

**Republic of the Philippines  
Province of Surigao del Sur  
CITY OF BISLIG**

**CITIZEN'S CHARTER**

**OFFICE OF THE MAYOR**

**LIST OF PRIORITIZED FRONTLINE SERVICES**

1. SECURING MAYOR'S CLEARANCE
2. SECURING CERTIFICATION (RESIDENCE)
3. SECURING MAYOR'S SPECIAL PERMIT
4. REQUEST FOR THE USE OF GOVERNMENT VEHICLES (OUTSIDE THE CITY)
5. REQUEST FOR THE USE OF GOVERNMENT VEHICLES (WITHIN THE CITY)
6. AVAILING CIVIL WEDDING OFFICIATED BY THE CITY MAYOR
7. SECURING CERTIFICATION OF MINERAL ORIGIN (COAL)

**VISION STATEMENT**

*Bislig, a vibrant and livable city; a leading producer of agricultural and aqua-marine products, and an eco-tourism destination in Southern Philippines.*

**MISSION STATEMENT**

*To deliver quality basic services, support facilities and provide equitable access to wealth and economic opportunities towards a gender responsive, child-friendly and socio-economically progressive community and sustainable environment managed by God-centered, determined, innovative and committed leaders with an empowered citizenry.*

**PERFORMANCE PLEDGE**

*We, the personnel of the Mayor's Office, do hereby pledge to commit ourselves to render a quality service to all customers with utmost respect and dedication.*

**CITIZEN'S CHARTER**

**CITY MAYOR'S OFFICE**

TYPE OF FRONTLINE SERVICE : **SECURING MAYOR'S CLEARANCE**  
 SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY TO FRIDAY  
 8:00 AM – 5:00 PM  
 NO NOON BREAK  
 WHO MAY AVAIL OF THE SERVICES : ALL BISLIG CITY CONSTITUENTS  
 DURATION OF TRANSACTION : ONE HOUR & FIFTY-FIVE MINUTES  
 WHAT ARE THE REQUIREMENTS : ORIGINAL OR CERTIFIED TRUE MACHINE COPY  
 OF THE FOLLOWING DOCUMENTS:  
 1. CERTIFICATE OF RESIDENCE (CEDULA)  
 2. BARANGAY CLEARANCE  
 3. POLICE CLEARANCE  
 FEES: : CLEARANCE FEE \*P55.00  
 DOCUMENTARY STAMP FEE 15.00  
 \*5% increase every 3 years – per Revenue Code of 2006 - Ordinance No. 2005-14

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person/s
1	Presents Documents	*Accepts/reviews documents  *Issues request slip for the payment of Mayor's Clearance Fee at the City Treasurer's Office (CTO)		Request slip for payment	5 minutes  5 minutes	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Leonido A. Siarez, Jr.</li> <li>➤ Shiela N. Alcantara JO Clerks</li> </ul>
2	Proceeds to CTO for payment	➤ Issues receipt	P70.00		➤ 15 minutes	<ul style="list-style-type: none"> <li>➤ Agnes Mildred Q. Esturas Administrative Assistant II</li> <li>➤ Anna Mae A. Ellazo Administrative Assistant II</li> </ul>
3	Presents the O.R. to Mayor's Office	➤ Records the details of the Official Receipt			➤ 5 minutes	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Leonido A. Siarez, Jr. JO Clerk</li> </ul>
4		➤ Prepares the Mayor's Clearance		Mayor's Clearance Form	➤ 15 minutes	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Leonido A. Siarez, Jr. JO Clerk</li> </ul>
5	Signs the applicant's signature portion of the Mayor's Clearance	➤ Present's the Mayor's Clearance to the applicant for signature			➤ 5 minutes	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Leonido A. Siarez, Jr. JO Clerk</li> </ul>
6		➤ Approves and signs the Mayor's Clearance			➤ 1 hour	<ul style="list-style-type: none"> <li>➤ Librado C. Navarro City Mayor</li> <li>➤ Charlito R. Lerog City Administrator <i>(or their authorized representatives)</i></li> </ul>
7	Receives applicant's copy	➤ Attaches dry seal and files copy			➤ 5 minutes	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Shiela N. Alcantara JO Clerk</li> <li>➤ Leonido A. Siarez, Jr. JO Clerk</li> </ul>
<b>END OF TRANSACTION</b>						

