

OFFICE OF THE CITY MAYOR

EXTERNAL SERVICES



1. ISSUANCE OF MAYOR'S CERTIFICATION

Mayor's Certification is a formal attestation/verification/confirmation of certain characteristics of a person or organization.

OFFICE OR DIVISION	Office of the City Mayor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All Residents of the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Client Information Form		Office of the City Mayor		
For Certification to Solemnize Marriage				
Proof of attendance in an orientation seminar conducted by Philippine Statistics Authority for Solemnizing Officers		PSA		
Certified True Copy of Certificate of Ordination issued by the church		Issuing Church		
Proper endorsement from the Head of the Religious Sector		Church		
Copy of Appointment as a Priest		Church		
For Certification of Church Existence				
Proper endorsement from the Head of the Religious Sector		Church		
Barangay Certificate (certifying the existence of the church in the area)		Respective Barangay		
For Certification of Non-Taxable				
Barangay Certificate (certifying the present status of the requesting party)		Respective Barangay		
For Certification of HOA for Tax Exemption				
Letter of Intent addressed to the City Mayor		Client		
Present endorsement from FIHAI for validity of request		Respective Home Owners Association		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1.1 Assess the submitted requirements. 1.2 Issue order of payment.	None	5 minutes	Janis dela Cruz; Marianne Alcoseba; Ma. Jane Camu
2. Pay the required fee at the City Treasurer's Office	2. Receive the payment and issue the O.R.	Mayor's Certification (Local) – Php 50.00 Mayor's Certification for Red Ribbon – Php 150.00	3 minutes	City Treasurer's Office

3. Present the Official Receipt (OR) and claim the return slip.	3.1 Release the return slip.	None	3 minutes	Janis dela Cruz; Marianne Alcoseba; Ma. Jane Camu
	3.2 Process the request.	None	5 minutes	Miko Arianne Racelis Nicole Kyle Bungay Marie Grace Sapitanan
	3.3 Review the document.	None	3 minutes	Cecile Foz
	3.4 Present the document to the City Mayor for the signature.	None	1 day	Cecile Foz; Joan Mary Crisostomo; Ana Luna Bejerano
4. Present the return clip and claim the document.	4. Release the document.	None	2 minutes	Janis dela Cruz; Marianne Alcoseba; Ma. Jane Camu
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on purpose	1 day, 21 minutes	

Note: Turn Around Time depends on the availability of the City Mayor.



2. ISSUANCE OF MAYOR'S CLEARANCE

Mayor's Clearance is a document issued to an individual or organization that needs verification for foreign/local employment, firearms license, marriage requirements and other legal purposes.

OFFICE OR DIVISION	Office of the City Mayor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All Residents of the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Client Information Form		Office of the City Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirement.	1.1 Assess the submitted requirement. 1.2 Issue order of payment	None	5 minutes	Janis dela Cruz; Marianne Alcoseba; Ma. Jane Camu
2. Pay the required fee at City Treasurer's Office.	2. Receive the payment and issue the O.R.	Mayor's Clearance for LTOPF – Php50.00 Mayor's Clearance for Overseas Employment – Php150.00 Mayor's Clearance for Tax Document for Foreign Countries – Php50.00 Mayor's Clearance for Other Purposes – Php50.00	3 minutes	City Treasurer's Office
3. Present the Official Receipt (OR) and claim the return slip.	3.1 Release the return slip.	None	3 minutes	Janis dela Cruz; Marianne Alcoseba; Ma. Jane Camu
	3.2 Process the request.	None	5 minutes	Miko Arianne Racelis

	3.3 Review the document.	None	3 minutes	Nicole Kyle Bungay Cecile Foz
	3.4 Present the document to the City Mayor for the signature.		1 day	Cecile Foz; Joan Mary Crisostomo; Ana Luna Bejerano
4. Present the return slip and claim the document.	4. Release the document		2 minutes	Janis dela Cruz; Marianne Alcosoba; Ma. Jane Camu
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on purpose	1 day, 21 minutes	

Note: Turn Around Time depends on the availability of the City Mayor.



