



Republic of the Philippines
Province of Surigao del Sur
Municipality of Carmen

OFFICE OF THE MUNICIPAL MAYOR

Second Floor of Municipal Building
Carmen, Surigao del Sur

Hon. Jane V. Plaza - Municipal Mayor

The Office of the Municipal Mayor exercises general supervision and control all programs, projects, services and activities of the Municipality. It imposes all laws and ordinances relative to the governance of the Municipality and in the exercise of the appropriate corporate powers provided for under Sec. 22 of the Local Government Code. This also implements all policies, programs, projects, services and activities of the LGU.

VISION:

“AN AGRO-INDUSTRIAL OF SURIGAO DEL SUR, MANAGED BY ITS DYNAMIC LEADERS IN RESILIENT PARTNERSHIP WITH THE EMPOWERED, PROGRESSIVE AND GOD-LOVING COMMUNITY IN A BALANCED AND SUSTAINABLE ECOLOGY”

MISSION:

“TO HARNESS EVERY CARMENANON’S COMPETENCE IN A THRIVING AGRO-INDUSTRIAL ECONOMY ANCHORED ON A MODERNIZED TECHNOLOGY AND VIABLE MARKET LINKAGES FOR EFFECTIVE AND EFFICIENT DELIVERY OF QUALITY BASIC SERVICES”

FRONTLINE SERVICES

(Office of the Mayor)

- 1. SECURING OF MAYOR'S BUSINESS PERMIT**
- 2. SECURING OF MAYOR'S PERMIT TO CONDUCT CARAVAN**
- 3. SECURING PERMIT ON ALL ADVERTISING AND PROMOTIONAL ACTIVITIES**
- 4. SECURING MAYOR'S PERMIT TO HOLD RECREATIONAL ACTIVITIES**
- 5. SECURING OF MAYOR'S CLEARANCE & CERTIFICATE OF GOOD MORAL CHARACTER**
- 6. SECURING OF REFERRALS AND RECOMMENDATION AND OTHER CORRESPONDENCE**
- 7. SECURING OF OATH OF OFFICE**

Type of Service : SECURING OF MAYOR’S PERMIT FOR BUSINESS

Schedule of Availability of Service :Monday to Friday - 8:00am to 5:00am (No noon Break)

Who May Avail of the Service : Business Sector

How to avail of the service:

Step	ACTIVITY		Duration of Activity	Person In-charge	Fees	Form
	Applicant/Client	Service Provider				
1	Proceed to designated BPLO @ treasure’s for filing of business application form and payment of business tax	Provide client with briefing/ instructions Advice the client to proceed to mayor’s office	15 minutes	Ms. Mary Jane Cantutay MTO Collectors		Business form & OR
2	Proceed to the Office of the mayor and submit the business application form and the official receipt	Evaluate the business form and receipt Prepared, assigned number & printed the business permit and submit to mayor for approval	10 minutes	MINDA & MAYOR JANE	Depending on the type of business	Business form & OR
3	Received the approved mayor’s business permit	Release and file the document	2 minutes	MINDA NENE		
END OF THE TRANSACTION						

Type of Service : **SECURING OF MAYOR'S PERMIT TO CONDUCT CARAVAN**

Schedule of Availability of Service : Monday to Friday - 8:00am to 5:00am (No noon Break)

Who May Avail of the Service : **Stakeholders**

How to avail of the service:

Step	ACTIVITY		Duration of Activity	Person In-charge	Fees	Form
	Applicant/Client	Service Provider				
1	Inform or submit request letter to the receiving clerk or employee-in-charge.	Receive/review the letter request and issue order of payment and advise client to pay at the Municipal Treasurer's Office	2 minutes	MINDA		
	Pay at the treasurer's office	Process payment and issue official receipt (OR)	5 minute	MTO COLLECTORS	P100.00	Order Of Payment
2	Go back to Mayor's Office and present OR and wait for the request to be processed	The Records Officer or a clerk prepares the permit and submit for approval of the request	10 minute	MINDA		
		Municipal Mayor approves the permit.	1 minute	MAYOR Jane		
3	Receive approve permit	Release and file request	1 minute	MINDA NENE		

END OF THE TRANSACTION

ADVERTISING AND PROMOTIONAL ACTIVITIES

Schedule of Availability of Service :Monday TO Friday - 8:00am to 5:00am (No noon Break)

Who May Avail of the Service :Business Sector/Stakeholders

How to avail of the service:

