



OFFICE OF THE MUNICIPAL MAYOR



1. Granting an Individual Mayor's Permit (Working Permit)

Any individual who are newly hired by employers and already employed within the territorial jurisdiction of Municipality of Sual are required to secure Mayor's Permit to Work/Occupational Card which they have to submit to their respective employers as part of their requirements.

Office of Division:		Office of the Municipal Mayor		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Individual who will work within the vicinity of the Municipality		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Barangay Clearance			Barangay where they reside	
Cedula			Municipal Treasurer's Office	
Police Clearance			Municipal Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form with required documents	1. Receives accomplished application form and evaluates documents submitted	None	5 minutes	Administrative Aide II Mayor's Office
2. Pay the required fee at the Municipal Treasurer's Office		Php 25.00	5 minutes	Computer Operator IV Municipal Treasurer's Office RCC III Municipal Treasurer's Office
3. Submit the required documents	3.1. Receives and checks the completeness of the required documents prepares the individual Working Permit 3.2. Verifies the completeness of the required documents	None	5 minutes 5 minutes	Administrative Aide II Mayor's Office



	and reviews the permit		10 minutes	Executive Assistant III
	3.3. Signs Permit		5 minutes	Mayor's Office
	3.4. Release the permit			Administrative Aide II
				Mayor's Office
	Total	Php 25.00	35 minutes	

2. Issuance of Mayor's Clearance

The Mayor's Office Clearance is issued to individuals needing this document that states that he/she has no pending case filed within the municipality. Certifications are issued to affirm the validity of information.

Office of Division:		Office of the Municipal Mayor		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Residence within the vicinity of the Municipality		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Police Clearance			PNP Sual	
Mayor's Clearance			Municipal Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Receives and checks the completeness of the required documents prepares the Clearance	None	5 minutes	Administrative Aide II Mayor's Office



2. Affix signatures and thumb mark on the clearance	2. Verifies the completeness of the required documents and reviews the clearance	None	5 minutes	Administrative Aide II Mayor's Office
3. Pay the required fee at the Municipal Treasurer's Office	3. Signs the Clearance	Php 40.00	5 minutes 5 minutes	Computer Operator IV Municipal Treasurer's Office RCC III Municipal Treasurer's Office Executive Assistant III Mayor's Office
4. Receives the clearance	4. Release the clearance	None	20minutes	Administrative Aide II Mayor's Office
	Total	Php: 40.00	20 minutes	

3. Application of LGU Scholarship Assistance

The Agency recognizes the right of each child to education thus the Scholarship Program. In the month of April, scholarship applications are accepted and processed. The qualifying examination and interview by the scholarship board are held on May. Qualifiers are given certificates of scholarship for enrolment.

Office of Division:	Office of the Municipal Mayor		
Classification:	Simple Transaction		
Type of Transaction:	Government to Citizens (G2C)		
Who may avail:	Deserving Students		
CHECKLIST REQUIREMENTS		WHERE TO SECURE	
Certificate of Grades		Concerned School where enrolled	
Certificate of registration		Concerned School where enrolled	



School ID		Concerned School where enrolled		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Check clearness of information Clearance	None	1 minute	Clerk in Charge
2. Submit requirements	2. Receives and evaluate the authenticity and completeness of documents submitted	None	5 minutes	Clerk in Charge
3. Wait for date of release of Scholarship Assistance	3. To be announce via SMS or Calls	None		Clerk in Charge
	Total		6 minutes	

4. Grant of LGU Scholarship Assistance

This refers to the provision of Financial Assistance to poor but deserving college students in order to help them in their school needs such as such as tuition fees, books or school supplies.

Office of Division:		Office of the Municipal Mayor		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Deserving Students		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Certificate of Grades		Concerned School where enrolled		
Certificate of registration		Concerned School where enrolled		
School ID		Concerned School where enrolled		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Check clearness of information Clearance	None	1 minute	Clerk in Charge



2. Submit requirements in two (2) copies	2. Receives and evaluate the authenticity and completeness of documents submitted	None	5 minutes	Clerk in Charge
3. Proceed to Municipal Treasurer's Office	3. Assist the Student	None	5 minutes	Treasurer's Office Staff
4. Receives the Scholarship Assistance		None	2 minutes	Treasurer's Office Staff
	Total		13 minutes	

5. Shielded Metal Arc Welding (SMAW) Training Program

In order for an applicant or a trainee to be included in the SMAW NCI/NCII to be provided by TESDA, he/she must have a BSRS online registration and this is being done with the assistance of PESO personnel. A qualified trainee will now undergo 34days training at SLSTC and 1day assessment at TESDA Lingayen.

