

MUNICIPAL MAYOR'S OFFICE

VISION

A model office where its personnel are the greatest resource and asset as corps of dedicated and responsive servant-leaders catering the needs of every constituent who deserves efficient and effective quality service through the guidance of God Almighty.

MISSION

Delivering quality services in behalf of our constituents for their general welfare and well-being in the most efficient and effective system of public service guided by the Holy Spirit of our Supreme Creator.

MOTTO

We serve with a Smile!

ISSUANCE OF COMMUNITY MORTGAGE PLAN CERTIFICATE

Schedule of Availability of Service:

Monday-Friday, 8:00 am to 5:00pm without noon break

Who May Avail of the Service:

Residents of San Rafael applying for new electric meter

What are the Requirements:

Barangay Clearance

Certificate of Electrical Inspection (CEI)

Duration:

13 minutes

How to Avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Mayor's Office and present complete requirements	Assess submitted requirements and Issue order of payment Prepare certificate	5 minutes	Administrative Assistant I	None	Order Payment Form
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	P50.00	Accountable Form No. 51/Official Receipt
3	Return to the Mayor's Office Present OR and claim certificate	Log and release certificate	3 minutes	MO Staff	None	Community Mortgage Plan Certificate
END OF TRANSACTION						

ISSUANCE OF ENDORSEMENT AND RECOMMENDATION

Schedule of Availability of Service:

Monday-Friday, 8:00 am to 5:00pm without noon break

Who May Avail of the Service:

Residents of San Rafael

What are the Requirements:

- A. FOR ENDORSEMENT OF MEDICAL/FINANCIAL ASSISTANCE:
 - Barangay Clearance
 - Medical Abstract
 - Social Case Study Report
- B. FOR FRANCHISE ENDORSEMENT:
 - Tricycle Franchise
 - Driver's License
 - Official Receipt/Certificate of Registration of Motorcycle
 - TODA Certificate
- C. FOR RECOMMENDATION LETTER:
 - Barangay Clearance
 - Resume

Duration:

13 minutes

How to Avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Mayor's Office and present complete requirements	Check submitted requirements and prepare the requested document. Issue order of payment (for franchise endorsement and recommendation letter)	5 minutes	Administrative Assistant I	None	Order Payment Form
2	Pay at the Treasurer's Office	Accept payment and issue Official Receipt (OR)	5 minutes	Revenue Collection Clerk II	Php50.00 (for recommendation letter/franchise endorsement)	Accountable Form No. 51/Official Receipt
3	Return to the Mayor's Office Claim Endorsement. Present OR (for franchise endorsement/recommendation letter)	Log and release requested document. Check OR (for franchise endorsement/recommendation letter)	3 minutes	Administrative Assistant I	None	
END OF TRANSACTION						