

## 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>PROCES SING TIME</b> | <b>PERSON RESPONSIB LE</b>                               |
| 1. Register on the logbook                                   | 1. Request client to register on logbook                         | None                                | 2 Minute                | <i>Admin Aide VI<br/>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<br/>Mayor's Office</i>                  |
|  | Receive payment of subscription fees<br>Issue Official Receipt   | P50.00                              | 5 minutes               | <i>Rev. Collection Clerk II<br/>Treasury Office</i>      |
| 3. Return to Mayor's Office and present the Official Receipt | 3. Validate Official Receipt<br>Mayor signs document             | None                                | 10 minutes              | <i>Clerk/Admin Aide VI/Mun. Mayor<br/>Mayor's Office</i> |
| 4. Receive subscribed document                               | 4. Issue subscribed document                                     | None                                | 2 minutes               | <i>Clerk/Admin Aide VI<br/>Mayor's Office</i>            |
|  | TOTAL  | P50.00                              | 22 minutes              |  |