

# OFFICE OF THE CITY ADMINISTRATOR

## REVIEW/APPROVAL OF VARIOUS DOCUMENTS

Review application/issuance of Travel Authority, Mayor's Clearance, Zoning Clearance, Motorcade/Parade Permit, Film Shooting Permit, Order of Payment for OVR/Locational Clearance, and issuance of Orders, Directives, Memoranda.

<b>Office or Division:</b>	<b>City Administrator's Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Business Establishment and other persons who need permits/clearances.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Mayor's Clearance -Barangay Clearance Certificate - Police Clearance Certificate - Court Clearance Certificate - Proof of Payment Motorcade/Parade Permit - Letter Request - Route - Proof of Payment Film Shooting Permit - Letter Request - Authority for the use of the location, if private - Proof of Payment Travel Authority (for employees) - Approved Leave Application		Barangay San Juan Police Station RTC Treasury Office  Supplied by applicant Supplied by applicant Treasury Office  Supplied by applicant  Treasury Office  CHRDD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits request	Receiving of various Documents (e.g. Travel Authority, Orders, Directives, Memorandum, Mayor's Clearance, Zoning Clearance; Motorcade/Parade Permit, Order of payment for OVR/ Locational Clearance)		5 minutes	Administrative aide
	2. Validation of documents		10 minutes	Executive Assistant
	3. Approval/ Disapproval of request		1 hour	City Administrator

	4. Releasing of documents		3 minutes	Administrative Aide
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**FEES:**

- Mayor's Clearance - Php 100.00
- Motorcade/Parade Permit - Php 3,000.00/ day
- Shooting Permit - Php 10,000.00/ day on government facilities
- Php 5,000.00/day on private property
- City Permit - Php 2,000.00

**END OF TRANSACTION**