

1. Issuance of People's Law Enforcement Board (PLEB) Clearance

Issue clearance for the Philippine National Police (PNP) personnel upon request for no pending administrative case.

Office or Division:	Sangguniang Bayan/Vice Mayor's Office/ Office of the Secretary to the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Philippine National Police (PNP)			
Checklist of Requirements		Where To Secure		
Photocopy of Philippine National Police (PNP) I.D.		Requesting Individual		
Order of Payment		Sangguniang Bayan Office		
Official Receipt (1 original)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook and fill up the request form.	1. Receive request form.	None	5 minutes	<i>Bookbinder I</i> Sangguniang Bayan Office
	2. Check record if no pending case filed before the municipal People's Law Enforcement Board, then issue payment slip.	None	15 minutes	<i>Bookbinder IV</i> Sangguniang Bayan Office
2. Proceed to the Treasurer's Office for	Accept payment and issue the official receipt	₱ 130.00	15 minutes	<i>Revenue Collection Clerk</i>

the payment of required fee.		(per Sangguniang Bayan Ordinance No. 4, s. 2013		Municipal Treasurer's Office
3. Return to Sangguniang Bayan Office and present the official receipt.	3.1 Prepare clearance to be signed by the People's Law Enforcement Board (PLEB) Chairman.	None	5 minutes	<i>Bookbinder IV</i> Sangguniang Bayan Office
	3.2 Evaluation and approval of People's Law Enforcement Board (PLEB) Clearance	None	1 day	<i>People's Law Enforcement Board (PLEB) Chairman</i> Sangguniang Bayan Office
4. Receive People's Law Enforcement Board (PLEB) Clearance	4.1 Releasing of People's Law Enforcement Board (PLEB) Clearance	None	3 minutes	<i>Bookbinder IV</i> Sangguniang Bayan Office
5. Accomplish the Client Satisfaction Survey and drop in the Feedbox Box.	5.1 Request client to accomplish Client Satisfaction Survey (CSS)	None	10 minutes	<i>Bookbinder IV</i> Sangguniang Bayan Office
End of Transaction				
TOTAL:			1 day and 53 minutes	