

**OFFICE OF THE
MUNICIPAL
MAYOR**

Frontline Services



Service 1. Issuance of Mayor's Clearance

A clearance is being issued to applicants which may be used for recommendations for job application to concerned agencies.

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|---|-----------------------------|--------------------------------|
| Office or Division: | Office of the Mayor | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Barangay Clearance | | Office of the Punong Barangay |
| 2. Police Clearance | | Nueva Valencia MPS |
| 3. Official Receipt of payment of clearance | | Municipal Treasurers Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-------------------|--|
| 1. Submit all the required documents for encoding of the Mayor's Office staff assigned and for the signature of the Local Chief Executive. 2. Receive the duly signed clearance for local employment. | 1. Receive and verify all the documents submitted by the client. | 100.00 | 5 minutes | Secretary/ Encoder Office of the Mayor |
| | 2. Encode the data, print and forward for Mayor's signature. | | 7 minutes | |
| | 3. Record and release the duly signed clearance to the client. | 3 minutes | | |
| TOTAL | | 100.00 | 15 minutes | |

Service 2. Issuance of Birth Affidavits for Late Registration



A birth affidavit is being issued to applicants for late registration of birth.

| Office or Division: | Office of the Mayor | | |
|---|-----------------------------|----------------------------------|--|
| Classification: | Simple | | |
| Type of Transaction: | G2C - Government to Citizen | | |
| Who may avail: | All | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| 1. Baptismal Certificate or any two (2) valid documents showing the name of mother, father, date and place of birth | | Parish Office | |
| 2. PSA – Negative Result for Birth Certificate | | Philippines Statistics Authority | |
| 3. Two (2) witnesses with Community Tax Certificate (10 years older than the affiant) | | Witnesses | |
| 4. Official Receipt of payment for Birth Affidavit | | Municipal Treasurers Office | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-------------------|---|
| 1. Submit all required documents needed including the Official Receipt issued by the Municipal Treasurers Office for verification and encoding of the Mayor's Office staff assigned. | 1. Encode the data, print and release the affidavit for witnesses' signature. | | 10 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Receive the printed birth affidavit for the signature of two witnesses. | | | | |
| 3. Submit the duly signed affidavit by the witnesses to the Mayor's Staff assigned for signature of the Local Chief Executive. | 2. Receive duly signed document by the witnesses and forward for Mayor's signature. Affix agency seal. | | 5 minutes | |
| 4. Receive the duly signed and sealed Birth Affidavit. | 3. Record and release the duly signed clearance to the client. | | 5 minutes | |
| TOTAL | | 300.00 | 20 minutes | |



Service 3. Issuance of Death Affidavits for Late Registration

A Death affidavit is being issued to applicants for late registration of death.

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|---|-----------------------------|----------------------------------|
| Office or Division: | Office of the Mayor | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. PSA – Negative Result of Death Certificate | | Philippines Statistics Authority |
| 2. Photo of Niche showing the name of the deceased and date of death or Barangay Certification as to proof that the person is deceased. | | Cemetery |
| 3. Two (2) witnesses with Community Tax Certificate | | Witnesses |
| 4. Official Receipt of payment for Death Affidavit | | Municipal Treasurers Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit all required documents needed including the Official Receipt issued by the Municipal Treasurers Office for verification and encoding of the Mayor's Office staff assigned. | 1. Receive, verify and examine all the documents submitted by the client for completeness. | 300.00 | 4 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Receive the printed Death Affidavit for the signature of two witnesses. | 2. Upon review, encode the needed data and print. | | 5 minutes | |
| 3. Submit the duly signed affidavit by the witnesses to the Mayors Staff assigned for signature of the Local Chief Executive. | 3. Release the affidavit for the witnesses' signature. | | 3 minutes | |
| | 4. Receive duly signed document by the witnesses for Mayor's signature. | | 5 minutes | |
| | 5. Affix agency | | 1 minute | |



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| | seal. | | | |
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|---|--|---------------|-------------------|--|
| 4. Receive the duly signed and sealed Death Affidavit. | 6. Record and release the duly signed affidavit to the client. | | 2 minutes | |
| 5. Provide third copy of the approved Death Affidavit for record purposes | | | | |
| TOTAL | | 300.00 | 20 minutes | |



Service 4 Issuance of Marriage Affidavits for Late Registration

A Marriage affidavit is being issued to applicants for late registration of marriage.

