



OFFICE OF THE CITY MAYOR

2F, City Hall, Enrile Boulevard, Regional Government Center Carig Sur, Tuguegarao City
(078) 804-1114

ABOUT THE OFFICE

To exercise general supervision and control over all departments of the city government, and shall see to it that the laws of the Philippines and the other ordinances and resolutions of the city are duly observed and enforced.

FRONTLINE SERVICE:

» 1. Mayor's Clearance and Certificate of Good Moral Character

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
1. Submit required documents along with the Official Receipt (OR) showing payment of fees to the receiving clerk or employee-in-charge. * Preparation of Clearance * CMO staff prepares the clearance/certification/ permit. * City Mayor (or his authorized representative) affixes his signature of approval on the clearance/certification/ permit.	Natividad Irma Pacis Catherine Tumbali Felicidad L. Tumaliuan Natividad Irma Pacis Atty. Jefferson Soriano City Mayor	For Mayor's Clearance: <ul style="list-style-type: none"> • Original copy of Barangay Clearance • Original copy of Police Clearance • Original copy of Court Clearance • Community Tax Certificate • Proof of Payment (Official Receipt from City Treasurer's Office) 	5 minutes for the entire process	For employment Local –P50.00 Overseas –P200.00 For securing firearm license – P50.00 For record and reference purposes Students – P50.00

"NAPAFUTU NGA SERBISYU, PARA TA PAMMAKAPIANAN NA MAGARU."

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
2. Claim approved document * CMO staff releases to applicant copy of the approved document.	Felicidad L. Tumaliuan	For Certificate of Good Moral Character: <ul style="list-style-type: none"> Barangay Certification (stating that applicant is a resident of the barangay and has no derogatory record thereat) Proof of Payment (Official Receipt from City Treasurer's Office) 		Certification Fee (Good Moral Character) Students- P50.00 Others – P20.00

FRONTLINE SERVICE:

» 2. Permit to conduct motorcade/ *calesacade* or foot parade or religious procession, circus or managerie and other parades

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
1. Submit required documents along with the Official Receipt (OR) showing payment of fees to the receiving clerk or employee-in-charge. *Preparation of Clearance *CMO staff prepares the clearance/certification/ permit. *City Mayor (or his authorized representative) affixes his signature of approval on the clearance/certification/ permit. 2. Claim approved document *CMO staff releases to applicant copy of the approved document.	Natividad Irma Pacis Catherine Tumbali Felicidad L.Tumaliuan Natividad Irma Pacis Atty. Jefferson Soriano City Mayor Felicidad L. Tumaliuan	1. Letter request stating the schedule, duration, purpose of the activity 2. Proof of Payment (Official Receipt from City Treasurer's Office)	5 minutes for the entire process	Circus or Managerie and other parades – P200.00

FRONTLINE SERVICE:

» **3. Permit to conduct peaceful rally**

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Submit required documents along with the Official Receipt (OR) showing payment of fees to the receiving clerk or employee-in-charge.</p> <p>* Preparation of Clearance * CMO staff prepares the clearance/ certification/ permit.</p> <p>* City Mayor (or his authorized representative) affixes his signature of approval on the clearance/ certification/ permit.</p> <p>2. Claim approved document CMO staff releases to applicant copy of the approved document.</p>	<p>Natividad Irma Pacis Catherine Tumbali</p> <p>Felicidad L. Tumaliuan Natividad Irma Pacis</p> <p>Atty. Jefferson Soriano City Mayor</p> <p>Felicidad L. Tumaliuan</p> <p>Felicidad L. Tumaliuan</p>	<p>1. Letter request stating the schedule, venue, duration and purpose of the activity</p>	<p>5 minutes for the entire process</p>	<ul style="list-style-type: none"> No fees/charges

FRONTLINE SERVICE:

» **4. Permit on all Advertising and Promotional Activities (streamers and flyers)**

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Submit required documents along with the Official Receipt (OR) showing payment of fees to the receiving clerk or employee-in-charge.</p> <p>* Preparation of Clearance *CMO staff prepares the clearance/certification/ permit.</p> <p>*City Mayor (or his authorized representative) affixes his signature of approval on the clearance/certification/ permit.</p> <p>2. Claim approved document CMO staff releases to applicant copy of the approved document.</p>	<p>Natividad Irma Pacis Catherine Tumbali</p> <p>Felicidad L. Tumaliuan Natividad Irma Pacis</p> <p>Atty. Jefferson Soriano City Mayor</p> <p>Felicidad L. Tumaliuan</p> <p>Felicidad L. Tumaliuan</p>	<p>Streamer/Poster/Flyer</p> <ul style="list-style-type: none"> Letter request stating the total number and the period / duration of posting or activity. Proof of Payment (Official Receipt from City Treasurer’s Office) <p>Billboards and Signages</p> <ul style="list-style-type: none"> Letter request stating or attaching thereto the design, details & specifications and the sketch plan of the site where the billboard will be installed. Document showing consent of the property owner, if billboard will be installed on private property. Affidavit of undertaking to assume all obligations and liabilities caused to any third party by reason of such project. Proof of Payment (Official Receipt from City Treasurer’s Office) 	<p>5 minutes for the entire process</p>	<p>Streamers, Posters and Flyers —P500.00</p>