3. ISSUANCE OF MAYOR'S PERMIT

Mayor's Permit is a document issued to an individual or organization stating the permission or approval to establish, operate or conduct any business, trade or activity within the city.

OFFICE OR DIVISION	Office of the City Mayor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business			
OFFICE OR DIVISION	Office of the City Mayor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Client Information Form		Office of the City Mayor		
For Mayor's Permit for MERALCO Application				
Meralco Yellow Card		City Engineering Office		
Meralco Application Requirements		City Engineering Office		
Mayor's Routing Slip		City Engineering Office		
For Mayor's Permit for Fireworks				
BPLO Assessment		Business Permits and Licensing Office, Ground Floor, Imus City Hall		
Police Clearance		Philippine National Police – Imus beside Imus Cathedral		
BFP Clearance		Bureau of Fire Protection – Imus in Imus Public Market		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Assess the submitted requirements.	None	5 minutes	Janis dela Cruz; Marianne Alcosoba; Ma. Jane Camu
	1.2 Issue order of payment			
2. Pay the required fee at City Treasurer's Office	2. Receive the payment and issue the O.R.	Mayor's Permit for Meralco Application – Php 50.00 Mayor's Permit for Fireworks – Php50.00	3 minutes	City Treasurer's Office
3. Present the Official Receipt (OR) and claim the return slip.	3.1 Release the return slip.	None	3 minutes	Janis dela Cruz; Marianne Alcosoba; Ma. Jane Camu



	3.2 Process the request.	None	5 minutes	Miko Arianne Racelis; Nicole Kyle Bungay
	3.3 Review the document.	None	3 minutes	Cecile Foz
	3.4 Present the document to the City Mayor for the signature.	None	1 day	Cecile Foz; Joan Mary Crisostomo; Ana Luna Bejerano
4. Present the return slip and claim the document.	4. Release the document	None	2 minutes	Janis dela Cruz; Marianne Alcoceba; Ma. Jane Camu
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on purpose	1 day, 21 minutes	

Note: Turn Around Time depends on the availability of the City Mayor.



4. ISSUANCE OF MAYOR'S ENDORSEMENT/REFERRAL

Mayor's Endorsement/Referral is a correspondence provided to individuals or organization seeking employment, sponsorship or any form of assistance.

OFFICE OR DIVISION	Office of the City Mayor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
OFFICE OR DIVISION	Office of the City Mayor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Client Information Form		Office of the City Mayor		
For Referral for Medical Assistance				
Medical Abstract/Medical Certificate		Attending physician		
For Endorsement for School				
School credentials		Issuing School		
For Endorsement for Job Application				
Curriculum Vitae		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the submitted requirements	None	5 minutes	Janis dela Cruz; Marianne Alcosoba; Ma. Jane Camu
2. Claim return slip.	2.1 Release the Return Slip	None	3 minutes	Janis dela Cruz; Marianne Alcosoba; Ma. Jane Camu
	2.2 Process the document	None	5 minutes	Miko Arianne Racelis; Nicole Kyle Bungay
	2.3 Review the document	None	3 minutes	Cecile Foz
	2.4 Present the document to the City Mayor for the signature	None	1 day	Cecile Foz; Joan Mary Crisostomo; Ana Luna Bejerano



3. Present the return slip and receive the document.	3. Release the document	None	2 minutes	Janis dela Cruz; Marianne Alcoseba; Ma. Jane Camu
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on purpose	1 day, 18 minutes	

Note: Turn Around Time depends on the availability of the City Mayor.



5. ISSUANCE OF MAYOR'S AUTHENTICATION

Mayor's Authentication is issued to certify authenticity of original or photocopied documents for submission on local or international agencies.

