



## 1. ISSUANCE OF MAYOR'S CLEARANCE

Applicant may secure a Mayor's Clearance as a supporting document for any legal purpose/intent it may serve.

|  |   |  |                        |   |
|--|---|--|------------------------|---|
| <b>Office or Division:</b>   | Office of the Mayor   |  |                        |   |
| <b>Classification:</b>   | Simple  |  |                        |   |
| <b>Type of Transaction:</b>  | Government to Citizen   |  |                        |   |
| <b>Who may avail:</b>  | General Public  |  |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>                                     |   | <b>WHERE TO SECURE</b>   |                        |   |
| 1. Barangay Clearance (Original)                                     |   | Barangay Hall  |                        |   |
| 2. Police Clearance (Original)                                       |   | La Trinidad Municipal Police Station – Investigation Section   |                        |   |
| 3. Official Receipt (Original)                                       |   | Municipal Treasury Office – Window 2   |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                     |
| 1. Sign in the Client Log Book on the table of the Private Secretary | 1. Give the Log Book to the client                              |  | 1 Minute               | <i>Private Secretary II<br/>Mayor's Office</i>                |
| 2. Present required documents  | 2. Check as to completeness and validity of documents presented |  | 1 Minute               | <i>Private Secretary II<br/>Mayor's Office</i>                |
| 3. Pay the required fees at Window 2, Municipal Treasury Office      | 3. Issue Order of Payment                                       | Local Employment, scholarship, study grants and other purposes not hereunder specified – PHP 100.00<br>Employment Overseas – PHP 100.00<br>Firearms Permit Application – PHP 200.00<br>Change of Name – PHP 100.00<br>Passport or Visa Application – 120.00<br>Application for Filipino Citizenship – PHP 1,000.00 | 6 Minutes              | <i>Revenue Collection Clerk<br/>Municipal Treasury office</i> |
| 4. Return to the Mayor's Office and                                  | 4. Receive and check Official Receipt                           |  | 2 Minutes              | <i>Private Secretary II<br/>Mayor's Office</i>                |



|   |                                |  |            |  |
|---|--------------------------------|--|------------|--|
| present Official Receipt<br>4.1. Wait for the processing of Mayor's Clearance | 4.1. Process Mayor's Clearance |  |            |  |
| 5. Receive complete documents   | 5. Release complete documents  |  | 2 Minutes  | Private Secretary II<br>Mayor's Office |
| <b>TOTAL:</b>   |                                |  | 12 Minutes |  |

## 2. ISSUANCE OF WORKING/OCCUPATION/CALLING NOT REQUIRING GOVERNMENT EXAMINATION

Every person who shall be engaged in the practice of the occupation or calling not requiring government examination within the municipality.

|  |   |   |                        |   |
|--|---|---|------------------------|---|
| <b>Office or Division:</b>   | Office of the Mayor                                       |   |                        |   |
| <b>Classification:</b>   | Simple  |   |                        |   |
| <b>Type of Transaction:</b>  | Government to Citizen                                     |   |                        |   |
| <b>Who may avail:</b>  | General Public  |   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>                                     |   | <b>WHERE TO SECURE</b>  |                        |   |
| 1. Barangay Clearance (Original)                                     |   | Barangay Hall   |                        |   |
| 2. Police Clearance (Original)                                       |   | La Trinidad Municipal Police Station – Investigation Section                |                        |   |
| 3. Recent Health Card (Original)                                     |   | Laboratory Clinic   |                        |   |
| 4. Official Receipt (Original)                                       |   | Municipal Treasury Office – Window 2  |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>                                     | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                             |
| 1. Sign in the Client Log Book on the table of the Private Secretary | 1. Give the Log Book to the client                        |   | 1 Minute               | Private Secretary II<br>Mayor's Office                |
| 2. Present required documents  | 2. Check completeness and validity of documents presented |   | 1 Minute               | Private Secretary II<br>Mayor's Office                |
| 3. Pay required fees at Window 2, Municipal Treasury Office          | 3. Issue Order of Payment                                 | Working Students – 30.00<br>Professionals (Employees/ workers in commercial | 6 Minutes              | Revenue Collection Clerk<br>Municipal Treasury office |