| Office or Division: | Office of the Mayor | |
|---|----------------------------------|-----------------|
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. PSA–Negative Result of Marriage Contract | Philippines Statistics Authority | |
| 2. Two (2) witnesses with Community Tax Certificate | Witnesses | |
| 3. Official Receipt of payment for Marriage Affidavit | Municipal Treasurers Office | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Submit all required documents needed including the Official Receipt issued by the Municipal Treasurers Office for verification and encoding of the Mayor's Office staff assigned. | 1. Receive, verify and examine all the documents submitted by the client for completeness. | 300.00 | 4 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Receive the printed Marriage Affidavit for the signature of two witnesses. | 2. Upon review, encode the needed data and print. | | 5 minutes | |
| 3. Submit the duly signed affidavit by the witnesses to the Mayors Staff assigned for signature of the Local Chief Executive. | 3. Release the affidavit for the witnesses' signature. | | 3 minutes | |
| 4. Receive the duly signed and sealed Marriage Affidavit. | 4. Receive the affidavit for the witnesses' signature. | | 5 minutes | |
| 5. Provide third copy of the approved Marriage Affidavit for record purposes | 4. Receive duly signed document by the witnesses for Mayor's signature. | | 1 minute | |
| | | | 2 minutes | |



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|--------------|---|---------------|-------------------|--|
| | 5. Affix agency seal. 6. Record and release the duly signed affidavit to the client. | | | |
| TOTAL | | 300.00 | 20 minutes | |



Service 5. Issuance of Affidavits of Discrepancy on Personal Information's

An affidavit of discrepancy is being issued to applicants for correction of their personal information's.

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|--|----------------------------------|------------------------|
| Office or Division: | Office of the Mayor | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. PSA Result showing discrepancy on personal information | Philippines Statistics Authority | |
| 2. Scholastic Record or any two (2) legal documents as proof for correction of discrepancy | DepEd or any Government Agencies | |
| 3. Two (2) witnesses with Community Tax Certificate | Witnesses | |
| 4. Official Receipt of payment for Affidavit of Discrepancy | Municipal Treasurers Office | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit all required documents needed including the Official Receipt issued by the Municipal Treasurers Office for verification and encoding of the Mayor's Office staff assigned. | 1. Receive, verify and examine all the documents submitted by the client for completeness. | 300.00 | 4 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Receive the printed Affidavit of Discrepancy on Personal Information for the signature of two witnesses. | 2. Upon review, encode the needed data and print. | | 5 minutes | |
| | 3. Release the affidavit for the witnesses signature. | | 3 minutes | |
| 3. Submit the duly signed affidavit by the witnesses to the Mayor's Staff assigned for signature of the Local Chief Executive. | 4. Receive duly signed document by the witnesses for Mayor's signature. | | 5 minutes | |
| | 5. Affix agency seal. | | 1 minute | |



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|---|--|---------------|-------------------|--|
| 4. Receive the duly | | | | |
| signed and sealed Affidavit of Discrepancy on Personal Information. 5. Provide third copy of the approved Affidavit for record purposes. | 6. Record and release the duly signed affidavit to the client. | | 2 minutes | |
| TOTAL | | 300.00 | 20 minutes | |



Service 6. Issuance of Mayor’s Permit for Business (New)

A Mayor’s Permit is being issued to Business Owners allowing them to operate their Business.

| Office or Division: | Office of the Mayor | |
|---|-------------------------------------|---|
| Classification: | Simple | |
| Type of Transaction: | G2B - Government to Business Entity | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Cedula 2. Barangay Clearance 3. Sanitary Permit 4. Proof of Business Registration: DTI Permit/ SEC/ CDA Registration 5. Occupancy Permit 6. Contract of Lease (if Lessee) 7. Location of Business (Sketch Plan) 8. Unified Application Form 9. Fire Safety Inspection Certificate | | Municipal Treasurers Office Municipal Treasurers Office Municipal Health Office DTI/SEC Municipal Engineering Office Municipal Assessors Office BPLO/ Municipal Treasurers Office Bureau of Fire |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|--|------------------------|--------------------------------------|
| 1. Submit unified application form with complete documentary requirements for verification. | 1. Verification of documents | | 60 minutes | BPLO |
| 2. Assessment and Payment of fees. | 2. Assessment of Fees. Collection of Payment and issuance of Official Receipt. Forward documents to the Office of the Mayor for printing of Permit and Signature of the LCE. | Subject to Fees and charges based on 2019 Revised Revenue Code of the Municipality of Nueva Valencia | 40 minutes | RCC / MTO |
| 3. Receive Business Permit | 3. Release of Business Permit | | 20 minutes | Office of the Mayor Staff/ MTO Staff |
| TOTAL | | Varies | 120 minutes | |



