

## A. OFFICE OF THE MAYOR

<b>1. ISSUANCE OF MAYOR'S CLEARANCE/CERTIFICATION</b>				
The Mayor's Clearance is issued to individuals needing this document that states that he/she has no pending case filed with the Office of the Mayor. Certifications are issued to affirm the validity of information. Job recommendations are issued for job seekers.				
<b>Office/Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government; G2C- Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Barangay Clearance (1 original, 1 photocopy)			Barangay Hall	
Police Clearance ( 1 photocopy)			Bingawan Municipal Police Station	
Order of Payment (1 original)			Office of the Mayor	
Official Receipt (1 photocopy)			Municipal Treasurer's Office - Window 1	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1.</b> Sign in the Client Log Book in the Office of the Mayor	<b>1.</b> Give the Log Book to the client		2 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
<b>2.</b> Submit the required documents for initial assessment and verification *Make sure to secure the Order of Payment that will be issued	<b>2.1.</b> Receive the required documents and check for completeness <b>2.2.</b> Issue Order of payment if all required documents were given		5 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
<b>3.</b> Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	<b>3.1.</b> Accept the payment based on the Order of Payment <b>3.2.</b> Issue the Official Receipt	Php 70.00	6 minutes	Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
<b>4.</b> Return to the Office of the Mayor and present proof of payment (OR) for the processing and release of Clearance or Certification	<b>4.1.</b> Check the Official Receipt <b>4.2.</b> Start processing the request <b>4.2.</b> Issue the Certificate or Clearance to the client		20 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
<b>TOTAL:</b>		Php 70.00	33 minutes	



## 2. ISSUANCE OF AFFIDAVIT

The Affidavit of Loss is issued to individuals needing this document that states or describes the fact concerning the loss of an object. This is issued to affirm the validity of information.

<b>Office/Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal presence of affiant/s				
Proof of Identity: CTC or Valid Government Issued ID (Original)				
Official Receipt (original)				
Additional Requirements:				
A. For Affidavit of Discrepancy				
Document containing the error (original)				
Proof of correct details: Birth Certificate, Marriage Certificate, Baptismal Certificate or Government Issued ID (original)				
B. For Affidavit of No Income Statement				
Brgy. Certification of No Income		Brgy. Hall		
Certification of No Income		Office of the Municipal Assessor		
Personal appearance of Two (2) witnesses				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office of the Mayor	1. Give the Log Book to the client		2 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
2. Request for Affidavit needed and submit the required documents for initial assessment and verification	2.1. Interviews client as to the affidavit needed and checks required documents presented 2.2. Issue Order of payment if all		5 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>



*Make sure to secure the Order of Payment that will be issued	required documents were given			
<b>3.</b> Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	<b>3.1.</b> Accept the payment based on the Order of Payment <b>3.2.</b> Issue the Official Receipt	Php 70.00	6 minutes	Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
<b>4.</b> Return to the Office of the Mayor and present proof of payment (OR) for the processing and release of the affidavit	<b>4.1.</b> Check the Official Receipt <b>4.2.</b> Start processing the request <b>4.2.</b> Issue the affidavit		20 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
	<b>TOTAL:</b>	Php 70.00	33 minutes	



<b>3. FILING OF APPLICATION FOR LEAVE OF ABSENCE</b>				
The Leave of Absence may be availed by active regular employees of LGU-Bingawan.				
<b>Office/Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All regular employees with available leave credits/benefits			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
CS Form 6 (Revised 1998) – (2 original)		Respective Office or HRMO		
Medical Certificate ( <i>in case of more than 3 days of sick leave</i> ) (1 original)		Attending Physician		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly filled-up CS Form 6	<b>1.1</b> Check for completeness of requirement and availability of leave credits <b>1.2</b> Process the application for approval		20 minutes	Rona Kristie C. Porras HRMO
2. Receive copy of approved/disapproved application	<b>2.1</b> Record approved leave application in Employee’s leave card <b>2.2.</b> Release copy of leave application		5 minutes	Rona Kristie C. Porras HRMO
	<b>TOTAL</b>		25 minutes	