|  |  |                            |            |  |
|--|--|----------------------------|------------|--|
|  |  | establishments<br>– 200.00 |            |  |
| 4. Return to the Mayor's Office and Present Official Receipt<br>4.1. Wait for the processing of Working Permit | 4. Receive and check Official Receipt<br>4.1. Process Working Permit |                            | 2 Minutes  | <i>Private Secretary II<br/>Mayor's Office</i> |
| 5. Receive complete documents  | 5. Release complete documents  |                            | 2 Minutes  | <i>Private Secretary II<br/>Mayor's Office</i> |
| <b>TOTAL:</b>  |  | None                       | 12 minutes |  |

### 3. ISSUANCE OF PERMIT FOR THE CONDUCT OF GROUP ACTIVITIES

Every person who shall conduct, or hold any program, or activity involving the grouping of people within the jurisdiction of this municipality shall obtain a Mayor's Permit as per municipal ordinance No. 24-2017.

|  |  |  |                        |  |
|--|--|--|------------------------|--|
| <b>Office or Division:</b>   | Office of the Mayor  |  |                        |  |
| <b>Classification:</b>   | Simple   |  |                        |  |
| <b>Type of Transaction:</b>  | Government to Citizen  |  |                        |  |
| <b>Who may avail:</b>  | General Public   |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>   |                        |  |
| Request letter addressed to the Mayor  |  | To be provided by the client   |                        |  |
| 1. Recent BFAD Permit (Certified Photocopy) or<br>2. MHO Recommendation for promotion of food and/or food supplements (Original) |  | 1. Bureau of Food and Drug<br>2. Municipal Health and Services Office, Poblacion, La Trinidad, Benguet |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                            |
| 1. Sign in the Client Log Book at the Records Unit   | 1. Give the Log Book to the client   |  | 1 Minute               | <i>Administrative Officer III<br/>Mayor's Office</i> |
| 2. Submit required documents   | 2. Receive required documents<br>2.1. Check completeness and validity of documents submitted |  | 1 Minute               | <i>Administrative Officer III<br/>Mayor's Office</i> |



|  |  |  |            |   |
|--|--|--|------------|---|
|  | 2.2. Approve request   |  | 1 Minute   | <i>Municipal Administrator<br/>Mayor's Office</i>   |
| 3. Pay required fees at Window 2, Municipal Treasury Office  | 3. Issue Order of Payment  | Meetings, incentives, conventions and other events – PHP 300.00/event<br>Promotional sales and other commercial marketing events – PHP 500.00/event<br>Other Group activities – PHP 300.00/event | 6 Minutes  | <i>Administrative Officer II<br/>Mayor's Office</i> |
| 4. Return to the Mayor's Office and Present Official Receipt<br>4.1. Wait for the processing of Mayor's Permit | 4. Receive and check Official Receipt<br>4.1. Process Mayor's Permit |  | 2 Minutes  | <i>Administrative Officer II<br/>Mayor's Office</i> |
| 5. Receive Permit and Official Receipt   | 5. Release Permit and Official Receipt                               |  | 2 Minutes  | <i>Administrative Officer II<br/>Mayor's Office</i> |
| <b>TOTAL:</b>  |  |  | 13 minutes |   |

#### 4. ISSUANCE OF PERMIT FOR THE USE OF GOVERNMENT FACILITIES

Any person, or the national or the local government and their instrumentalities through their duly authorized representatives that shall rent the municipal auditorium or space in any municipal government building shall first apply for permit to do so, with the office of the Municipal Mayor and pay the corresponding rental fees with the Office of the Municipal Treasurer.

