

**OFFICE OF THE
CITY ADMINISTRATOR
External Services**

1. Issuance of Mayor's Clearance

A written statement of proof of a person's good character.

Office or Division:	Office of the City Mayor / OFFICE OF THE CITY ADMINISTRATOR			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Police Clearance Original copy and O.R. Photocopy B. Barangay Clearance 1 Original Copy 1 photocopy		<p style="text-align: center;">PNP</p> <p style="text-align: center;">Barangay Concerned</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit the requirements for verification.	1. Client Requirements checked and verified	None	3 minutes	Secretary I, Administrative Assistant IV (Office of the City Administrator)
2. Pay the required fee at the City Treasurer's Office	2. Payment Received and issuance of O.R. to Client Service Fee Documentary Stamp	PhP 100.00 PhP 30.00	5 minutes	Local Revenue Collection Officer I; Administrative Aide III (Office of the City Treasurer)
3. Wait for Processing: a. typing of clearance and	3. Processing, client information encoded	None	3 minutes	Secretary I, Administrative Assistant IV (Office of City Administrator)
b. for City Administrator's signature (by	b. Clearance Signed by the City Administrator (by	None	4 Minutes	City Administrator

Authority of the City Mayor)	Authority of the City Mayor)			(Office of the City Administrator)
TOTAL:		PHP 130.00	15 minutes	

Remarks: A representative can secure a Mayor's Clearance provided all the necessary requirements are complete.

2. Issuance of Mayor's Permit (Motorcade, Parade, Recorrída, Caracol, Film Shooting, Santa Cruzan, Religious Procession, Public meeting)

A formal written order giving permission for the conduct of any activity; need for a specific documentary requirement.

Office or Division:	Office of the City Mayor/ OFFICE OF THE CITY ADMINISTRATOR			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business entity G2G – Government to Government agency, employee or official			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request from the applicant stating the date, route, time and purpose of the activity		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit the requirement	1. Receive and review the required letter	None	3 minutes	Secretary I, Administrative Assistant IV (Office of the City Administrator)
2. To wait for: a. Encoding of details of the particular permit	a. Details encoded	None	7 minutes	Secretary I Administrative Assistant IV (Office of the

				City Administrator)
b. the City Administrator's signature	b. Permit signed by the City Administrator	None	3 minutes	City Administrator, (Office of the City Administrator)
3. To receive copy of the requested Mayor's Permit	3. Copy of Permit sealed, recorded and released to requesting client.	None	2 minutes	Secretary I Administrative Assistant IV (Office of the City Administrator)
TOTAL:		None	15 minutes	

Remarks: A pro-forma letter is available at the office in the absence of one.

3. Issuance of Niche Permit

Permit granted for the construction of niche.

Office or Division:	Office of the City Mayor / OFFICE OF THE CITY ADMINISTRATOR			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Description (sketch and location of the particular niche).		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit the requirement	1. Receive Requirements with approved Cemetery Lot Confirmation Slip	None	5 minutes	Secretary I (City Cemetery Office)

2. To Office of the City Health Officer for verification and processing of Niche Permit (with 1 st Indorsement)	2. Prepare and encode details provided by the requesting client. 1 st Indorsement signed	None	5 minutes	Administrative Aide VI (Office of the City Health Officer) Dr. Jerome R. Morada, OIC - Office of the City Health Officer
3. Pay the required fee at the City Treasurer's Office	3. Payment Received and issuance of O.R. to Client Ordinance No. 05-3022 - Lot Rental	PhP100.00 PhP200.00	3 minutes	Local Revenue Collection Officer I Administrative Aide III (Office of the City Treasurer)
4. Indorsement of niche permit to City Engineering Office	4. Verification as to type of construction, with notation and recommendation for approval.	None	4 minutes	Laborer II, Const'n. and Maintenance Gen. Foreman City Engineer (Office of the City Engineer)
5. To the Office of the City Administrator for approval.	5. Niche Permit checked and reviewed Permit granted/approved by the City Administrator	None	2 minutes	Secretary I Daycare Worker I City Administrator (Office of the City Administrator)
5.1 To receive copy of the applied Niche Permit	5.1 Copy of Permit and attachments sorted and Niche Permit released.	None	1 minute	Secretary I Daycare Worker I (Office of the City Administrator)

TOTAL:		PHP 100.00 (Niche Permit) PHP 200.00 (Lot Rental)	20 minutes	
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4. Request for all forms of Communication (letters, referrals, recommendation, certifications, endorsement, etc.)

A formal letter of the City Mayor as per particular request.

Office or Division:	Office of the City Mayor/ OFFICE OF THE CITY ADMINISTRATOR		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government agency, employee or official		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. For Referral/Recommendation required by city/municipality where the client would be employed: A. Police Clearance or NBI Original copy and receipt Photocopy B. Barangay Clearance 1 Original Copy 1 photocopy 2. For Recommendation, Letter, Certification, Endorsement as part of the documentary requirements from other government agency/ies: A. Request letter or copy of checklist of requirements		Local Police Station – PNP Cavite City Any NBI Satellite Office Barangay Concern Personal	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit the requirements; and must request personally to the City Mayor (item no. 2	1. Receive the requirements	None	7 minutes	Secretary I Administrative Assistant IV (Office of the City Administrator) Administrative Assistant IV (Office of the City Mayor)
2. To the Office of the City Administrator for preparation of requested document	2. Draft and prepare the requested document		3 minutes	Supervising Admin. Officer Secretary I Administrative Assistant IV (Office of the City Administrator)
2.1 To wait for the release of document as approved	2.1 For signature of the City Mayor or City Administrator		3 minutes	City Mayor (Office of the City Mayor) City Administrator (Office of the City Administrator)

3. Received document	3. For release of the requested document, sealed, photocopy and attached the requirement for file.		2 minutes	Supervising Admin. Officer Secretary I, Admin. Assistant IV (Office of the City Administrator)
TOTAL:		None	15 minutes	

5. Request for Student Internship/ On-the-Job Training (OJT)

Agreement made and entered by the City Government and any requesting school, for the admission of their student to undergo internship/ on-the-job training to concerned department/office in line with their course requirement.

