

## Subscription of Appropriate Documents

This service exercises the Mayor's Power to administer oath to applicable documents determined by the Mayor's Office.

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. (2) original copies of documents to be subscribed		1. Documents prepared by the Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register on the logbook	1. Request client to register on logbook	None	2 Minute	<i>Admin Aide VI Mayor's Office</i>
2. Proceed to the Treasury Office for the payment of fees	2. Advice client to Pay the required fees at the Treasury Office	None	3 Minutes	<i>Admin Aide VI Mayor's Office</i>
	2.1 Receive payment of subscription fees 2.2 Issue Official Receipt	P50.00	5 minutes	<i>Rev. Collection Clerk II Treasury Office</i>

3. Return to Mayor's Office and present the Official Receipt	3. Validate Official Receipt 3.1 Mayor signs document	None	10 minutes	<i>Clerk/Admin Aide VI/Mun. Mayor Mayor's Office</i>
4. Receive subscribed document	4. Issue subscribed document	None	2 minutes	<i>Clerk/Admin Aide VI Mayor's Office</i>
	TOTAL	P50.00	22 minutes	