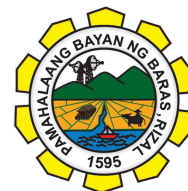




Office of the Municipal Mayor

Frontline Services



1. GRANTING MAYOR'S PERMIT TO HANG STRAMER, MOTORCADE, AND PROMOTIONAL SALE PERMIT OF THE ACTIVITIES

All group and entities that wish to stage a parade, motorcade, promotional sale, dance permits and other activities within the Municipality. They must secure a permit prior to the scheduled activity. This is done to secure coordination, order, traffic management and safety of the participants and spectators.

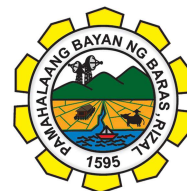
Office or Division:		Office of the Municipal Mayor		
Classification		Simple		
Type of Transaction:		G2B – Government to business entity, G2C – Government to transacting public		
Who may avail:		Businesses and General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit letter request addressed to the Municipal Mayor to hang streamers, conduct promotional sale of the products and other activity	1.1 The staff will receive the request	Motorcade ₱ 500.00 Streamer ₱ 50.00 / Piece Promotional Sale ₱ 500.00 / Day	5 MINUTES	Mayor's Office Staff Mayor's Office
2 Proceed to the MTO and present the received or acknowledged letter request	2.1 Secure and validates presented letter request duly acknowledge by the office of the Mayor		2 MINUTES	Treasurer's Staff Treasurer's Office
3 Pay at the Treasurer's Office the corresponding fee.	3.1 Collect payment receipt		3 MINUTES	Treasurer's Staff Treasurer's Office
4 Receive the prepared and approved permit for the activity.	4.1 Release permit		25 MINUTES	Mayor's Office Staff Mayor's Office
TOTAL			40 MINUTES	



2. ISSUANCE OF MAYOR'S PERMIT CLEARANCE

Serves as pre-requisite for employment, enrollment, firearm and travel abroad.

Office or Division:	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	Community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate		Treasurer's Office		
Barangay Clearance		Barangay Hall		
Police Clearance		PNP Station		
CLIENT STEPS	ANGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Inform the Mayor's staff for the issuance of Mayor's Clearance. Submit all the requirements	1.1 Secure and verifies submitted requirements	₱ 100.00	5 MINUTES	Mayor's Office Staff Mayor's Office
2 Proceed to the MTO and pay the corresponding fees	2.1 Collect payment receipt		5 MINUTES	Treasurer's Staff Treasurer's Office
3 Sign the Mayor's Clearance. Wait for it to be signed by the Mayor	3.1 Proceed to Mayor / Administrator's office and secure the signature of the Mayor		30 MINUTES	Mayor's Office Staff Mayor's Office
4 Received the duly signed Mayors Clearance	4.1 Release Mayor's Clearance		5 MINUTES	Mayor's Office Staff Mayor's Office
TOTAL			45 MINUTES	



3. PROVISION OF THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) TO CONDUCT TECHNOLOGY AND SKILL TRAINING

All group and entities that wish to go training technology and skill to be used in their employment requirement.

Office or Division:	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	Community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate		Treasurer's Office		
Barangay Clearance		Barangay Hall		
Police Clearance		PNP Station		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Inform the PESO Manager about the training	1.1 The PESO Manager conduct interview and secure the requirements	NONE	5 MINUTES	<i>Pesos Manager Mayor's Office</i>
2 Inform the client the schedule of training	2.1 Conduct Training		AS SCHEDULED	<i>Pesos Manager Mayor's Office</i>
TOTAL				5 MINUTES



4. PROVISION OF THE SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENT (SPES)

The SPES is mandated under R.A. No. 7323. The program aims to help poor but deserving students pursue their education by providing employment during summer vacation.

This program is conducted yearly. Participants are employed for a minimum of 15 days ad maximum of 45 days during summer break. A minimum wage is given to every participant where 60% is paid by the employer the Municipal Government and 40% is paid by the Department of Labor and Employment (DOLE).

Office or Division:	Office of the Municipal Mayor			
Classification	Complex			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	Student or Out of School Youth (15-25 Years Old)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance		Barangay Hall		
Latest school grade (1 Photo Copy)		School Office		
Original copy of Birth Certificate		MCR / PSA		
BIR Certificate or ITR <i>Showing income does not exceed to P36,000.00 Annualy</i>		BIR		
1x1 ID Picture (3 Copy)		Client		
Form 138 for High School		School Office		
School Certification of student passing last year/semester		School Office		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Go to PESO Manager and fill out Registration form for participating students	1.1 Secures duly accomplished Registration form and conducts preliminary evaluation	NONE	15 MINUTES	<i>Pesos Manager</i> Mayor's Office
2 Go back to the PESO Manager to check if you qualified for the SPES Program Submit requirements	2.1 Inform applicant whether they qualified for the program. Secure requirements and advice the applicant for the final interview		20 MINUTES	<i>Pesos Manager</i> Mayor's Office
3 To qualify for the program, you have to be present during the final interview	3.1 Conduct final interview together with the Provincial PESO Manager and representative from DOLE		60 MINUTES	<i>DOLE Representative</i> Provincial Representative DOLE / Provincial PESO
TOTAL			95 MINUTES	