FRONTLINE SERVICE:

» **5. Special Permit to conduct Pintakasi or Cockfight**

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Submit required documents along with the Official Receipt (OR) showing payment of fees to the receiving clerk or employee-in-charge.</p> <p>* Preparation of Clearance</p> <p>*CMO staff prepares the clearance/ certification/ permit.</p> <p>*City Mayor (or his authorized representative) affixes his signature of approval on the clearance/ certification/ permit.</p> <p>2. Claim approved document CMO staff releases to applicant copy of the approved document.</p>	<p>Natividad Irma Pacis Catherine Tumbali</p> <p>Felicidad L. Tumaliuan Natividad Irma Pacis</p> <p>Atty. Jefferson Soriano City Mayor</p> <p>Felicidad L. Tumaliuan</p> <p>Felicidad L. Tumaliuan</p>	<p>Letter stating purpose for the request.</p> <ul style="list-style-type: none"> • Proof of Payment (Official Receipt from City Treasurer’s Office) 	<p>5 minutes for the entire process</p>	<p>Pintakasi – P2,000.00</p> <p>From promoters of:</p> <p>2-cock derby ---P3,000/day 3-cock derby---P5,000/day 4-cock derby---P7,000/day 5-cock derby—P10,000/day Over 5-cock derby -P15,000/day</p>

FRONTLINE SERVICE:

» **6. Use of Government Facilities: People’s Gymnasium, Demo Farm and Training Center**

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Submit request to the receiving clerk or employee-in-charge (EIC).</p> <p>* EIC directs applicant to proceed to the City Treasurer’s Office for the computation and payment of fees.</p> <p>* After payment, applicant gives to the EIC staff the copy of the Official Receipt for recording.</p> <p>* EIC prepares the permit to use.</p> <p>*City Mayor (or his authorized representative) affixes his signature of approval on the permit.</p> <p>2.Claim from EIC approved document.</p>	<p>Felicidad L. Tumaliuan Natividad Irma Pacis</p> <p>Atty. Jefferson Soriano City Mayor</p> <p>Felicidad L. Tumaliuan</p> <p>Felicidad L. Tumaliuan</p>	<ul style="list-style-type: none"> • Letter stating purpose for the request. • Proof of Payment (Official Receipt from City Treasurer’s Office) 	<p>5 minutes for the entire process</p>	<p><u>Concert</u></p> <ul style="list-style-type: none"> • Local – P5,000.00 • National – 15,000.00 • International – P25,000.00 <p><u>Sports</u></p> <ul style="list-style-type: none"> • Basketball <ul style="list-style-type: none"> Local – 1,500.00 National-5,000.00 • Boxing – 2,500.00 • Karate – 1,000.00 • Cockfighting -20,000.00 <p><u>Circus</u></p> <ul style="list-style-type: none"> • Local – 2,500.00 • Regional- 3,000.00 • National- 5,000.00 <p><u>Literary/Musical</u></p> <ul style="list-style-type: none"> • Local – 1,500.00 • Regional-3,000.00 • National-5,000.00 <p><u>Beauty Pageant/Fashion Show – 5,000.00</u></p> <p><u>Political Rallies/Conventions</u></p> <ul style="list-style-type: none"> • Local – 5,000.00 • National -10,000.00 <p><u>Business Promotion Activity</u></p> <ul style="list-style-type: none"> • Selling Fair-5,000.00 • Product launching/promotion-3,000.00

FRONTLINE SERVICE:

» 8. Scholarship Grants: Tuguegarao Outstanding Achievers (TOA), Academic (ACAD)

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Student-applicant personally appears before the employee-in-charge (EIC) and fills up application form attaching thereto a photo copy of his/her Form 138 (Card). EIC interviews student-applicant</p> <p>2. EIC advises student-applicant of the schedule of qualifying examination and the requirements thereof.</p> <p>3. The Examination Committee submits results of the examination to the Local Scholarship Committee. The Local Scholarship Committee after finding the conduct and results of the examination in order passes a resolution confirming the results.</p> <p>4. The LSP Secretariat causes the publication of successful examinees in the bulletin board at the lobby of the city hall.</p> <p>5. Successful examinees complete submission of documentary requirements.</p> <p>The City Mayor and successful examinees enter in a MOA. LSP Secretariat prepares scholarship voucher.</p> <p>6. The City Treasurer’s Office releases to the student-scholar his/her scholarship check</p>		<p>TUGUEGARAO OUTSTANDING ACHIEVE SCHOLARSHIP GRANT</p> <p>The applicant must:</p> <ul style="list-style-type: none"> • be a bonafide resident of Tuguegarao City. • single. • be of good moral character as certified by the school where the applicant has graduated from high school. • be a freshman upon enrollment in college and with general average of 90% in the report card. • have graduated as one of the top 10 students of his/her graduating class. • not belong to a family whose gross annual income is over P156,000.00. • not be a holder of any other scholarship grant. • pass the qualifying examination to be administered by the City Government. 		<ul style="list-style-type: none"> • No fees/ charges