Service 7. Issuance of Mayor's Permit for Business (Renewal)

A Mayor's Permit is being issued to Business Owners allowing them to operate their Business.

| | |
|--|---|
| Office or Division: | Office of the Mayor |
| Classification: | Simple |
| Type of Transaction: | G2B - Government to Business Entity |
| Who may avail: | All |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| <ol style="list-style-type: none"> 1. Cedula 2. Barangay Clearance 3. Unified Application Form 4. Sworn Statement of Gross Receipts of Previous Year | Municipal Treasurers Office Municipal Treasurers Office BPLO/ Municipal Treasurers Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|--|-------------------|--------------------------------------|
| 1. Submit unified application form with complete documentary requirements for verification. | 1. Verification of documents | | 20 minutes | BPLO |
| 2. Assessment and Payment of fees. | 2. Assessment of Fees. Collection of Payment and issuance of Official Receipt. Forward documents to the Office of the Mayor for printing of Permit and Signature of the LCE. | Subject to Fees and charges based on 2019 Revised Revenue Code of the Municipality of Nueva Valencia | 20 minutes | RCC / MTO |
| 3. Receive Business Permit | 3. Release of Business Permit | | 20 minutes | Office of the Mayor Staff/ MTO Staff |
| TOTAL | | Varies | 60 minutes | |



Service 8. Issuance of Dance/Jamming Permits

A permit is being issued to clients being allowed to dance/jamming during special celebrations.

| Office or Division: | Office of the Mayor | |
|---|-------------------------------|-----------------|
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Barangay Clearance | Office of the Punong Barangay | |
| 2. Official Receipt of payment of permit to dance/jamming | Municipal Treasurers Office | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-------------------|--|
| 1. Submit all required documents for permit preparation including payment of required fees to the Mayor's Office staff assigned for verification and encoding. | 1. Receive, verify and examine all the documents submitted by the client. | 300.00 | 3 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Receive the printed copy of the dance/jamming permit for signature of the applicant and Chief of Police. | 2. Encode the needed data and print. 3. Release the affidavit for applicant's signature and forward for signature of Chief of Police. | | 5 minutes | |
| 3. Submit the duly signed permit for signature of the Municipal Mayor. | 4. Receive duly signed permit by the applicant and Chief of Police and forward for Mayor's signature. | | 5 minutes | |
| 4. Receive the duly signed Dance Permit and provide copy for Mayor's Office and PNP. | 5. Record and release the duly signed permit to the client and provide copy for the PNP. | | 3 minutes | |
| | | | 2 minutes | |
| TOTAL | | 300.00 | 18 minutes | |



Service 9. Issuance of Mayor's Permit for Cockfight

A Mayor's Permit is being issued to authorized applicants allowing the operator to operate cockfight activity.

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|---|---|
| Office or Division: | Office of the Mayor |
| Classification: | Simple |
| Type of Transaction: | G2B - Government to Business Entity |
| Who may avail: | Authorized Representative |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Barangay Clearance | Office of the Punong Barangay |
| 2. Copy of SB Resolution granting authority as Cockpit Operator | Cockpit Operator/Sangguniang Bayan Office |
| 3. Official Receipt of payment for Cockfighting | Municipal Treasurers Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-------------------|--|
| 1. Submit all required documents for permit preparation including payment of required fees to the Mayor's Office staff assigned for verification and encoding and for Mayor's signature. | 1. Receive, verify and examine all the documents submitted by the client. | 1,000.00 | 3 minutes | Secretary/ Encoder Office of the Mayor |
| | 2. Encode the needed data and print and forward for Mayor's signature. | | 5 minutes | |
| 2. Receive the duly signed Mayors Permit for cockfighting and provide copy for Mayor, s Office for records purposes. | 3. Record and release the duly signed permit to the client and provide copy for the PNP. | | 2 minutes | |
| TOTAL | | 1,000.00 | 10 minutes | |



Service 10. Issuance of Mayor's Permit for Building Construction

Issuance of Mayor's permit for building construction is being issued to applicants to allow them for building construction.