|                                       |                              |
|---------------------------------------|------------------------------|
| <b>Office or Division:</b>            | Office of the Mayor          |
| <b>Classification:</b>                | Simple                       |
| <b>Type of Transaction:</b>           | Government to Citizen        |
| <b>Who may avail:</b>                 | General Public               |
| <b>CHECKLIST OF REQUIREMENTS</b>      |                              |
| <b>WHERE TO SECURE</b>                |                              |
| Request letter addressed to the Mayor | To be provided by the client |



| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE                                   |
|--|--|--|-----------------|--|
| 1. Sign in the Client Log Book at the Records Unit   | 1. Give the Log Book to the client                                   |  | 1 Minute        | <i>Administrative Officer III<br/>Mayor's Office</i> |
| 2. Submit required document  | 2. Receive required document   |  | 1 Minute        | <i>Administrative Officer III<br/>Mayor's Office</i> |
|  | 2.2. Approve request   |  | 1 Minute        | <i>Municipal Administrator<br/>Mayor's Office</i>    |
| 3. Pay required fees at Window 2, Municipal Treasury Office  | 3. Issue Order of Payment  | Meetings, incentives, conventions and other events – PHP 300.00/event<br>Promotional sales and other commercial marketing events – PHP 500.00/event<br>Other Group activities – PHP 300.00/event | 6 Minutes       | <i>Administrative Officer II<br/>Mayor's Office</i>  |
| 4. Return to the Mayor's Office and Present Official Receipt<br>4.1. Wait for the processing of Mayor's Permit | 4. Receive and check Official Receipt<br>4.1. Prepare Mayor's Permit |  | 2 Minutes       | <i>Administrative Officer II<br/>Mayor's Office</i>  |
| 5. Receive Permit and Official Receipt   | 5. Release Permit and Official Receipt                               |  | 2 Minutes       | <i>Administrative Officer II<br/>Mayor's Office</i>  |
| <b>TOTAL:</b>  |  |  | 13 Minutes      |  |

## 5. ISSUANCE OF PERMIT FOR THE TRANSFER OF CADAVER

Applicant may secure a Mayor's Permit to transfer human cadaver as per Sanitation Code.

|                             |                       |
|-----------------------------|-----------------------|
| <b>Office or Division:</b>  | Office of the Mayor   |
| <b>Classification:</b>      | Simple                |
| <b>Type of Transaction:</b> | Government to Citizen |



|  |  |   |                        |  |
|--|--|---|------------------------|--|
| <b>Who may avail:</b>  | General Public   |   |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>  |                        |  |
| Certified photocopy of Death Certificate   |  | Hospital where death occurred or MHSO if death did not occur in any hospitals |                        |  |
| Certification allowing the transfer of the cadaver   |  | Attending Physician   |                        |  |
| Official Receipt   |  | Municipal Treasury – Window 2, First Floor                                    |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                            |
| 1. Sign in the Client Log Book at the Records Unit   | 1. Give the Log Book to the client                                   |   | 1 Minute               | <i>Administrative Officer III<br/>Mayor's Office</i> |
| 2. Submit required document  | 2. Receive and check completeness and validity of documents          |   | 1 Minute               | <i>Administrative Officer III<br/>Mayor's Office</i> |
| 3. Pay required fees at Window 2, Municipal Treasury Office  | 3. Issue Order of Payment  | Transfer of cadaver – PHP 1,000.00  | 6 Minutes              | <i>Administrative Officer III<br/>Mayor's Office</i> |
| 4. Return to the Mayor's Office and Present Official Receipt<br>4.1. Wait for the processing of Mayor's Permit | 4. Receive and check Official Receipt<br>4.1. Process Mayor's Permit |   | 2 Minutes              | <i>Administrative Officer III<br/>Mayor's Office</i> |
| 5. Receive Permit and Official Receipt   | 5. Release Permit and Official Receipt                               |   | 2 Minutes              | <i>Administrative Officer III<br/>Mayor's Office</i> |
| <b>TOTAL:</b>  |  |   | 12 Minutes             |  |

## 6. ISSUANCE OF ONE YEAR SPECIAL PASSAGE PERMIT

Applicant may secure a special passage permit as per Municipal Ordinance No. 13-2011

|                                  |  |
|----------------------------------|--|
| <b>Office or Division:</b>       | Office of the Mayor  |
| <b>Classification:</b>           | Simple   |
| <b>Type of Transaction:</b>      | Government to Citizen  |
| <b>Who may avail:</b>            | Owners of School Service, Water Delivery Trucks, Trucks transporting fruits and vegetables or high perishable goods, Public Utility Vehicles having trip not more than once a day, others conditioned on highly justifiable causes |
| <b>CHECKLIST OF REQUIREMENTS</b> |  |
| <b>WHERE TO SECURE</b>           |  |



