

Payment of Mayor's Clearance Fee

Office or Division:	Treasury Office			
Classification:	Simple			
Type of Transaction :	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment		Office of the Municipal Mayor		
Fees: <ol style="list-style-type: none"> 1. Employment, scholarship, study grants and other purposes not hereunder specified – P 100.00 2. Change of name – P 500.00 3. Application for Filipino citizenship – P 1,500.00 4. Firearms Permit Application – P 500.00 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff and present order of payment	1.1. receive and review the document	None	5 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LTOO I</i>

2. Pay the computed amount	2. Compute amount to be paid and receive payment	Refer to order of payment with P 30.00 Documentary stamp tax	5 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LT00 I</i>
3. Receive Official receipt	3. Release Official receipt.	None	3 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LT00 I</i>
	TOTAL	Refer to fees above	13 minutes	