**CITIZEN'S CHARTER**

**CITY MAYOR'S OFFICE**

TYPE OF FRONTLINE SERVICE	:	<b>SECURING OF CERTIFICATION</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM NO NOON BREAK
WHO MAY AVAIL OF THE SERVICES	:	ALL BISLIG CITY CONSTITUENTS
DURATION OF TRANSACTION	:	ONE HOUR & FIFTY MINUTES
WHAT ARE THE REQUIREMENTS	:	ORIGINAL OR CERTIFIED TRUE MACHINE COPY OF THE FOLLOWING DOCUMENTS: 1. BARANGAY CERTIFICATION 2. CERTIFICATE OF RESIDENCE (CEDULA)
FEES:	:	CLEARANCE FEE *P55.00 DOCUMENTARY STAMP FEE 15.00 <i>*5% increase every 3 years – per Revenue Code of 2006 - Ordinance No. 2005-14</i>

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person/s
1	Presents Documents	<ul style="list-style-type: none"> <li>➤ Accepts/reviews documents</li> <li>➤ Issues request slip for the payment of Certification Fee at the City Treasurer's Office (CTO)</li> </ul>		Request slip for payment	<ul style="list-style-type: none"> <li>➤ 5 minutes</li> <li>➤ 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Sheila N. Alcantara JO Clerks</li> <li>➤ Leonido A. Siarez, Jr. JO Clerks</li> </ul>
2	Proceeds to CTO for payment	<ul style="list-style-type: none"> <li>➤ Issues receipt</li> </ul>	P70.00		<ul style="list-style-type: none"> <li>➤ 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Agnes Mildred Q. Esturas Administrative Assistant II</li> <li>➤ Anna Mae A. Ellazo Administrative Assistant II</li> </ul>
3	Presents the O.R. to Mayor's Office	<ul style="list-style-type: none"> <li>➤ Records the details of the Official Receipt</li> <li>➤ Prepares the Certification</li> </ul>		Certification Form	<ul style="list-style-type: none"> <li>➤ 5 minutes</li> <li>➤ 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Leonido A. Siarez, Jr. JO Clerks</li> </ul>
4		<ul style="list-style-type: none"> <li>➤ Approves and signs the Certification</li> </ul>			<ul style="list-style-type: none"> <li>➤ 1 hour</li> </ul>	<ul style="list-style-type: none"> <li>➤ Librado C. Navarro City Mayor</li> <li>➤ Charlito R. Lerog City Administrator <i>(or their authorized representatives)</i></li> </ul>
5	Receives applicant's copy	<ul style="list-style-type: none"> <li>➤ Attaches dry seal and files office copy</li> </ul>			<ul style="list-style-type: none"> <li>➤ 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Sheila N. Alcantara JO Clerk</li> </ul>
<b>END OF TRANSACTION</b>						

**CITIZEN'S CHARTER**

**CITY MAYOR'S OFFICE**

TYPE OF FRONTLINE SERVICE	:	<b>SECURING OF MAYOR'S SPECIAL PERMIT</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM (NO NOON BREAK)
WHO MAY AVAIL OF THE SERVICES	:	ALL BISLIG CITY CONSTITUENTS
DURATION OF TRANSACTION	:	1 HOUR & FIFTY MINUTES
WHAT ARE THE REQUIREMENTS	:	REQUEST LETTER
FEEs:	:	1. <ul style="list-style-type: none"> <li>a. Conference, meeting, rally, demonstration, anniversary inside building = <b>110.00</b></li> <li>b. Conference, meeting, rally, demonstration, anniversary outside = <b>220.00</b></li> <li>c. Dances – Jam Session = <b>110.00</b></li> <li>d. Dances – Benefit Dance w/ lights and sounds = <b>220.00</b></li> <li>e. Coronation/Ball at barangay = <b>55.00</b></li> <li>f. Coronation/Ball at Poblacion = <b>165.00</b></li> <li>g. Stage Presentation = <b>220.00</b></li> <li>h. Beauty Contest, Animal Fighting, Animal races, racing, athletic competition = <b>331.00</b></li> <li>i. Promotional Sales, promotional demonstration = <b>110.00</b></li> <li>j. Bingo Socials = <b>220.00</b></li> <li>k. Mahjong Table = <b>1,654.00</b>, additional table = <b>551.00</b></li> <li>l. Parade, Procession, motorcade, march = <b>110.00</b></li> </ul> 2. DOCUMENTARY STAMP TAX = <b>P15.00</b> <i>*5% increase every 3 years – per Revenue Code of 2006 - Ordinance No. 2005-14</i>

