

MAYOR'S OFFICE
ALCANTARA, CEBU

CITIZEN'S CHARTER

TO AVAIL OF THE FOLLOWING SERVICES, PLEASE FOLLOW THESE STEPS

SERVICE	REQUIREMENTS	STEPS	DURATION	FEES	PERSON TO APPROACH
SECURING MAYOR'S PERMIT	<ul style="list-style-type: none"> WRITTEN REQUEST/ SLIP OFFICIAL RECEIPT OF FEES <p>(FOR BUSINESS PERMIT APPLICATION PROCEED TO MUNICIPAL TREASURER'S OFFICE)</p>	<ul style="list-style-type: none"> SUBMIT WRITTEN REQUEST/ SLIP APPROVAL OF REQUEST PAY REQUIRED FEES AND SECURE OFFICIAL RECEIPT PREPARE MAYOR'S PERMIT RELEASE MAYOR'S PERMIT SIGN MAYOR'S PERMIT RELEASE MAYOR'S PERMIT 	<p>1 MINUTE 5 MINUTES</p> <p>4 MINUTES 5 MINUTES 1 MINUTE 1 MINUTE</p>	(REFER LOCAL REVENUE CODE)	HAZEL M. BAWAGAN AYRA D. LASTIMOSO
SECURING MAYOR'S CERTIFICATION/ CLEARANCE/ INDORSEMENT	<ul style="list-style-type: none"> WRITTEN REQUEST/ SLIP BARANGAY CLEARANCE COMMUNITY TAX CERTIFICATE OFFICIAL RECEIPT OF FEES <p>FOR CERTIFICATION/ CLEARANCE: (ADDITIONAL REQUIREMENTS)</p> <ul style="list-style-type: none"> POLICE CLEARANCE 	<ul style="list-style-type: none"> SUBMIT REQUIREMENTS FOR VERIFICATION PAY REQUIRED FEES AND SECURE OFFICIAL RECEIPT PREPARE CERTIFICATION/ CLEARANCE/ INDORSEMENT SIGN CERTIFICATION/ CLEARANCE/ INDORSEMENT RELEASE CERTIFICATION/ CLEARANCE/ INDORSEMENT 	<p>1 MINUTE 4 MINUTES</p> <p>5 MINUTES</p> <p>1 MINUTE</p> <p>1 MINUTE</p>	(REFER LOCAL REVENUE CODE)	LYDIA M. CATAYTAY HAZEL M. BAWAGAN AYRA D. LASTIMOSO
SUBSCRIPTION	<ul style="list-style-type: none"> PERTINENT/ LEGAL DOCUMENT (FOR SUBSCRIPTION) COMMUNITY TAX CERTIFICATE OFFICIAL RECEIPT OF FEES 	<ul style="list-style-type: none"> PRESENT DOCUMENTS PAY REQUIRED FEES AND SECURE OFFICIAL RECEIPT SIGN AND SUBSCRIBE PERTINENT/ LEGAL DOCUMENT RELEASE SUBSCRIBED DOCUMENT 	<p>1 MINUTE 4 MINUTES</p> <p>1 MINUTE</p> <p>1 MINUTE</p>	P50.00	RICARDO YPANTO AND ALIN TIMTIM
SECURING CERTIFIED TRUE COPIES OF PUBLIC/ MUNICIPAL COUNCIL DOCUMENTS	<ul style="list-style-type: none"> WRITTEN REQUEST/ SLIP OFFICIAL RECEIPT OF FEES 	<ul style="list-style-type: none"> SUBMIT WRITTEN REQUEST APPROVAL OF REQUEST DETERMINE THE NUMBER OF PAGES/ COPIES PAY REQUIRED FEES AND SECURE OFFICIAL RECEIPT PRODUCE COPY OF DOCUMENT RELEASE OF REQUESTED DOCUMENT 	<p>1 MINUTE 5 MINUTES 10 MINUTES 4 MINUTES</p> <p>(DEPENDS ON THE VOLUME) 5 MINUTES</p>	P50.00 PER PAGE/ COPY	RICARDO YPANTO AND ALIN TIMTIM (DEPARTMENT/ OFFICE CONCERN)

FOR YOUR COMPLAINTS AND MORE INFORMATION, PLEASE SEE/ TEXT/ CALL
AYRA D. LASTIMOSO (SECRETARY OF THE MAYOR)
CELL NO. 09357471644 / TEL NO. 4736-9036