FOR SPES RECIPIENTS

CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Proceed to Municipal Hall to attend orientation. After the orientation, fill-up the Employment Contract. You will be advised when the job will commence.	1.1 Conducts orientation. Collect SPES employment contract 1.2 Advise SPES of the start of the job	NONE	60 MINUTES	<i>Pesos Manager</i> Mayor's Office
2 report to the PESO manager on the first day of employment. You will be briefed of your work assignment	2.1 Brief the SPES recipients for their work assignment		15 MINUTES	<i>Pesos Manager</i> Mayor's Office
3 After the end of employment, report to the PESO Manager for signing of termination report and Employment Certification. Submit your DTR for processing of the payroll	3.1 Sign Termination Report and Certificate of Employment secure DTR and process payroll		30 MINUTES	<i>Pesos Manager</i> Mayor's Office
4 Got to Prov'l meeting place for the release of 60% payroll	4.1 Release of 60% payroll		360 MINUTES	<i>DOLE Representative</i> DOLE
5 Go back for release of 40% from DOLE office	5.1 Release of 40% payroll		60 MINUTES	<i>DOLE Representative</i> DOLE <i>Provincial Representative</i> Provincial PESO
TOTAL			525 MINUTES	



5. PROVISION OF THE OVERSEAS EMPLOYMENT FACILITATION SERVICES

The Municipal PESO assists various placements agencies in conduction requirements in Baras, Rizal. This Office ensures that these agencies are authorized by the POEA with the corresponding Provincial Recruitment Authority.

Office or Division:		Office of the Municipal Mayor		
Classification		Complex		
Type of Transaction:		G2B – Government to business entity, G2C – Government to transacting public		
Who may avail:		Businesses and General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bio-data with recent picture		Client		
NBI Clearance		NBI		
Birth Certificate		MCR / PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Go to PESO Manager and fill out Registration form for participating	1.1 Secures duly accomplished Registration form and conducts preliminary evaluation	NONE	15 MINUTES	<i>Pesos Manager</i> Mayor's Office
2 Go back to the PESO Manager to check if you qualified for the prog. Submit requirements	2.1 Inform applicant whether they qualified for the program. Secure requirements and advice the applicant for the final interview		20 MINUTES	<i>Pesos Manager</i> Mayor's Office
3 To qualify for the program, you have to be present during the final interview	3.1 Conduct final interview together with the Provincial PESO Manager		60 MINUTES	<i>DOLE Representative</i> Provincial Representative DOLE / Provincial PESO
TOTAL			95 MINUTES	



6. EMPLOYMENT AT THE MUNICIPAL GOVERNMENT

Employment opportunities in the Municipal Government are open to all qualified men and women provided that they meet the minimum requirements of the positions to be filled.

Job vacancies are posted at the bulletin boards of the Municipal hall for the information of the Municipal employees as well as the perspective applicants. Applications for employments should be submitted to the Office of the Mayor or to the Office of the Administrator

Office or Division:		Office of the Municipal Mayor		
Classification		Complex		
Type of Transaction:		G2B – Government to business entity, G2C – Government to transacting public		
Who may avail:		Businesses and General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bio-data with recent picture		Client		
NBI Clearance		NBI		
Birth Certificate		MCR / PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Proceed to the Municipal Hall and check the HRMO Bulletin Board for Notice of job vacancies. You may also inquire from the HRMO	1.1 Answers queries on job vacancies		5 MINUTES	HRMO Administrative Officer HRMO
2 Submit an application letter specifying the position applied for together with the requirements. Wait for the notice/advice from the HRMO	2.1 Receives application letter and other requirement submitted by the applicant. Informs the applicant to wait for further notice		5 MINUTES	HRMO Administrative Officer HRMO

3	Submit yourself to a preliminary interview, during which your qualification will be evaluated. At the end of the interview, you will be notified if you meet	3.1 Conducts preliminary interview & evaluates applicants qualification. If qualified, advises applicant of the schedule of interview and assessment to be	NONE	60 MINUTES	HRMO Administrative Officer HRMO
4	Proceed to the Municipal Hall and provide the necessary information during the interview to be conducted by the Personnel Selection Board. You will receive a	4.1 Conducts interview and assessment		20 MINUTES	Peronnel Selection Board
5	If you pass the PSB evaluation and are for appointment, you will receive a letter informing you to report to HRMO and submit the complete requirements, you will be notified of the date of hiring	5.1 Secure requirements and informs applicant of official date of hiring		60 MINUTES	HRMO Administrative Officer HRMO
TOTAL				150 MINUTES	