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person/s
<b>1</b>	Presents Documents	<ul style="list-style-type: none"> <li>➤ Accepts/reviews documents</li> <li>➤ Issues request slip for the payment of Mayor's Permit Fee at the City Treasurer's Office (CTO)</li> </ul>		Request slip for payment	<ul style="list-style-type: none"> <li>➤ 5 minutes</li> <li>➤ 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Leonido A. Siarez, Jr.</li> <li>➤ Sheila N. Alcantara JO Clerks</li> </ul>
<b>2</b>	Proceeds to CTO for payment	<ul style="list-style-type: none"> <li>➤ Issues receipt</li> </ul>	<ol style="list-style-type: none"> <li>1. Conference, meeting, rally, demonstration, anniversary inside building = <b>125.00</b></li> <li>2. Conference, meeting, rally, demonstration, anniversary outside = <b>235.00</b></li> <li>3. Dances – Jam Session = <b>125.00</b></li> <li>4. Dances – Benefit Dance w/ lights and sounds = <b>235.00</b></li> <li>5. Coronation/Ball at barangay = <b>70.00</b></li> <li>6. Coronation/Ball at Poblacion = <b>180.00</b></li> <li>7. Stage Presentation = <b>235.00</b></li> <li>8. Beauty Contest, Animal Fighting, Animal races, racing, athletic competition = <b>346.00</b></li> <li>9. Promotional Sales, promotional demonstration = <b>125.00</b></li> <li>10. Bingo Socials = <b>235.00</b></li> <li>11. Mahjong Table = <b>1,669.00</b>, additional table = <b>566.00</b></li> <li>12. Parade, Procession, motorcade, march = <b>125.00</b></li> </ol>		<ul style="list-style-type: none"> <li>➤ 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Agnes Mildred Q. Esturas Administrative Assistant II</li> <li>• Anna Mae A. Ellazo Administrative Assistant II</li> </ul>

3	Presents the O.R. to Mayor's Office	<ul style="list-style-type: none"> <li>➤ Records the details of the Official Receipt</li> <li>➤ Prepares the Mayor's Special Permit</li> </ul>		Mayor's Permit Form	<ul style="list-style-type: none"> <li>➤ 5 minutes</li> <li>➤ 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Leonido A. Siarez, Jr. JO Clerk</li> </ul>
4		<ul style="list-style-type: none"> <li>➤ Signs and Approves the Mayor's Special Permit</li> </ul>			<ul style="list-style-type: none"> <li>➤ 1 hour</li> </ul>	<ul style="list-style-type: none"> <li>➤ Librado C. Navarro City Mayor</li> <li>➤ Charlito R. Lerog City Administrator <i>(or their authorized representatives)</i></li> </ul>
5	Receives applicant's copy	<ul style="list-style-type: none"> <li>➤ Attaches dry seal and files copy</li> </ul>			<ul style="list-style-type: none"> <li>➤ 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Salvie C. Peligro Administrative Aide III</li> <li>➤ Sheila N. Alcantara JO Clerk</li> </ul>
<b>END OF TRANSACTION</b>						



**CITIZEN'S CHARTER**

**CITY MAYOR'S OFFICE**

TYPE OF FRONTLINE SERVICE : **REQUESTING FOR THE USE OF GOVERNMENT VEHICLES (OUTSIDE THE CITY)**

SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY TO FRIDAY,  
8:00 AM – 5:00 PM (NO NOON BREAK)

WHO MAY AVAIL OF THE SERVICES : ALL BISLIG CITY CONSTITUENTS

DURATION OF TRANSACTION : THREE HOURS AND TEN MINUTES

WHAT ARE THE REQUIREMENTS : LETTER REQUEST ADDRESSED TO THE CITY MAYOR OR FILLED-UP VEHICLE REQUEST FORM

FEES : NONE  
(FUEL AND DRIVER'S PER DIEMS SHALL BE SHOULDERED BY THE REQUESTING PARTY)

