3. Issuance of Mayor's Clearance

The Mayor's Clearance is an official document issued to an individual or organization confirming that they have fulfilled the requirements or obligations within the municipality. It may be required for various purposes such as business permits, contracts, or employment, serving as a verification of compliance with local regulations and standards.

Office or Division:	Office of the Local Chief Executive			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Residents of the Municipality of Tagoloan, Misamis Oriental			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Barangay Clearance (1 Original)			Barangay	
Police Clearance (1 Original)			Police Station	
Payment Receipt (1 Original)			Municipal Treasurer's Office	
CLIENT'S STEP	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON/S RESPONSIBLE**
1. Request for Mayor's Clearance	1.1 Give the client the List of Requirements.	None	10 minutes	*Administrative Aide II* Office of the Municipal Mayor
2. Proceed to the Office of the Local Chief Executive receiving section and sign in the Client Logbook, and present the required documents	2.1 Let the client fill-out the Client Logbook	None	5 Minutes	*Administrative Aide II* Office of the Municipal Mayor
		None	10 Minutes	

	3.1 Receive the complete required documents and check for completeness			*Administrative Aide II* Office of the Municipal Mayor
3. Submit the required documents for initial assessment and verification	3.2 Prepare the Mayor's Clearance	None	20 Minutes	*Administrative Aide II* Office of the Municipal Mayor
	3.3 Review, approve and sign the Mayor's Clearance	None	4 Hours	*Local Chief Executive* Office of the Municipal Mayor
4. Return to the Office of the Local Chief Executive for release of Clearance	4.1 Record the Mayor's Clearance and release to the client	None	5 Minutes	*Administrative Aide II* Office of the Municipal Mayor
5. Accomplish the Client Satisfaction Survey and drop in the Feedback Box	5.1 Request client to accomplish the CSS	None	10 Minutes	*Administrative Aide II* Office of the Municipal Mayor
	TOTAL	None	**5 Hours**	