 18 light bulbs	50

STEPS TO AVAIL OF THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Present Letter of Request Submit letter of request to the Receiving Clerk who issues Order of Payment.	1 minute	MARILOU C. FRIAS SWA LEODITA B. REFUGIO Revenue Collector
2. Payment of Fees Pay prescribed fee at the Municipal Treasurer's Office.	5 minutes	LOCAL REVENUE COLLECTORS
3. Preparation of Mayor's Permit Receiving Clerk prepares Mayor's Permit.	1 minute	MARILOU C. FRIAS SWA LEODITA B. REFUGIO Revenue Collector
4. Approval of Permit The Mayor or his authorized representatives sign the permit.	1 minute	ARISTOTLE E. MONTANTE Municipal mayor ROMEO B. DIZON Executive Assistant
5. Release of Permit Receive copy of the permit.	1 minute	MARILOU C. FRIAS SWA LEODITA B. REFUGIO Revenue Collector