



Issuance of Mayor's Clearance

The Mayor's Clearance is issued to individuals for various purposes. It is being required for employment, firearm license, and school requirements.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS *1 photocopy each of the following			WHERE TO SECURE	
1. Community Tax Certificate or Cedula			Municipal Treasury Office	
2. Official Receipt for Mayor's Clearance				
3. Official Receipt for Police Clearance				
4. Barangay Clearance			Barangay Hall	
5. Police Clearance (validity is 6 months from the date of issuance)			Camiling Police Station	
6. Judge Clearance with Official Receipt			Municipal Trial Court	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay to the Municipal Treasury Office	1. Receive payment and issue Official Receipts	Mayor's Clearance P 100.00	2 minutes	<i>Revenue Collection Clerk</i> Municipal Treasury Office
		Police Clearance P50.00		
2. Sign in the client log book at the office lobby	2. Let the client log-in	None	1 minute	<i>Receiving Clerk</i> Mayor's Office
3. Submit complete requirements	3. Receive and check completeness of documents	None	2 minutes	<i>Receiving Clerk</i> Mayor's Office
4. Wait for the releasing of Mayor's Clearance	4. Prepare and release the duly signed Mayor's Clearance	None	10 minutes	<i>Administrative Aide</i> Mayor's Office
TOTAL		P150.00	15 minutes	