| | |
|--|-----------------------------------|
| Office or Division: | Office of the Mayor |
| Classification: | Simple |
| Type of Transaction: | G2C - Government to Citizen |
| Who may avail: | All |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Zoning Clearance issued by the Zoning Officer with complete attachments | Office of the Zoning Officer-MPDO |
| 2. Official Receipt of payment for Mayors Permit | Municipal Treasurers Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-------------------|---|
| 1. Submit all the required documents for issuance of permit to the Mayor's Office staff assigned and for encoding and signature of the Municipal Mayor. | 1. Receive, verify and examine all the documents submitted by the client. | 200.00 | 3 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Receive the duly signed Mayors Permit for building construction and provide copy for Mayor's office for record purposes. | 2. Encode the data needed, print and forward for Mayor's signature. | | 5 minutes | |
| | 3. Record and release the duly signed permit to the client. | | 2 minutes | |
| TOTAL | | 200.00 | 10 minutes | |



Service 11. Issuance of Mayor's Permit for Electrical Installation for Light Materials/Semi-Concrete Houses

Issuance of Mayor's permit for Electrical installation for light materials and Semi-concrete houses within the municipality is being issued to applicants allow them to install electrical connections.

| | |
|---|----------------------------------|
| Office or Division: | Office of the Mayor |
| Classification: | Simple |
| Type of Transaction: | G2C - Government to Citizen |
| Who may avail: | All |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Complete Documents for Electrical Installation from Engineering Office | Office of the Municipal Engineer |
| 2. Official Receipt of payment for Electrical Installation on Light Materials, Semi-Concrete Houses | Municipal Treasurers Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-------------------|--|
| 1. Submit all required documents for permit preparation including payment of required fees at the Municipal Treasurers Office to the Mayor's Office staff assigned for verification, encoding and Mayor's signature. | 1. Receive, verify and examine all the documents submitted by the Municipal Engineering Office. | 200.00 | 3 minutes | Secretary/ Encoder Office of the Mayor |
| | 2. Encode the data needed, print and forward for Mayor's signature. | | 5 minutes | |
| 2. Receive the duly signed Mayor's Permit for electrical installation and provide copy for Mayor's Office record purposes. | 3. Record and release the duly signed permit to the client. | | 2 minutes | |
| TOTAL | | 200.00 | 10 minutes | |



Service 12. Issuance of Mayor's Permit for New Applicants of Tricycle Franchising

Issuance of Mayor's permit for new applicants of Tricycle franchising is being issued to client in line with their LTO registration.

| | | |
|---|--|------------------------|
| Office or Division: | Office of the Mayor | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Barangay Clearance | Office of the Punong Barangay | |
| 2. Police Clearance | Nueva Valencia Municipal Police | |
| 3. Authorization Letter | Station Land Transportation | |
| 4. Official Receipt and Certificate of Registration | Office | |
| 5. Subscribed Joint Affidavit between the Owner and Mechanic for New Applicants | Owner' s Copy | |
| 6. Official Receipt of payment for New Applicants | Mechanic or Law Offices Municipal Treasurers Office | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-------------------|---|
| 1. Submit all required documents for permit preparation including payment of required fees at the Municipal Treasurers Office to the Mayor's Office staff assigned for verification, encoding and for Mayor's signature. | 1. Receive, verify and examine all the documents submitted by the client. | 200.00 | 5 minutes | Secretary/ Encoder Office of the Mayor |
| | 2. Encode the data needed, print and forward for Mayor's signature. | | 8 minutes | |
| 2. Receive the duly signed permit for tricycle franchising and provide copy for Mayor's Office. | 3. Record and release the duly signed permit to the client. | | 2 minutes | |
| TOTAL | | 200.00 | 10 minutes | |



Service 13. Issuance of Mayor's Permit for Renewal of Applicants of Tricycle Franchising

Issuance of Mayor's permit for renewal of applicants of Tricycle franchising is being issued to client in line with their renewal to LTO registration.

