

1. Mayor's Clearance and/or Job Recommendations

The Mayor's Clearance is a document that is usually issued to individuals who need for foreign/local employment, for business , operators/drivers of motorized tricycle for hire, firearms license and other legal purposes.

Job Recommendations are issued for job seekers.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Barangay Clearance (1 original)			Barangay Hall/ Office of Applicant	
2. Police Clearance (1 original)			Palanan Police Station	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in in the Client Logbook in the municipal lobby	1. Give the Log Book to the client	None	1 Minute	Admin Aide/ Clerk Mayor's Office
2. Present required documents for assessment and verification	2. Receive and review the requirements for completeness and if duly signed	Barangay Clearance - as per assessment of Barangay concerned; Police Clearance - PHP 100	5 Minutes	Admin Aide/ Clerk Mayor's Office
	2.1. Start processing the request			
3. Issuance of Mayor's Clearance/ Job Recommendation	3. Print the Mayor's Clearance/ Job Recommendation	None	10 Minutes	Admin Aide/ Clerk Mayor's Office
	3.1. LCE will affix her signature and stamp dry seal			
	3.2. Secure duplicate copy			
	3.3 Release the clearance/ job recommendation			
TOTAL:		PHP 100 + Barangay Clearance Fee	16 minutes	

2. Certifications

Certifications are issued to affirm the validity of information.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen; G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Barangay Clearance (1 original)			Barangay Hall/ Office of Applicant	
2. Police Clearance (1 original)			Palanan Police Station	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in in the Client Logbook in the municipal lobby	1. Give the Log Book to the client	None	1 Minute	Admin Aide/ Clerk Mayor's Office
2. Request for certification and present information for certification, if applicable	2. Receive information and verify data	None	5 Minutes	Admin Aide/ Clerk Mayor's Office
	2.1. Start processing the request			
3. Issuance of Certification	3. Print the Mayor's Clearance/ Job Recommendation	None	10 Minutes	Admin Aide/ Clerk Mayor's Office
	3.1. LCE will affix her signature and stamp dry seal			
	3.2. Secure duplicate copy			
	3.3. Release the certification			
TOTAL:		None	16 minutes	

3. Mayor's Permit (For New Businesses)

The Mayor's Permit allows businesses the privilege of conducting their business within the jurisdiction of the municipality. All business are required to obtain Mayor's Permit before they engage in any business within the municipality.

Office or Division:	Office of the Municipal Mayor (Business Permit and Licensing Section)	
Classification:	Simple	
Type of Transaction:	G2B-Government to Business	
Who may avail:	Business Establishments	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Proof of Business Registration (1 original and 1 photocopy) (e.g. DTI - for sole proprietorship, SEC - for partnership or corporation)		Department of Trade and Industry/Security and Exchange Commission or Business Owner
2. Business Capitalization		
3. Duly Accomplished Application Form		Business-One-Stop-Shop (Jan 1-20); Business Permit and Licensing Section (rest of the year)
4. Community Tax Certificate (Cedula)		Business-One-Stop-Shop (Jan 1-20); Office of the Municipal Treasurer (rest of the year)
5. Occupancy Permit (1 original and 1 photocopy)		Business-One-Stop-Shop (Jan 1-20); Office of the Municipal Engineer/ Building Official (rest of the year)
6. Building Permit (1 original and 1 photocopy)		Business-One-Stop-Shop (Jan 1-20); Office of the Municipal Engineer/ Building Official (rest of the year)
7. Zoning/ Locational Clearance (1 original and 1 photocopy)		Business-One-Stop-Shop (Jan 1-20); Municipal Planning and Development Office (rest of the year)
8. Barangay Clearance (1 original and 1 photocopy)		Business-One-Stop-Shop (Jan 1-20); Barangay Hall/office concerned (rest of the year)
9. Sanitary Inspection Fee (1 original and 1 photocopy)		Business-One-Stop-Shop (Jan 1-20); Municipal Health Office(rest of the year)
10. Health Clearance, for/with food handlers (1 original and 1 photocopy)		Business-One-Stop-Shop (Jan 1-20); Municipal Health Office(rest of the year)
11. Municipal Environmental Clearance (1 original and 1 photocopy)		Business-One-Stop-Shop (Jan 1-20); Municipal Environment and Natural Resources Office (rest of the year)
12. Market Clearance, for stall owners (1 original and 1 photocopy)		Business-One-Stop-Shop (Jan 1-20); Office of the Municipal Treasurer (rest of the year)
13. Fire Safety Inspection Certificate (1 original and 1 photocopy)		Business-One-Stop-Shop (Jan 1-20); Bureau of Fire Protection Office (rest of the year)
14. Environmental Compliance Certificate, if applicable (1 original and 1 photocopy)		Department of Environment and Natural Resources - Office of the CENR Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application, Filing and Verification of Required documents	1. Provide client with Application Form 1.1. Receive and review the requirements for completeness and validity	None	20 Minutes	Genevie C. Chavez, CPA <i>Cashier I/ BPLO Designate OR</i> Josephine B. Donato <i>Admin Aide/ BPLS Staff</i>
2. Assessment and Payment of Corresponding Taxes, Fees and Charges	2. Compute/ assess the corresponding fees and charges	Occupancy Permit - based on assessment depending on building cost and category (see separate table) Building Permit - based on assessment depending on character of occupancy or use of building/ structure, cost of construction, floor area and height (see separate table) Community Tax Certificate - PHP 5.00+ PHP1.00 for every P1000.00 of Gross Income from the preceding year -For Corporations- PHP 500.00 + PHP2.00 for every P 5,000.00 of Gross Income from the preceding year. *Penalty: 2% shall be imposed on the total tax due computed on a monthly basis after the last working day of February	30 Minutes	Genevie C. Chavez, CPA <i>Cashier I/ BPLO Designate</i> OR <i>Revenue Collection Clerk</i> Office of the Municipal Treasurer