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person/s
1	Presents request letter or fills-up request form	<ul style="list-style-type: none"> <li>• Accepts/reviews documents</li> </ul>		Request Form	<ul style="list-style-type: none"> <li>➤ 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Armis Merida Administrative Aide IV</li> </ul>
2		<ul style="list-style-type: none"> <li>➤ Verifies that vehicle is available</li> </ul>			<ul style="list-style-type: none"> <li>➤ 1 hour</li> </ul>	<ul style="list-style-type: none"> <li>➤ Armis Merida Administrative Aide IV</li> </ul>
3		<ul style="list-style-type: none"> <li>➤ Approves and signs the request</li> </ul>			<ul style="list-style-type: none"> <li>➤ 1 hour</li> </ul>	<ul style="list-style-type: none"> <li>➤ Librado C. Navarro City Mayor</li> <li>➤ Charlito R. Lerog City Administrator <i>(or their authorized representatives)</i></li> </ul>
4		<ul style="list-style-type: none"> <li>➤ Prepares Travel Order of the vehicle's driver</li> <li>➤ Prepares Trip Ticket</li> </ul>			<ul style="list-style-type: none"> <li>➤ 15 minutes</li> <li>➤ 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Armis Merida Administrative Aide IV</li> </ul>
5	<ul style="list-style-type: none"> <li>➤ Is allowed to use the vehicle according to the approved trip ticket</li> </ul>	<ul style="list-style-type: none"> <li>➤ Logs the travel and files copy of trip ticket</li> <li>➤ Signs trip ticket</li> </ul>			<ul style="list-style-type: none"> <li>➤ 30 minutes</li> <li>➤ 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Armis Merida Administrative Aide IV</li> <li>➤ Driver</li> </ul>
<b>END OF TRANSACTION</b>						

**CITIZEN'S CHARTER**

**CITY MAYOR'S OFFICE**

TYPE OF FRONTLINE SERVICE : **REQUESTING FOR THE USE OF GOVERNMENT VEHICLES (WITHIN THE CITY)**

SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY TO FRIDAY,  
8:00 AM – 5:00 PM (NO NOON BREAK)

WHO MAY AVAIL OF THE SERVICES : ALL BISLIG CITY CONSTITUENTS

DURATION OF TRANSACTION : TWO HOURS & TWENTY MINUTES

WHAT ARE THE REQUIREMENTS : LETTER REQUEST ADDRESSED TO THE CITY MAYOR OR  
FILLED-UP VEHICLE REQUEST FORM

FEEES : NONE  
(FUEL AND DRIVER'S PER DIEMS SHALL BE SHOULDERED BY THE REQUESTING PARTY)

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person/s
1	Presents request letter or fills-up request form	<ul style="list-style-type: none"> <li>• Accepts/reviews documents</li> </ul>		Request Form	<ul style="list-style-type: none"> <li>➤ 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Armis Merida Administrative Aide IV</li> </ul>
2		<ul style="list-style-type: none"> <li>➤ Verifies that vehicle is available</li> </ul>			<ul style="list-style-type: none"> <li>➤ 1 hour</li> </ul>	<ul style="list-style-type: none"> <li>➤ Armis Merida Administrative Aide IV</li> </ul>
3		<ul style="list-style-type: none"> <li>➤ Prepares Trip Ticket</li> </ul>			<ul style="list-style-type: none"> <li>➤ 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rusderico C. Formarejo Administrative Assistant II</li> <li>➤ Armis Merida Administrative Aide IV</li> </ul>
4	<ul style="list-style-type: none"> <li>➤ Is allowed to use the vehicle according to the approved trip ticket</li> </ul>	<ul style="list-style-type: none"> <li>➤ Logs the travel and files the request letter</li> <li>➤ Approves and signs the request</li> </ul>			<ul style="list-style-type: none"> <li>➤ 15 minutes</li> <li>➤ 1 hour</li> </ul>	<ul style="list-style-type: none"> <li>➤ Armis Merida Administrative Aide IV</li> <li>➤ Librado C. Navarro City Mayor</li> <li>➤ Charlito R. Lerog City Administrator <i>(or their authorized representatives)</i></li> </ul>
<b>END OF TRANSACTION</b>						



**CITIZEN'S CHARTER**

**CITY MAYOR'S OFFICE**

TYPE OF FRONTLINE SERVICE	:	<b>AVAILING OF CIVIL WEDDING OFFICIATED BY THE MAYOR</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM (NO NOON BREAK)
WHO MAY AVAIL OF THE SERVICES	:	ALL COUPLES WHO WISH TO BE MARRIED
DURATION OF TRANSACTION	:	TWO HOURS & THIRTY-FIVE MINUTES
WHAT ARE THE REQUIREMENTS	:	FILLED-UP MARRIAGE CONTRACT FROM THE CITY CIVIL REGISTRY OFFICE (CCRO)
FEES	:	(SOLEMNIZING FEE)

