



CITY MAYOR'S OFFICE



1. Mayor's Clearance and Certificate of Good Moral Character

Service Description: Mayor's Clearance and Certificate of Good Moral characters are issued to any individual bounefide residence of Tuguegarao City who needs such documents for whatever legal purpose.

Office or Division:	City Mayors Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen G2B- Government to Business G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>For Mayor's Clearance: Original copy of Barangay Clearance Original copy of Police Clearance Original copy of Court Clearance Community Tax Clearance Proof of Payment (Official Receipt)</p> <p>For Certificate of Good Moral Character: Barangay Certificate (stating that applicant is a resident of the barangay and has no derogatory record thereat) Proof of Payment (Official Receipt)</p>		<p>Barangay Hall PNP RTC/MTC City Treasurer's Office</p> <p>Barangay Hall</p> <p>City Treasurer's Office</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents along with the Official Receipt (OR) showing payment of fees to the receiving clerk or employee-in-charge.	1. Preparation of Clearance 1.1. CMO staff prepares the clearance/ certification/permit. 1.2. City Mayor affixes his signature of approval on the clearance/ certification/permits.	For employment Local– P50.00 Overseas– P200.00 For securing firearms license– P50.00 For record and reference purposes Student- P50.00	5 minutes for entire process	<i>Admin Staff</i> <i>Atty. Jefferson P. Soriano</i> <i>City Mayor</i>
2. Claim approved document	CMO staff release to applicant copy of the approved document.			<i>Admin Staff</i>
TOTAL			5 minutes	



2. Permit to conduct motorcade/calesacade or foot parade

Service Description: This permits issued to any requesting party who intends to conduct motorcade/calesacade or foot parade around Tuguegarao or passing/using any of its through fares.

Office or Division:	City Mayors Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request stating the schedule, duration, purpose of the activity Proof of Payment (Official Receipt)		Client City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents along with the Official Receipt (OR) showing payment of fees to the receiving clerk or employee-in-charge.	1. Preparation of permit 1.1. CMO staff prepares the permit. 1.2. City Mayor affixes his signature of approval on the permits.	Circus or Managerie and other parades– P200.00	5 minutes for entire process	<i>City Mayor 's Staff</i> <i>Atty. Jefferson P. Soriano City Mayor</i>
2. Claim approved document	CMO staff release to applicant copy of the approved document.			<i>City Mayor 's Staff</i>
	TOTAL		5 minutes	



3. Permit to conduct peaceful rally

Service Description: This permit must be served by any individual/organization before the conduct of peaceful rally in any place within Tuguegarao City.

Office or Division:	City Mayors Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request stating the schedule, venue, duration, purpose of the activity		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents along with the Official Receipt (OR) showing payment of fees to the receiving clerk or employee-in-charge.	1. Preparation of permit 1.1. CMO staff prepares the permit. 1.2. City Mayor affixes his signature of permits.	None	5 minutes for entire process	<i>Admin Staff</i>
2. Claim approved document	CMO staff release to applicant copy of the approved document.			<i>Atty. Jefferson P. Soriano City Mayor</i>
	TOTAL		5 minutes	<i>City Mayor 's Staff</i>



4. Permit on all Advertising and Promotional Activities (streamer and flyers)

Service Description: It is issued to any individual/organization/ association and business entity by hanging/ installing streamers//posters billboards/signages or distribution of flyers for advertising and promotional purposes only.

Office or Division:	City Mayors Office			
Classification:	Simple Transaction			
Type of Transaction:	G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Streamer/Poster/Flyer: Letter request stating the total number and the period/duration of posting or activity. Proof of Payment (Official Receipt)</p> <p>Billboards and Signage: Letter request stating or attaching thereto the design, details and specifications and the sketch plan of the site where the billboard will be installed Document showing consent of the property owner, if billboard will be installed on private property Affidavit of undertaking to assume all obligations and liabilities caused to any third party by reason of such project. Proof of Payment (Official Receipt)</p>		<p>Client</p> <p>City Treasurer's Office</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>City Treasurer's Office</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents along with the Official Receipt (OR) showing payment of fees to the receiving clerk or employee-in-charge.	1. Preparation of Clearance/permit 1.1. CMO staff prepares the clearance/permit. 1.2. City Mayor affixes his signature of approval on the clearance/permits.	Streamers, Posters and Flyers— P500.00	5 minutes for entire process	City Mayor's Staff
2. Claim approved document	CMO staff release to applicant copy of the approved document.			Atty. Jefferson P. Soriano City Mayor
TOTAL			5 minutes	