| | | |
|---|-----------------------------|--|
| Office or Division: | Office of the Mayor | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Barangay Clearance | | Office of the Punong Barangay |
| 2. Police Clearance | | Nueva Valencia Municipal |
| 3. Authorization Letter | | Police Station Land |
| 4. Official Receipt and Certificate of Registration | | Transportation Office |
| 5. Official Receipt of payment for New Applicants | | Owner' s Copy Municipal Treasurers Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-------------------|--|
| 1. Submit all required documents for permit preparation including payment of required fees at the Municipal Treasurers Office to the Mayor's Office staff assigned for verification, encoding and for Mayor's signature. 2. Receive the duly signed permit for tricycle franchising and provide copy for Mayor's Office. | 1. Receive, verify and examine all the documents submitted by the client. | 200.00 | 5 minutes | Secretary/ Encoder Office of the Mayor |
| | 2. Encode the data needed, print and forward for Mayor's signature. | | 8 minutes | |
| | 3. Record and release the duly signed permit to the client. | | 2 minutes | |
| TOTAL | | 200.00 | 10 minutes | |



Service 14. Issuance of Special Permits (Daigon, Contest, Rallies, Medical Missions, Caravans, Parades, Peddlers and other special activities)

Issuance of Special permits by the Office of the Mayor to the client is used to allow them to conduct special activities.

| | | |
|---|---|------------------------|
| Office or Division: | Office of the Mayor | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Barangay Clearance | Office of the Punong Barangay | |
| 2. Police Clearance | Nueva Valencia Municipal Police Station | |
| 3. Official Receipt of payment for New Applicants | Municipal Treasurers Office | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-------------------|--|
| 1. Submit all required documents for permit preparation including payment of required fees at the Municipal Treasurers Office to the Mayor's Office staff assigned for verification, encoding and for Mayor's signature. | 1. Receive, verify and examine all the documents submitted by the client. | 300.00 | 6 minutes | Secretary/ Encoder Office of the Mayor |
| | 2. Encode the data needed, print and forward for Mayor's signature. | | 10 minutes | |
| 2. Receive the duly signed permit for tricycle franchising and provide copy for Mayor's Office. | 3. Record and release the duly signed permit to the client. | | 2 minutes | |
| TOTAL | | 300.00 | 18 minutes | |



Service 14. Issuance of Mayor's Certification for the issuance of Clearance to cut planted trees within Private Lands issued by the DENR

Issuance of Mayor's Certification for the issuance of Clearance to cut planted trees within Private Lands issued by the DENR is used by the client with their cutting tree permit application at DENR.

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|--|-----------------------------|--|
| Office or Division: | Office of the Mayor | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| <i>Photocopy of the Following:</i> <ol style="list-style-type: none"> 1. Letter of Land Owner or Authorized Representative 2. Authenticated Copy of Land Title 3. Sketch Plan 4. Legal Documents <ul style="list-style-type: none"> • Special Power of Attorney (SPA) form the Lot Owner • Affidavit if the Applicant is one of the Heirs and Only Heirs • Waiver of Rights from the Heirs, in case the owner of the area applied is deceased 4. Barangay Certification (<i>Original</i>) 5. Official Receipt of Payment | | <p>Lot Owner</p> <p>Registry of Deeds (ROD) or Assessors Office in case of tax declared</p> <p>Owner/Law Offices</p> <p>Office of the Punong Barangay</p> <p>Municipal Treasurers Office</p> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Submit required documents (<i>Environment</i>) | 1. Receive, verify and examine all the documents submitted by the client. | 100.00 | 3 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Join in the Conduct of Ocular Inspection /Validation to Concerned Barangay and Preparation of Report by the Environment Focal Person (<i>Environment</i>) | 2. Schedule an Ocular inspection and coordinate with the availability of one Barangay Official and the applicant with accomplished | | 1 day | |
| 3. Pay and Get Official Receipt (OR) for Certification of the Municipal Treasurers | | | | |



| | | | | |
|--|--|---------------|-------------------------------|--|
| | assessment report duly signed. | | | |
| Office | | | 15 minutes | |
| 4. Submit Complete Documents (<i>Environment</i>) | 3. Receive, encode the data needed, print and forward for Mayor's signature. | | | |
| 5. Wait for the Issuance of Mayor's Certification (<i>Mayor's Office</i>) | 4. Record and release the duly signed permit to the client. | | 3 minutes | |
| TOTAL | | 100.00 | 1 day & 24 minutes | |



Service 15. Issuance of Mayor's Certification for Clearance to Transport Application on Timber Products issued by the DENR

Issuance of Mayors Certification for Clearance to transport application on Timber Products issued by the DENR is being issued in line with their DENR application.