| Request letter addressed to the Mayor  |   | To be provided by the client                                   |                 |  |
|--|---|--|-----------------|--|
| OR/CR of the vehicle to exempted from the number coding scheme (photocopy)   |   | To be provided by the client                                   |                 |  |
| Business Permit (photocopy)  |   | To be provided by the client                                   |                 |  |
| LTFRB registration (photocopy)   |   | To be provided by the client                                   |                 |  |
| Certification of Market Supervisor if vehicle is entering the LTVTP (original)   |   | Office of the Market Supervisor - 2 <sup>nd</sup> floor, LTVTP |                 |  |
| Official Receipt (original)  |   | Municipal Treasury – Window 2, First Floor                     |                 |  |
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE                                   |
| 1. Sign in the Client Log Book at the Records Unit   | 1. Give the Log Book to the client  |  | 1 Minute        | <i>Administrative Officer III<br/>Mayor's Office</i> |
| 2. Submit required document  | 2. Receive and check completeness and validity of documents<br>2.1. Approve request |  | 1 Minute        | <i>Administrative Officer III<br/>Mayor's Office</i> |
|  |   |  | 1 Minute        | <i>Municipal Administrator<br/>Mayor's Office</i>    |
| 3. Pay required fees at Window 2, Municipal Treasury Office  | 3. Issue Order of Payment   | Special Passage Permit – PHP 1,000.00                          | 6 Minutes       | <i>Administrative Officer II<br/>Mayor's Office</i>  |
| 4. Return to the Mayor's Office and Present Official Receipt<br>4.1. Wait for the processing of Special Passage Permit | 4. Receive and check Official Receipt<br>4.1. Process Special Passage Permit        |  | 2 Minutes       | <i>Administrative Officer III<br/>Mayor's Office</i> |
| 5. Receive Permit and Official Receipt   | 5. Release Permit and Official Receipt  |  | 2 Minutes       | <i>Administrative Officer III<br/>Mayor's Office</i> |
| <b>TOTAL:</b>  |   |  | 13 Minutes      |  |





## 7. ISSUANCE OF ONE DAY PASSAGE PERMIT

Applicant may secure a passage permit as per Municipal Ordinance No. 13-2011

|  |  |  |                        |   |
|--|--|--|------------------------|---|
| <b>Office or Division:</b>   | Office of the Mayor  |  |                        |   |
| <b>Classification:</b>   | Simple   |  |                        |   |
| <b>Type of Transaction:</b>  | Government to Citizen  |  |                        |   |
| <b>Who may avail:</b>  | Owners of vehicles with approved purpose and reasonable cases        |  |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>                     |                        |   |
| OR/CR of the vehicle to exempted from the number coding scheme (photocopy)                                     |  | To be provided by the client               |                        |   |
| Official Receipt (original)  |  | Municipal Treasury – Window 2, First Floor |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                     | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                           |
| 1. Sign in the Client Log Book at the Administration Unit  | 1. Give the Log Book to the client                                   |  | 1 Minute               | <i>Administrative Officer II<br/>Mayor's Office</i> |
| 2. Present required documents  | 2. Receive and check completeness and validity of documents          |  | 1 Minute               | <i>Administrative Officer II<br/>Mayor's Office</i> |
| 3. Pay required fees at Window 2, Municipal Treasury Office  | 3. Issue Order of Payment  | Passage Permit – PHP 250.00                | 6 Minutes              | <i>Administrative Officer II<br/>Mayor's Office</i> |
| 4. Return to the Mayor's Office and Present Official Receipt<br>4.1. Wait for the processing of Passage Permit | 4. Receive and check Official Receipt<br>4.1. Process Passage Permit |  | 1 Minute               | <i>Administrative Officer II<br/>Mayor's Office</i> |
| 5. Receive Permit and Official Receipt   | 5. Release Permit and Official Receipt                               |  | 1 Minute               | <i>Administrative Officer II<br/>Mayor's Office</i> |
| <b>TOTAL:</b>  |  |  | 10 Minutes             |   |





## 8. ISSUANCE OF ENDORSEMENT OF RESOLUTION

Resolutions requesting assistance from other agencies or foundations need an endorsement from the Municipal Mayor.