OFFICE OR DIVISION	Office of the City Mayor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
OFFICE OR DIVISION	Office of the City Mayor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Client Information Form		Office of the City Mayor		
Original documents to be authenticated		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1.1 Assess the submitted requirements. 1.2 Issue order of payment	None	5 minutes	Janis dela Cruz; Marianne Alcoseba; Ma. Jane Camu
2. Pay the required fee at City Treasurer's Office	2. Receive the payment and issue the O.R.	Authentication (Local) – Php 50.00 Succeeding pages (Local) – Php 1 0.00/page Authentication (Abroad) – Php 150.00 Succeeding pages (Abroad) – Php 50.00/page	3 minutes	City Treasurer's Office
3. Present the Official Receipt (OR) and claim the return slip.	3.1 Release the return slip	None	5 minutes	Janis dela Cruz; Marianne Alcoseba; Ma. Jane Camu
	3.2 Process the document	None	7 minutes	Miko Arianne Racelis Nicole Kyle Bungay

	3.3 Present the document to the City Mayor for the signature	None	1 day	Cecile Foz; Joan Mary Crisostomo; Ana Luna Bejerano
4. Present the return slip and receive the document	4. Release the document	None	2 minutes	Janis dela Cruz; Marianne Alcosoba; Ma. Jane Camu
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on purpose	1 day, 20 minutes	

Note: Turn Around Time depends on the availability of the City Mayor.



6. REQUEST FOR MAYOR'S MATRIMONIAL SERVICES

The Local Chief Executive has the duty and responsibility to solemnize marriage as stated in Section 455 (b) (1) (xviii) of the Local Government Code of 1991.

OFFICE OR DIVISION	Office of the City Mayor			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen			
OFFICE OR DIVISION	Office of the City Mayor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Client Information Form		Office of the City Mayor		
Marriage License		City Civil Registrar's Office, 2 nd Floor, Imus City Hall		
List of Sponsors		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Assess the submitted requirements 1.2 Issue order of payment	None	5 minutes	Grace Sapitanan
2. Pay the required fee at City Treasurer's Office	2. Receive the payment and issue the O.R.	Solemnization Fee – Php 50.00 Notarial Fee – Php100.00 (For couples administered under Article 34)	3 minutes	City Treasurer's Office
3. Present the O.R.	3. Schedule the wedding and orient the client(s)	None	15 minutes	Grace Sapitanan
Fill-out the Client Satisfaction Rating Form				
TOTAL		Php 150.00	23 minutes	

7. REQUEST FOR MAYOR'S OATH TAKING SERVICES

Section 41 of Executive Order No. 292 otherwise known as "Instituting the Administrative Code of 1987" stated that (1) city mayor has general authority to administer oath in the service of the government of the Philippines whose appointment is vested in the President.

OFFICE OR DIVISION	Office of the City Mayor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
OFFICE OR DIVISION	Office of the City Mayor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Client Information Form		Office of the City Mayor		
For Homeowners' Association				
List of Officers		Respective Home Owners Association		
Endorsement from Federation of Imus Homeowners Association, Inc. (FIHAI)		FIHAI Office, 2 nd Floor, Imus Terminal Mall, Imus Public Market		
For Barangay Officials				
Endorsement from DILG		DILG Office, 2 nd Floor, beside Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1.1 Assess the submitted requirements.	None	5 minutes	Grace Sapitanan
	1.2 Schedule the oath taking and prepare the documents	None	10 minutes (stop time)	
2. Attend scheduled oath taking ceremony.	2.1 Oath Taking Ceremony	None	30 minutes	
	2.2 Release the oath taking documents		3 minutes	
Fill-out the Client Satisfaction Rating Form				
TOTAL		None	48 minutes	

8. REQUEST FOR FINANCIAL ASSISTANCE

The City Mayor can provide financial assistance to any individual or organization duly registered in the city for additional funding on their activities.