5. Use of Government Facilities: People’s Gymnasium, Demo Farm and Training Center

Service Description: The City Government of Tuguegarao may grant or allow to use of any of its facilities to any individual/organization/associations or any group for any activity/gathering/business

Office or Division:	City Mayors Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen G2B- Government to Business G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter stating the purpose of the request Proof of Payment (Official Receipt)		Client City Treasurer’s Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents along with the Official Receipt (OR) showing payment of fees to the receiving clerk or employee-in-charge (EIC).	1. EIC directs applicant to proceed to the City Treasurer’s Office for the computation and payment of fees. 1.1. After payment, applicant gives to the EIC/staff copy of the Official Receipt for recording 1.2. EIC prepares the permit to use. 1.3. City Mayor affixes his signature of approval on the clearance/permits.	Concert Local-P5,000 National-P15,000.00 International-P25,000.00	5 minutes for entire process	<i>City Mayor ‘s Staff</i>
		Sports Basketball Local-P1,500.00 Boxing-P2,500.00 Karate–P1,000.00 Cockfighting-P20,000 Circus Local-P2,500 Regional–P3,000 National-P5,000.00		
2. Claim approved document	CMO staff release to applicant copy of the approved document.			<i>City Mayor ‘s Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Litarary/Musical Local-1,500 Regional-P3,000 National-P5,000 Beauty Pageant/ Fashion show- P5,000.00 Political Rallies/ Conventions Local-P5,000.00 National- P10,000.00 Business Promotion Activity Selling Fair- P5,000.00 Product launching/ promotion- P3,000.00		



6. Public Customer Assistance for free medical assistance, Job recommendation, Endorsement for transfer from work station

Service Description: This service is extended to any bonafide residence of Tuguegarao City requesting for assistance such as medical assistance, recommendation for Job/employment and endorsement for transfer for work station.

Office or Division:	City Mayors Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Free Medical Assistance Medical Prescription Clinical diagnoses or doctor's referral		Client		
For Job Recommendation Complete bio-data or curriculum vitae Other relevant documents		Client		
Endorsement for Transfer Letter-request for transfer stating therein the reasons for the request Certified service record, if available		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents the Official Receipt	1. EIC interview applicant and receives required documents	None	5 minutes for entire process	<i>Admin Staff</i>
	2. EIC prepares the recommendation/ endorsement			<i>Atty. Jefferson P. Soriano City Mayor</i>
	3. City Mayor affixes his signature of approval on the clearance/ certification/permits.			
2. Claim approved document	CMO staff release to applicant copy of the approved document.			<i>Admin Staff</i>



7. Scholarship Grants: Tuguegarao Outstanding Achievers (TOA), Academic (ACAD)

Service Description: This service is extended to bonafide resident of Tuguegarao City who graduated from high school with honours with at least a general average of 90%.

Office or Division:	City Mayors Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>The applicant must:</p> <ul style="list-style-type: none"> Be a bonafide resident of Tuguegarao City Single Be of good moral character as certified by the school where the applicant has graduated from high school Be a freshman upon enrollment in college and with general average of 90% in the report card Have graduated as one of the top 10 students of his/her graduating class Not belong to a family whose gross annual income is over P156,000.00 Not be a holder of any other scholarship grant Pass the qualifying examination to be administered by the City Government 		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student applicant personally appears before the employee-in-charge (EIC) and fills up application form attaching thereto a photo copy of his/her Form 138(Card)	1. EIC interviews student-applicant 1.1. EIC advises student-applicant of the schedule of qualifying examination and the requirements thereof.	None		<i>Admin Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Student-applicant/ examinees complete submission of documentary requirements	2. The examination committee conducts and submits result of the examination to the Local Scholarship Committee. 2.1. The Local Scholarship Committee after finding the results of the examination in order, passes a resolution for the confirmation of the results	None		<i>Admin Staff</i>
	3. The LSC Secretariat causes the publication of successful examinees in the bulletin board at the lobby of the City Hall			<i>Atty. Jefferson P. Soriano City Mayor</i>
	4. EIC prepares a MOA and the City Mayor will sign for the approval of scholarship of successful examinees			
	5. LSC Secretariat prepares scholarship voucher			
3. The student-scholar receives check representing scholarship grant.	6. The EIC of City Treasurer's Office release to the students-scholar his/her scholarship check.			City Treasurer's Office