|  |   |                              |                        |  |
|--|---|------------------------------|------------------------|--|
| <b>Office or Division:</b>   | Office of the Mayor   |                              |                        |  |
| <b>Classification:</b>   | Simple  |                              |                        |  |
| <b>Type of Transaction:</b>  | Government to Government/Government to Citizen                                      |                              |                        |  |
| <b>Who may avail:</b>  | Barangay LGUs, schools, organizations and associations within the municipality      |                              |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                     |   | <b>WHERE TO SECURE</b>       |                        |  |
| Five (5) copies of resolution (original)                             |   | To be provided by the client |                        |  |
| Endorsement of Barangay LGU for schools, organizations, associations |   | Barangay Hall                |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>       | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                            |
| 1. Sign in the Client Log Book at the Records Unit                   | 1. Give the Log Book to the client  | None                         | 1 Minute               | <i>Administrative Officer III<br/>Mayor's Office</i> |
| 2. Submit required documents   | 2. Receive and check completeness and validity of documents<br>2.1. Approve request |                              | 2 Minutes              | <i>Administrative Officer III<br/>Mayor's Office</i> |
|  |   |                              | 2 Minutes              | <i>Municipal Mayor<br/>Mayor's Office</i>            |
| 3. Wait for the processing of the endorsement                        | 3. Process Passage Permit   |                              | 3 Minutes              | <i>Administrative Officer II<br/>Mayor's Office</i>  |
| 5. Receive complete documents  | 4. Release complete documents   |                              | 2 Minutes              | <i>Administrative Officer III<br/>Mayor's Office</i> |
| <b>TOTAL:</b>  |   | None                         | 10 Minutes             |  |



## 9. ISSUANCE OF ENDORSEMENT OF RESOLUTION

Resolutions requesting assistance from other agencies or foundations need an endorsement from the Municipal Mayor.

|   |  |  |                        |  |
|---|--|--|------------------------|--|
| <b>Office or Division:</b>  | Office of the Mayor  |  |                        |  |
| <b>Classification:</b>  | Complex  |  |                        |  |
| <b>Type of Transaction:</b>   | Government to Government/Government to Citizen                                       |  |                        |  |
| <b>Who may avail:</b>   | General Public   |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |                        |  |
| Marriage License (original)   |  | Local Civil Registry Office  |                        |  |
| List of witnesses   |  | To be provided by the client   |                        |  |
| Official Receipt (Original)   |  | Municipal Treasury Office – Window 2, First Floor  |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Sign in the Client Log Book at the Records Unit  | 1. Give the Log Book to the client   |  | 1 Minute               | <i>Administrative Officer III<br/>Mayor's Office</i>                       |
| 2. Submit required documents  | 2. Receive and check completeness and validity of documents<br>2.1. Confirm schedule |  | 1 Minute               | <i>Administrative Officer III<br/>Mayor's Office</i>                       |
|   |  |  | 2 Minutes              | <i>Private Secretary II<br/>Mayor's Office</i>                             |
| 3. Come back on scheduled date of marriage<br>3.1. Pay required fees at Window 2<br>3.2. Check Marriage Certificate | 3. Prepare Marriage Certificate<br>3.1. Issue Order of Payment                       | Solemnization Fee – PHP 1,000.00<br>Sponsorship Fee – PHP 100.00/witness<br>Marriage Certificate Form – PHP 100.00 | 5 Minutes              | <i>Administrative Officer III<br/>Mayor's Office</i>                       |
|   |  |  | 6 Minutes              | <i>Revenue Collection Clerk<br/>Municipal Treasury</i>                     |
| 4. Solemnization Rites  | 4. Solemnize marriage  |  | 30 Minutes             | <i>Municipal Mayor<br/>Mayor's Office</i>                                  |
| 5. Wait for the registration of Marriage Certificate  | 5. Register Marriage Certificate   |  | 3 Minutes              | <i>Municipal Civil Registry Officer IV<br/>Local Civil Registry Office</i> |
| 6. Receive complete documents   | 6. Release complete documents  |  | 2 Minutes              | <i>Administrative Officer III<br/>Mayor's Office</i>                       |
| <b>TOTAL:</b>   |  |  | 50 Minutes             |  |