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person/s
1	Asks for the availability of the mayor of the wedding	➤ Records the date and time of the wedding	NONE	NONE	➤ 5 minutes	➤ Lovella B. Getuaban Administrative Assistant II ➤ Shiela N. Alcantara JO Clerk
2	Proceeds to the CCRO informing them of the date and time of the wedding	➤ Records the date and time of the wedding	NONE	NONE	➤ 15 minutes	➤ Jennifer G. Cancio Registration Officer II ➤ Jonaphine R. Monta JO Clerk
3	Waits for the date and time of the wedding		NONE	NONE	WAITING TIME	
4	Goes to the Mayor's Office for the wedding bringing the Marriage Contract with the CCRO personnel	➤ Checks/verifies the Marriage Contract ➤ Performs the wedding Rites	NONE	NONE	➤ 1 hour	➤ Lovella B. Getuaban Administrative Assistant II ➤ Shiela N. Alcantara JO Clerk ➤ Jennifer G. Cancio Registration Officer II ➤ Jonaphine R. Monta JO Clerk ➤ Hon. Librado C. Navarro City Mayor
5	Signs the Marriage Contract	➤ Signs the Marriage Contract	NONE	NONE	➤ 10 minutes	➤ Hon. Librado C. Navarro City Mayor
6	Brings the signed marriage contract to the CCRO	➤ Processes the marriage contract	NONE	NONE	➤ 1 hour	➤ Jennifer G. Cancio Registration Officer II
7	Receives the client's copy of the Marriage Contract	➤ Files copy of the Marriage Contract	NONE	NONE	➤ 5 minutes	➤ Jennifer G. Cancio Registration Officer II ➤ Jonaphine R. Monta JO Clerk
	END OF TRANSACTION					

**CITIZEN'S CHARTER**

**CITY MAYOR'S OFFICE**

TYPE OF FRONTLINE SERVICE	:	<b>SECURING OF CERTIFICATE OF MINERAL ORIGIN (COAL)</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM (NO NOON BREAK)
WHO MAY AVAIL OF THE SERVICES	:	ALL COAL OPERATORS
DURATION OF TRANSACTION	:	TWO DAYS, TWO HOURS & TWENTY-FIVE MINUTES
WHAT ARE THE REQUIREMENTS	:	1) REQUEST LETTER FOR INSPECTION 2) SMALL SCALE COAL MINING PERMIT or COAL OPERATING CONTRACT 3) BARANGAY CERTIFICATION
FEES:	:	CLEARANCE FEE *P55.00 DOCUMENTARY STAMP FEE 15.00 <i>*5% increase every 3 years – per Revenue Code of 2006 - Ordinance No. 2005-14</i>

**HOW TO AVAIL OF THE SERVICE?**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person/s
1	Presents documents	-Verifies documents -Inspects the area where coal is to be loaded -Prepares Inspection Report	None	Inspection Report	2 days	Dicson F. Mangmang Executive Assistant IV Doroteo Ferrater Security Guard III  Rudy Pomoy Goddie Villarosa Lino Tiggos Tonico Pontillo Primitivo Quevedo JOs
2	Receives Inspection Report	-Signs and files copy of the Inspection Report			15 minutes	Doroteo Ferrater Security Guard III  Rudy Pomoy Goddie Villarosa Lino Tiggos Tonico Pontillo Primitivo Quevedo JOs
3	Receives Request Slip	-Issues request slip for the payment of Certification Fee at the City Treasurer's Office (CTO)		Request Slip for payment	5 minutes	Rusderico C. Formarejo Administrative Assistant II Leonido A. Siarez, Jr. JO Clerk
4	Proceeds to CTO and presents Request Slip and Inspection Report for payment	Issues receipt	P70.00		15 minutes	➤ Agnes Mildred Q. Esturas Administrative Assistant II  ➤ Anna Mae A. Ellazo Administrative Assistant II
5	Presents Official Receipt (OR) from the CTO	-Records the details of the OR  -Prepares the Certification of Mineral Origin		Certification Form	5 minutes  15 minutes	➤ Dicson F. Mangmang Executive Assistant IV ➤ Doroteo Ferrater Security Guard III ➤ Rudy Pomoy Goddie Villarosa ➤ Lino Tiggos ➤ Tonico Pontillo ➤ Primitivo Quevedo JOs
6		-Recommends approval for the Certification of Mineral Origin			5 minutes	➤ Dicson F. Mangmang Executive Assistant IV
7		-Approves the Certification of Mineral Origin			1 hour	➤ Hon. Librado C. Navarro City Mayor
8	Receives the client's copy	-Attaches dry seal and files copy			5 minutes	➤ Dicson F. Mangmang Executive Assistant IV ➤ Doroteo Ferrater Security Guard III ➤ Rudy Pomoy Goddie Villarosa ➤ Lino Tiggos ➤ Tonico Pontillo ➤ Primitivo Quevedo JOs
END OF TRANSACTION						