	2.1. Receive payment	Zoning/Locational Clearance - as per assessment, depending on type of structure and its project cost (see separate table);		
	2.2. Issue Official Receipt	Sanitary inspection Fee - PHP 100 Health Clearance - PHP 50 Fire Safety Inspection Certificate - minimum of PHP 500 or 15% of total fees to be paid to the LGU		
3. Issuance of Permit, Business plate and other local clearances	3. Check Official Receipt	None	10 Minutes	Genevie C. Chavez, CPA <i>Cashier I/ BPLO Designate OR</i> Josephine B. Donato <i>Admin Aide/ BPLS Staff</i>
	3.1. Print the Mayor's Permit			
	3.2. LCE or her authorized representative will affix her signature and dry seal must be stamped			
	3.3. Secure duplicate copy			
	3.4. Release the Mayor's permit, Business plate and other local clearances			
TOTAL:		Based on assesment	1 hour	

4. Mayor's Permit (For Renewal of Businesses)

The Mayor's Permit allows businesses the privilege of conducting their business within the jurisdiction of the municipality. All business are required to obtain Mayor's Permit before they engage in any business within the municipality.

Office or Division:	Office of the Municipal Mayor (Business Permit and Licensing Section)			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Business Establishments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Basis for computing of taxes, fees and charges (i.e. Income Tax Returns/ Gross Receipts)			Business Owner	
2. Duly Accomplished Application Form			Business-One-Stop-Shop (Jan 1-20); Business Permit and	
3. Community Tax Certificate (Cedula)			Business-One-Stop-Shop (Jan 1-20); Office of the Municipal Treasurer (rest of the year)	
4. Barangay Clearance (1 original and 1 photocopy)			Business-One-Stop-Shop (Jan 1-20); Barangay Hall/office concerned (rest of the year)	
5. Inspection Fee (1 original and 1 photocopy)			Business-One-Stop-Shop (Jan 1-20); Municipal Health Office(rest of the year)	
6. Health Clearance, for/with food handlers (1 original and 1 photocopy)			Business-One-Stop-Shop (Jan 1-20); Municipal Health Office(rest of the year)	
7. Municipal Environmental Clearance (1 original and 1 photocopy)			Business-One-Stop-Shop (Jan 1-20); Municipal Environment and Natural Resources Office (rest of the year)	
8. Market Clearance, for stall owners (1 original and 1 photocopy)			Business-One-Stop-Shop (Jan 1-20); Office of the Municipal Treasurer (rest of the year)	
9. Fire Safety Inspection Certificate (1 original and 1 photocopy)			Business-One-Stop-Shop (Jan 1-20); Bureau of Fire Protection Office (rest of the year)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application, Filing and Verification of Required documents	1. Provide client with Application Form	None	30 Minutes	Genevieve C. Chavez, CPA Cashier I/ BPLO Designate OR Josephine B. Donato Admin Aide/ BPLS Staff
	1.1. Receive and review the requirements for completeness and validity			

2. Assessment and Payment of Corresponding Taxes, Fees and Charges	2. Compute/ assess the corresponding fees and charges	Community Tax Certificate - PHP 5.00+ PHP1.00 for every P1000.00 of Gross Income from the preceding year -For Corporations- PHP 500.00 + PHP2.00 for every P 5,000.00 of Gross Income from the preceding year. *Penalty: 2% shall be imposed on the total tax due computed on a monthly basis after the last working day of February	20 Minutes	
	2.1. Receive payment	Sanitary inspection Fee - PHP 100		
	2.2. Issue Official Receipt	Health Clearance - PHP 50 Fire Safety Inspection Certificate - minimum of PHP 500 or 15% of total fees to be paid to the LGU		

3. Issuance of Permit, Business plate and other local clearances	3. Check Official Receipt	None	10 Minutes	Genevie C. Chavez, CPA <i>Cashier I/ BPLO Designate OR</i> Josephine B. Donato <i>Admin Aide/ BPLS Staff</i>
	3.1. Print the Mayor's Permit			
	3.2. LCE or her authorized representative will affix her signature and dry seal must be stamped			
	3.3. Secure duplicate copy			
	3.4. Release the Mayor's permit, Business plate and other local clearances			
TOTAL:		Based on assesment	1 hour	