



**Internal/External**

**3. SERVICE NAME: MAYOR’S CLEARANCE/ WORKING PERMIT AVAILMENT**

**Description of the Service:** Mayor’s clearance is a document issued to individual who need the same for foreign /local employment, firearm license and other legal purposes.

<b>Office or Division:</b>	BUSINESS PERMITS AND LICENSING OFFICE
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2C (Government to Citizen)
<b>Who may avail:</b>	ALL INDIVIDUALS/SEEKERS

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<u>MAYOR’S CLEARANCE/ WORKING PERMIT AVAILMENT</u> <ul style="list-style-type: none"> <li>• CEDULA</li> <li>• BARANGAY CLEARANCE</li> <li>• POLICE CLEARANCE</li> <li>• MUNICIPAL TRIAL COURT CLEARANCE</li> <li>• REGIONAL TRIAL COURT CLEARANCE</li> <li>• WRITTEN PARENT CONSENT (FOR MINOR)</li> <li>• YOUTH CENTER/PESO CLEARANCE</li> <li>• HEALTH CERTIFICATE (for food handler)</li> <li>• OFFICIAL RECEIPT (OCCUPATIONAL FEE,</li> </ul>	<ul style="list-style-type: none"> <li>• City Treasurer’s Office, City Hall, City of Ilagan, Isabela</li> <li>• Barangay Hall in your place of residence</li> <li>• Police Station in your place of residence</li> <li>• MTC in your place of residence</li> <li>• RTC in your place of residence</li> <li>• From your parent/ guardians</li> <li>• Youth Center Building, City of Ilagan, Isabela</li> <li>• City Health Office, City of Ilagan, Isabela</li> <li>• City Treasurer’s Office, City of Ilagan, Isabela</li> <li>• City Health Office, City of Ilagan, Isabela</li> <li>• Diagnostic Centers, City of Ilagan, Isabela</li> <li>• Drug Testing Centers, City of Ilagan, Isabela</li> <li>• Phil. Statistics Authority, City of Ilagan, Isabela</li> <li>• Buy biodata form in office school supplies store</li> </ul>



<p>MAYOR'S CLEARANCE FEE, DOCUMENTARY STAMP)</p> <p><u>ADDITIONAL REQUIREMENTS FOR G.R.O.</u></p> <ul style="list-style-type: none"> <li>• PINK CARD WITH 1X1 ID PICTURE</li> <li>• RESULT OF SEROLOGY</li> <li>• RESULT OF DRUG TEST</li> <li>• PSA BIRTH CERTIFICATE</li> <li>• BIO-DATA WITH 2X2 PICTURES</li> </ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. PRESENT THE REQUIREMENTS FOR VALIDATION, ENCODING &amp; BILLING at "Counter G"</p>	<p>Validate requirements / encode personal information/ assess payment</p>	<p>None</p>	<p>5 minutes</p>	<p><b>FRELYN JAY P. DOMINGO</b> Administrative Aide I</p> <p><b>CHERRY JANE B. ADAYA</b> Administrative Aide I</p>
<p>2. PAY at "Counter I"</p>	<p>Accepts payment/ issue Official Receipt</p>	<p>Based on Tax Order of Payment (TOP) issued by the Mayor's Clearance</p>	<p>3 minutes</p>	<p><b>RICARDO A. AGTARAP</b> Revenue Collection Officer III</p>



		Division of the BPLO  Occupational Fee P250.00  Mayor's Clearance Fee P100.00  Documentary Stamp P30.00  Miscellaneous Fee P50.00  Total: P430.00		<b>PRECIOUS JOY A. BALMACEDA</b>  Administrative Aide I
3. CLAIM Mayor's Clearance at "Counter F" after digital picture taking	Issue Mayors' Clearance	None	2 minutes	<b>FRELYN JAY P. DOMINGO</b>  Administrative Aide I  <b>CHERRY JANE B. ADAYA</b>  Administrative Aide I
TOTAL			10 minutes	