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|--|-----------------------------|--|
| Office or Division: | Office of the Mayor | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| <ol style="list-style-type: none"> 1. Application Request 2. Approved Certificate of Tree Plantation Ownership including Allowable Harvestable Volume to Cut in Private Tree Plantation issued by DENR (<i>Photocopy</i>) 3. Special Power of Attorney (SPA) (<i>Photocopy</i>) 4. Barangay Certification (<i>Photocopy</i>) 5. Official Receipt of Payment for the purpose | | <p>Applicant DENR</p> <p>Law Offices</p> <p>Office of the Punong Barangay</p> <p>Municipal Treasurers Office</p> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-------------------|--|
| 1. Submit required documents (<i>Environment</i>) | 1. Receive, verify and examine all the documents submitted by the client. | 300.00 | 7 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Pay and Get Official Receipt (OR) for Certification (<i>Treasurers Office</i>) | 2. Encode the data needed, print and forward for Mayor's signature. | | 11 minutes | |
| 3. Wait for the Issuance of Mayor's Certification (<i>Mayor's Office</i>) | 3. Record and release the duly signed permit to the client. | | 3 minutes | |
| TOTAL | | 300.00 | 21 minutes | |



Service 16. Distribution of Seedlings of Forest Trees and Fruit Trees

Issuance of Special permits by the Office of the Mayor to the client is used to allow them to conduct special activities.

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|--------------------------------------|-----------------------------|--|
| Office or Division: | Office of the Mayor | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Letter request by the beneficiary | | Beneficiary Citizen, organization or barangay |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------|---|-----------------|---|---|
| 1. Submit letter request | 1. Receive and record letter request submitted by the client. | None | 5 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Fill up evaluation sheet | | | 6 minutes | |
| 3. Sign acknowledgement receipt | 2. Instruct client to fill up the form and sign the acknowledgement receipt | None | 12 minutes | |
| 4. Acceptance of seedlings. | | | 3. Release the seedlings to the client. | |
| TOTAL | | None | 23 minutes | |



Service 17. Request for Technical Assistance for Tree Planting, Mangrove Planting, Clean Up Drives and Information Education Campaigns

The request for Technical Assistance for Tree Planting, Mangrove Planting, Clean-Up Drives and Information Education Campaigns will be used to proceed for the conduct of the activity

| | |
|----------------------------------|--|
| Office or Division: | Office of the Mayor |
| Classification: | Simple |
| Type of Transaction: | G2C - Government to Citizen |
| Who may avail: | All |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Letter request | Beneficiary Citizen, organization or barangay |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-------------------|---|
| 1. Submit letter request | 2. Receive and record letter request submitted by the client. | None | 5 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Wait for the approval of the LCE with duly signed routing slip and present to the Office of the Municipal Agriculturist. | 3. Instruct client with signed routing slip to proceed to Office of the Municipal Agriculturist for appropriate action. | | 10 minutes | |
| 3. Confirm schedule with the Focal Person assigned. | 4. Confirm schedule to the client. | | 7 minutes | |
| TOTAL | | None | 23 minutes | |



Service 20. Issuance of Mayor's Permit for Resorts Owners

A Mayor's Permit is being to Resorts Owners allowing them to operate business.

| Office or Division: | Office of the Mayor | |
|--|---|-----------------|
| Classification: | Simple | |
| Type of Transaction: | G2B - Government to Business Entity | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Barangay Clearance | Office of the Punong Barangay | |
| 2. Police Clearance | Nueva Valencia Municipal Police Station | |
| 3. DTI Permit or SEC Registration | DTI/SEC | |
| 4. Fire Safety Inspection Certificate | Bureau of Fire Protection | |
| 5. BSP Plate | Owners Copy | |
| 6. Official Receipt of payment for business permit | Municipal Treasurers Office | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-------------------|--|
| 1. Get checklist of all the required documents at the Municipal Treasurers Office for compliance. | | | 3 minutes | Secretary/ Encoder Office of the Mayor |
| 2. Submit all the documentary requirements for verification and encoding of the Mayor's Office staff assigned including the payment of required fees for signature of the Municipal Mayor. | 1. Receive, verify and examine all the documents submitted by the client for completeness. | | 5 minutes | |
| | 2. Encode the needed data, print and forward for Mayor's signature. | | 5 minutes | |
| 3. Receive the duly signed business permit and provide copy to the Municipal Treasurers Office for record purposes. | 3. Record and release the duly signed affidavit to the client. | | 2 minutes | |
| TOTAL | | | 15 minutes | |