OFFICE OR DIVISION	Office of the City Mayor			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	Any association organized for public purposes; Any sports fest or league to be conducted within the jurisdiction of the City of Imus; Accredited Homeowners' Associations; Organizers for any competitions, seminars and trainings within the jurisdiction of the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Client Information Form		Office of the City Mayor		
Financial Assistance letter addressed to Hon. Emmanuel L. Maliksi		Client		
Photocopy of a Valid ID		Client		
For Trainings/Seminars/Competitions				
Invitation with the date, time and venue of the event		Event Organizing Committee		
Training Design and appropriations of any event				
For Sportsfest/League				
List of players and coaches		Client		
Certification from the Barangay Captain attesting their participation		Respective Barangay		
Homeowners' Association				
Board Resolution stating the request		Homeowners' Association		
List of officers		Homeowners' Association		
For Barangay				
Barangay Resolution		Respective Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Assess the request letter.	None	5 minutes	Cecile Foz; Joan Mary Crisostomo; Ana Luna Bejerano
	1.2 Present the letter to the City Mayor for notation.	None	1 day	
	1.3 Forward the noted letter of request for processing	None	3 minutes	Emia Colin Tapawan

	1.4 Process the financial assistance.	None	3 days	City Treasurer's Office
2. Submit the Official Receipt (O.R.)	2. Release of Check	None	3 minutes	City Treasurer's Office
Fill-out the Client Satisfaction Rating Form				
TOTAL		None	4 days, 11 minutes	

NOTE: An individual or entity may be granted of financial assistance only once every quarter as long as their purpose is within the guidelines or subject for evaluation.



9. REQUEST FOR SCHOLARSHIP ASSISTANCE

The City Mayor provides scholarship assistance to qualified students to augment their funds to continue their education.

OFFICE OR DIVISION	Office of the City Mayor			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents in the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Scholarship Information/Evaluation Form		Office of the City Mayor		
Letter Request addressed to the Mayor		Client		
Latest Report Card not lower than 85% (High School)/Certification of Grades (College)		School/University		
Present Registration/Enrollment Card (with assessment of tuition fees)		School/University		
School Certification of Good Moral Character (Original Copy)		School/University		
Certification from Barangay (Original Copy)		Respective Barangay		
CSWDO Certification of Indigency of parents/guardian (Original Copy)		City Social Welfare and Development Office, 1 st Floor, Imus City Hall		
Birth Certificate (Photo copy)		Client		
Photocopy of Voter's Registration or COMELEC ID of Parents and student aged 18y/o above		COMELEC		
1x1 Picture (1 copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to the Legal Office	1.1 Assess the submitted requirements	None	5 minutes	Edwin Malicsi; Neriza Nerona
	1.2 Provide the Scholarship Routing Slip	None	5 minutes	
	1.3 Present the Scholarship Routing Slip to the City Mayor for the signature	None	1 day	
	1.4 Processing of Scholarship Assistance	None	3 weeks	
2. Submit the Official Receipt (O.R.)	2. Release the Check	None	5 minutes	City Treasurer's Office
Fill-out the Client Satisfaction Rating Form				
TOTAL		None	3 weeks	



OFFICE OF THE CITY MAYOR

INTERNAL SERVICES



1. DOCUMENTS FOR SIGNATURE OF THE LOCAL CHIEF EXECUTIVE

Most outgoing documents require the signature of the Local Chief Executive. The office mandatory records all documents to be signed by the City Mayor.

OFFICE OR DIVISION	Office of The City Mayor			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All employees of the City Government of Imus; All residents in the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document for signature		Client; Respective Departments/Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1.1 Record the submitted documents	None	3 minutes	Cecile Foz; Joan Mary Crisostomo; Ana Luna Bejerano
	1.2 Present the document to the City Mayor for the signature	None	1 day	
2. Receive the document.	2. Release the document	None	3 minutes	Joan Mary Crisostomo; Ana Luna Bejerano
Fill-out the Client Satisfaction Rating Form				
TOTAL		None	1 day, 6 minutes	