Office of Division:	Office of the Municipal Mayor
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	Out of School Youth residence of the Municipality of Sual
CHECKLIST REQUIREMENTS	WHERE TO SECURE
Duly accomplished Bio Data	
Xerox copy of Form 138 (High School Card, College Diploma)	School Graduated
Xerox copy of Birth Certificate (NSO)	PSA
Barangay Clearance	Barangay where they reside
Police Clearance	PNP Sual
Medical Certificate	MHO
Xray	Any Government Hospital
Vision Evaluation	Ophthalmologist
Drug Test Result	Drug Testing Center



6 Passport Size picture white background with collar		Photoshop		
Diploma		Schools Graduated		
2pcs. 1x1		Photoshop		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements for validation	1. Validate the submitted requirements. Interview	None	5 minutes	Clerk in Charge (SLSTC/ PESO Office)
2. BSRS (Biometrics Scholarship Registration Management System) Online Registration of Applicants	2. To be assisted by staff in charge online	None	5-10 minutes	Clerk in Charge (SLSTC/ PESO Office)
3. Attend Orientation	3. To be announce via SMS or calls	None	2 hours	Clerk in Charge (SLSTC/ PESO Office)
4. Attend Training (272 hrs.)		None		Clerk in Charge (SLSTC/ PESO Office)
5. Assessment Test at TESDA Lingayen	4. Assess the trainees for assessment		1 day	Clerk in Charge (SLSTC/ PESO Office)
6. Training Graduation Rites	5. Assess the graduates		2 hours	Clerk in Charge (SLSTC/ PESO Office)
	Total		1 day, 4 hours, 15 minutes	



6. Processing / Issuance of Franchise (MTOP Case No. Form and Permits for Tricycle for Hire

The Motorized Tricycle Operator's Permit is a requirement to all franchise owners. It is a document that affirms the legitimacy of the business as well as a proof that it has complied with mandatory requirements and as settled regulatory fees and taxes due to the Municipal Government.

Office of Division:	Office of the Municipal Mayor			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Residents of Sual 18 years above who wishes to operate a tricycle for hire.			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
For New Applicant				
1. Unit (tricycle) color coded blue and white		Applicant		
2. 1 Photocopy of Official Receipt (O.R) and C.R		Applicant		
3. Deed of Sale of Motor Vehicle if the				
4. Barangay Clearance if the applicant's				
For Renewal:				
Old Mayor's permit and MTOP Case No.		Client's Copy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook and state purpose	1. Receive, review the documents and gives order of payment if validated/approved for issuance of franchise and/or permit	None	10 minutes	Administrative Aide II Mayor's Office
2. Pay to the Cashier	2. Issue Official Receipt	For New: Filing fee for Legalization - P150.00		Computer Operator IV Municipal Treasurer's Office)



		Mayor's Permit - P37.00 Franchise Fee - P40.00 Certification - P10.00 Plate No. - P100.00 Doc Stamp - P30.00 For Renewal: Filing fee for Legalization - P150.00 Mayor's Permit - P37.00 Franchise Fee - P40.00 certification - P10.00 Legal Research - P10.00 Sticker - P20.00 Doc Stamp - P30.00		
3. Receive Mayor's Permit and/or MTOP Case No. Form for New and Renewal	3. Issue Mayor's Permit and MTOP Case No.	None	10 minutes	Administrative Aide II Mayor's Office
	Total	New: Php 357.00 Renewal: Php 297.00	20 minutes	



7. Issue Order of Payment for Rent of Venue, Streamer Permit Fee, Motorcade/ Parade/ Ricorida Permit Fee

Gives Order of Payment to clients for requesting permits for streamers, motorcade permit/parade/ricorida, permit for conduct of group activities provided a written request duly approved by the Local Chief Executive.

Office of Division:		Office of the Municipal Mayor		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Clients requesting permit for posting streamers, tarpaulin and clients requesting permit for motorcade/parade/ricorida within municipality and clients who wish to rent venue for their affairs which is owned by municipality.		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Request Letter for Streamer Permit			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook for request or purpose	1. Receive request letter for individuals requesting permits and rent of venue and gives order of payment	None	10 minutes	Administrative Aide II Mayor's Office
2. Pay to the Cashier	2. Issue Official Receipt	Streamer - P100.00	10 minutes	Computer Operator IV Municipal Treasurer's Office
	Total	Php 100.00	20 minutes	