

## **OFFICE OF THE MAYOR**

### **Provision of Financial Assistance to Indigents**

#### **REQUIREMENTS**

- Certificate of Indigence from the Punong Barangay
- Medical Certificate/Abstract (optional)
- Receipts (optional)

#### **HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Approach staff, request for the service and present required documents.	1 minute	CECILIA R. GARCIA Private Secretary II
2. Advise client to proceed to the MSWDO.	1 minute	JOYCEL D. PEREZ Security Agent I  JENNYLYN A. CLARIN Clerk II
3. Approach staff and submit required documents.	2 minutes	RICA B. GUEVARRA Clerk I  MARICEL R. CLAVEL Day Care Worker I
4. Staff checks documents and prepares the MSWDO Certificate of Indigence.	3 minutes	
5. Refer to MSWDO for signature	1 minute	
6. MSWDO signs the certificate.	2 minutes	Dr. CHERRIELYNE E. NAGUIT, M.D. OIC-MSWDO
7. Refer documents to the Mayor for approval	1 minute	CECILIA R. GARCIA Private Secretary II  JOYCEL D. PEREZ Security Agent I  JENNYLYN A. CLARIN Clerk II
8. Present the documents to the staff.	1 minute	CECILIA R. GARCIA Private Secretary II
9. Staff prepares the petty cash voucher.	1 minute	JOYCEL D. PEREZ Security Agent I
10. Issue the voucher and advise client to proceed to MTO to get the financial assistance.	1 minute	JENNYLYN A. CLARIN Clerk II

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
11. Approach MTO staff and present petty cash voucher.	2 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
12. Staff releases the financial assistance.		ROLANDO M. CASTILLO Revenue Collection Clerk I

**NOTE: This service is subject to availability of funds.**

### **Securing Mayor's Clearance and Certificate of Good Moral Character**

#### **ABOUT THE SERVICE**

It is a prerequisite that any individual applying for a firearm license to secure a Mayor's Clearance. Anybody applying for a job is sometimes required to secure the same. This is especially true to the applicants of the Philippine National Police (PNP).

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 Office of the Municipal Mayor.

#### **REQUIREMENTS**

##### ***For Mayor's Clearance:***

- Original Copy of Police Clearance
- 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	
Record and Reference Purposes	P100.00
Oversees Employment	P100.00
Securing Fire Arms License	P100.00
Certification	P100.00

## APPLICATION PROCESS

FOLLOW THESE STEPS	MAXIMUM TIME	PLEASE APPROACH
<b>1. Filing/Recording of Request</b>  Submit documents required to the receiving clerk or employee-in-charge.  Receive and verify documents and advise client to pay fees at the Municipal Treasurer's Office (MTO).	2 minutes	CECILIA R. GARCIA Private Secretary II
<b>2. Payment of Fees</b>  Proceed to MTO, pay fees, and secure Official Receipt.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
<b>3. Preparation of Clearance or Certification</b>  Staff prepares the Clearance or Certification.	1 minute	CECILIA R. GARCIA Private Secretary II  JOYCEL D. PEREZ Security Agent I  JENNYLYN A. CLARIN Clerk II
<b>4. Approval of Mayor</b>  Present OR to the Mayor's staff.  Forward clearance or certificate to the Mayor for approval.  Sign clearance or certification.	1 minute  1 minute  1 minute	CECILIA R. GARCIA Private Secretary II  JOYCEL D. PEREZ Security Agent I  JENNYLYN A. CLARIN Clerk II  HON. ALICIA D. PIZARRO Municipal Mayor
<b>5. Release of Clearance or Certification</b>  The Clearance or Certification is released to the client. Client leaves 1 copy with the Records Section for file.	1 minute	CECILIA R. GARCIA Private Secretary II  JOYCEL D. PEREZ Security Agent I  JENNYLYN A. CLARIN Clerk II