Step	ACTIVITY		Duration of Activity	Person In-charge	Fees	Form
	Applicant/Client	Service Provider				
1	Inform or submit request letter to the receiving clerk or employee-in-charge.	Receive/review the letter request and issue order of payment and advise client to pay at the Municipal Treasurer's Office	5 minutes	MINDA	Base on tax code	Order Of Payment
	Pay at the treasurer's office	Process payment and issue official receipt (OR)				
2	Go back to Mayor's Office and present OR and wait for the request to be processed	The Records Officer or a clerk prepares the permit and submit for approval of the request	10 minute	MINDA NENE		
		Municipal Mayor approves the permit.	1 minute	MAYOR JANE		
3	Receive approved permit	Release and file request. Post in the board of information.	1 minute	MINDA NENE		
END OF THE TRANSACTION						

Type of Service

**: SECURING MAYOR'S PERMIT
TO HOLD RECREATIONAL ACTIVITIES**

Schedule of Availability of Service

:Monday to Friday - 8:00am to 5:00am (No noon Break)

Who May Avail of the Service

:Business Sector/Stakeholders

How to avail of the service:

Step	ACTIVITY		Duration of Activity	Person In-charge	Fees	Form
	Applicant/Client	Service Provider				
1	Inform or submit request letter to the receiving clerk or employee-in-charge.	Conduct short briefing for the requirements and issue order of payment and advise client to pay at the Municipal Treasurer's Office	2 minutes	MINDA		
	Pay at the treasurer's office	Process payment and issue official receipt (OR)	5 minute	MTO COLLECTORS	Base on tax code	Order Of Payment
2	Go back to Mayor's Office and present OR and wait for the request to be processed	The Records Officer or a clerk prepares the permit and submit for approval of the request Municipal Mayor approves the permit.	10 minute	MINDA MAYOR JANE		
3	Receive approve permit	Assigned #, release and file request	1 minute	MINDA NENE MARGA		
END OF THE TRANSACTION						

Type of Service

**: SECURING OF MAYOR'S CLEARANCE &
CERTIFICATE OF GOOD MORAL CHARACTER**

Schedule of Availability of Service :Monday to Friday - 8:00am to 5:00am (No Noon Break)

Who May Avail of the Service :Business Sector/Stakeholders

How to avail of the service:

Step	ACTIVITY		Duration of Activity	Person In-charge	Fees	Form
	Applicant/Client	Service Provider				
1	Inform or submit request letter to the receiving clerk or employee-in-charge.	Receive/review the letter request and issue order of payment and advise client to pay at the Municipal Treasurer's Office	2 minutes	MINDA		
	Pay at the treasurer's office	Process payment and issue official receipt (OR)	5 minute	MTO COLLECTORS	Base on tax code	Order Of Payment
2	Go back to Mayor's Office and present OR and wait for the request to be processed	The Records Officer or a clerk prepares the permit and submit for approval of the request Municipal Mayor approves the permit.	10 minute	MINDA MAYOR JANE		
3	Receive approve permit	Release and file request	1 minute	MINDA NENE		
END OF THE TRANSACTION						

Type of Service : **SECURING OF REFERRALS, RECOMMENDATIONS AND OTHER CORRESPONDENCE**

Schedule of Availability of Service :Monday to Friday - 8:00am to 5:00am (No noon Break)

Who May Avail of the Service :**Citizens of the Municipality**

How to avail of the service:

Step	ACTIVITY		Duration of Activity	Person In-charge	Fees	Form
	Applicant/Client	Service Provider				
1	Inform the receiving clerk or employee-in-charge of your transactions	Conduct briefing and ask personal information of the clients and inform the municipal mayor.	2 minutes	MINDA/		
2		The Records Officer or a clerk prepares the document and submit for signing of the municipal mayor Municipal Mayor approves the permit.	10 minute	MINDA MAYOR JANE		
3	Receive the document	Release and file document	1 minute	MINDA NENE		
END OF THE TRANSACTION						

Type of Service : **SUBSCRIPTION OF OATH OF OFFICE, AFFIDAVITS AND OTHER DOCUMENTS**

Schedule of Availability of Service :Monday to Friday - 8:00am to 5:00am (No noon Break)

Who May Avail of the Service :**Citizens of the Municipality**

How to avail of the service:

Step	ACTIVITY		Duration of Activity	Person In-charge	Fees	Form
	Applicant/Client	Service Provider				
1	Proceed to Mayor's Office and inform the receiving desk of the purpose	Provide client with briefing/ instructions Advise the client to proceed to MTO for payment	3 minutes	MINDA		Oath of Office
2	Proceed to the Office of the Treasure for payment	Process payment and issue official receipt (OR)	3 minutes	MTO Collectors	P100.00	
3	Submit the OR to the receiving desk	Encode/type data information and print the document Submit the printed document for LCE 's signature	10 minutes	MINDA & MAYOR JANE		
	Receive the document	Release and file the document	1 minute	MINDA		
END OF THE TRANSACTION						