Office or Division:	Office of the City Mayor/ OFFICE OF THE CITY ADMINISTRATOR	
Classification:	Simple (with MOA) Complex (without existing MOA)	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
A. Resumé – 4 copies	Personal	
B. School Endorsement (to submit after confirmation of slot for internship/OJT) – 4 copies	School/ College/University where the student is enrolled	
C. Draft Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) – 1 copy**	For schools without an existing MOA or MOU with the City Government of Cavite* For schools with existing agreement with the City, no need to submit any.	
D. Barangay Clearance 1 original copy 3 photocopies	Barangay Concerned	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit the requirements, except for school endorsement.	1. Receive and check the requirements for internship/OJT.	None	5 minutes	Secretary I (Office of the City Administrator)
1.1 Wait for confirmation of an open slot	1.1 Coordinate with concerned office where the student-client could possibly be assigned (in line or closely related to his/her need as per course requirement). 1.2 Contact other office/ agency willing to accept student-trainee as another option.		5 minutes (for office with open slot)	
2. Wait to be interviewed regarding submitted documents, and	2. Interview student-client and approve request for internship upon completion of requirements.		5 minutes	Administrative Assistant IV (Office of the City Administrator)
2.1 MOA/MOU (if school has no existing agreement with the City Government) **	2.1 Initial review of the MOA/ MOU for identification of details such as names for		2 minutes	Supervising Admin. Officer Secretary I (Office of the City Administrator)

	<p>insertion and other in particular, to form part on the final draft before the final review of the Office of the City Legal Officer.</p>			
<p>3. To the Office of the City Legal Officer to personally submit the draft MOA/MOU.</p>	<p>3. Receive and review copy of the MOA/MOU for any revision, or no revision as submitted.</p>		<p>2 days (from the time of submission)</p>	<p>Legal Assistant II, Attorney III (Office of the City Legal Officer)</p>
<p>Wait for any call or text from the Office of the City Administrator</p>	<p>3.1 Return the MOA/MOU to the Office of the City Administrator</p>		<p>2 minutes</p>	<p>Secretary I (Office of the City Administrator)</p>
<p>4. To the Office of the City Administrator to get the final copy</p>	<p>3.2 Inform the student-client of the approved/ revised MOA/MOU via call or text.</p>		<p>5 minutes</p>	
<p>4.1 Have the MOA/MOU printed as finalized signed by concerned school official as School's</p>	<p>4. Return the MOA/MOU to student-client for signature of school official and discuss other concerns.</p>		<p>(Own initiative of the student-client to expedite the needed document ASAP due to</p>	

<p>representative to the agreement.</p> <p>5. Return the accomplished MOA/MOU to the Office of the City Legal Officer.</p> <p>Wait for any text or call from the Office of the City Legal Officer</p>	<p>5. Receive the document, and inform the student-client when to come back for the signed MOA.</p> <p>5.1 Submit to the City Mayor the reviewed final copy of the MOA before his signature (countersigned by the City Legal Officer)</p> <p>5.2 For signature as City Government representative in the agreement.</p> <p>5.3 Inform the student-client thru text or call, to receive the document for notary and submission to the Office of the City Administrator</p>		<p>the timeline of training hours required by the school)</p> <p>1 day (for this process)</p>	<p>Legal Assistant II</p> <p>Legal Assistant II;</p> <p>City Legal Officer (Office of the City Legal Officer)</p> <p>City Mayor (Office of the City Mayor)</p> <p>Legal Assistant II</p> <p>Administrative Aide II (Office of the City Legal Officer)</p>
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<p>6. Receive the fully accomplished document for notary.</p>	<p>6. Turn over the MOA signed by the City Mayor to the student-client.</p>		<p>5 minutes</p>	<p>Legal Assistant II (Office of the City Legal Officer)</p>
<p>7. Return to the Office of the City Administrator for submission of the notarized MOA</p>	<p>Receive the copy for reference and file.</p>		<p>2 minutes</p>	<p>Secretary I (Office of the City Administrator)</p>
<p>7.1 Wait for the letter of acceptance addressed to the school official/ OJT Coordinator for commencement of internship/ on-the-job training</p>	<p>7.1 Prepare the letter of acceptance (copy furnished the receiving office; School; student)</p>		<p>4 minutes</p>	
<p></p>	<p>7.2 For signature of the City Administrator</p>		<p>1 minute</p>	<p>City Administrator (Office of the City Administrator)</p>
<p>7.2 To receive copy of the letter of acceptance and other documents; and proceed to assigned department/office.</p>	<p>7.2 Copy of documents sorted and released to student-client. Provide simple orientation on matters <i>vis-à-vis</i></p>		<p>5 minutes</p>	<p>Secretary I Daycare Worker I (Office of the City Administrator)</p>

	Internship/ government on- the-job training.			
TOTAL:		None	With Existing MOA/MOU: 30 minutes Without Existing MOA/MOU 4-5 days and 1 hour (including students own processing of MOA for signature of school officials (signatories to the agreement)	

Remarks: *For students required by their school to secure first a signed parents' consent form, may entail additional day/s in the totality of TIME for this service transaction.*