OUR FRONTLINE SERVICES

II – OFFICE OF THE MUNICIPAL TREASURER

1. *ISSUANCE OF BUSINESS (MAYOR'S) PERMIT*

THE SERVICE :

A "ONE STOP SHOP" is established during the 1st Quarter of every year located at the lobby of the municipal hall and at the SM CITY ROSALES. Offices and Agencies concerned are represented in the One Stop Shop to serve clients. All business establishments operating within the jurisdiction of this local unit are required to possess a Mayor's Permit. This is a document that shows the legitimacy of the business and is also a proof tha it has complied with the mandatory requirements including the settlement of regulatory fees and taxes as provided for by the Municipal government.

OUR CLIENTS :

All persons engaged in business or plan to do business within the municipality.

HOW TO AVAIL OF THE SERVICE

Step by Step Procedure	You will need to present/pay	Office Activity	Response time	Employee/s Responsible
1. Get requirement checklist		Issue checklist of requirements	3 minutes	Ms. Minda C. Chavez Admin. Asst. II
2. Submit required document/s	1. Community Tax Cert. 2. Barangay Clearance 3. BIR Clearance 4. SEC or DTI Reg. 5. Health Certificate	Verify completeness of supporting documents	5 minutes	Ms. Minda c. Chavez Admin. Asst. II

	6. Sanitary Permit 7. and others			
3. Wait for the Assessment of fees	Assessment is based on the gross sales for the year	Wait for the assessment of fees based on the Local Revenue Code of the municipality	10 minutes	Mr. Ernesto Sanchez, Jr. LRCO II
4. Pay the assessed fees at the Treasurer's Office	Fees are based on the latest Local Revenue Code of the municipality	Issue official receipt	5 minutes	Ms. Jeannie Rose Cosue Admin. Aide III Ms. Maribel Z. Ramos RCC I Mr. Julian C. Cabanas Admin. Aide VI Ms. Sheila Castillo RCC Ms. Gloria m. Acosta Admin. Aide III
5. Approval of the Application Form by affixing the authorized signatures	Application Form for business permit	Concerned signatories signed the Application Form	10 minutes	Ms. Minda C. Chavez Admin. Asst. II Mr. Ernesto Sanchez, Jr. LRCO II Ferdinand Formacion Fire Marshall Ms. Cristeta Soriano BIR Officer Engr Camilo B. Olegario Municipal Engineer Hon. Ricardo V. Revita Municipal Mayor
6. Wait for the business permit to be prepared	Duly approved Application Form for business permit	Prepare business permit	5 minutes	Ms. Minda C. Chavez Admin. Asst. II
7. Business Permit card and plate, sticker and supporting documents submitted is duly issued to the applicant		Release permit with all supporting documents	3 minutes	Ms. Minda C. Chavez Admin. Asst. II

Client feedbacks maybe made at the Public Assistance Desk and/or HRM Office.

TOTAL RESPONSE TIME - 41 minutes
(for complete documentary requirements and payments)

2. *ISSUANCE OF MAYOR'S CLEARANCE*

THE SERVICE :

The Mayor's Clearance is given to individual for whatever legal purpose it may serve them.

HOW TO AVAIL OF THE SERVICE

Step by Step Procedure (for clients)	You will need to present/pay	Office Activity	Response Time	Employee/s Responsible
1. Client pays at the Treasurer's Office	1. Barangay Clearance 2. Police Clearance 3. Cedula 4. Pay P150.00	Issue Official Receipt	3 minutes	Ms. Jeannie Rose Cosue Admin. Aide III Ms. Maribel Z. Ramos RCC I Mr. Julian C. Cabanas Admin. Aide VI
2. Proceed to the Mayor's Office for the preparation of required document/s	1. Barangay Clearance 2. Police clearance 3. Official Receipt	Receives official receipt and prepares the clearance. Give the printed document/s to the client and advise him/her to go to the Mayor's Office	5 minutes	Mss. Minda C. Chavez Admin. Asst. II Ms. Nida C. Villanueva Admin. Aide IV
3. Give the Clearance to Mayor's Office Personnel for signature by the Mayor and/or The Municipal Administrator	1. Barangay clearance 2. Police Clearance 3. Official Receipt	Affix signature and dry seal of the municipality and release the Clearance	5 minutes	Ms. Maeh C. Datu Admin. Aide III Ms. Shalleemar Balas Admin. Aide III Ms. Aila Rose Seradoy Admin. Aide IV Mr. Emil John Serafica Municipal Administrator Hon. Ricardo V. Revita Municipal Mayor

Client Feedback maybe made at the Public Assistance Desk and/or HRM Office.

TOTAL RESPONSE TIME - 13 minutes

3. *ISSUANCE OF MUNICIPAL TRICYCLE OPERATORS PERMIT (FRANCHISE)*

THE SERVICE :

The Municipal Tricycle Operators Permit (MTOP), otherwise known as Franchise, is issued to operators within the municipality as a proof that they had complied with safety requirements, including LTO registration and payment of fees due to the LGU.

OUR CLIENTS :

Owners and/or Tricycle Operators doing business within the municipality.

HOW TO AVAIL OF THE SERVICE

Step by Step Procedure (for clients)	You will need to present/pay	Office Activity	Response Time	Employee/s Responsible
1. Proceed to the SB Office for verification of records		Verify Records (masterlist)	3 minutes	Ms. Pinky F. Ulat Clerk III Mr. Julius Fernandez Admin. Aide IV
2. Present required documents	1. Profesional Driver's License 2. Proof of Purchase (new) 3. LTO Registration	Check on the completeness and validity of documents, advise client to wait	10 minutes	Ms. Pinky F. Ulat Clerk III Mr. Julius Fernandez Admin. Aide IV
3. Proceed to the Treasurer's Office to pay required fees	Payment of Franchise Fee of P400.00	Issue Official Receipt	3 minutes	Ms. Jeannie Rose Cosue Admin. Aide III Ms. Maribel Z. Ramos RCC I Mr. Julian C. Cabanas Admin. Aide VI
4. Go back to the Sangguniang Bayan (SB) Office for the documents to be prepared	Present official receipt	Prepare prescribed forms: Application and Franchise to operate	5 minutes	Ms. Pinky F. Ulat Clerk III Mr. Julius Fernandez Admin. Aide IV

5. Sign the Application Form			2 minutes	Hon. Antonia G. Sarzate SB Secretary
6. Proceed to the Mayor's Office for the approval of the Franchise to Operate		Signing of the document	3 minutes	Hon. Ricardo V. Revita Municipal Mayor
7. Go back to SB Office and wait for the release of the document/s		Segregate document/s and release it to client	5 minutes	Ms. Pinky F. Ulat Clerk III Mr. Julius Fernandez Admin. Aide IV

Client Feedback maybe made at the Public Assistance Desk and/or HRM Office.

TOTAL RESPONSE TIME - 31 minutes