

2. Request for Appointment Schedule

To properly handle the schedule of the Local Chief Executive, all offices, organizations, and constituents may set a schedule of appointment to check and ask the availability of the Local Chief Executive.

2.1 Civil Wedding Schedule

Office or Division:	Office of the Local Chief Executive			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, and G2G - Government to Government			
Who may avail:	Residents from the Municipality of Tagoloan, Misamis Oriental and other neighboring Municipalities and Cities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
All Documents required by the Municipal Civil Registry Office (Original Copy)			Municipal Civil Registry Office	
CLIENT'S STEP	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Sign in the Client Logbook and present the required documents	1.1 Let the client fill-out the Client Logbook	None	10 minutes	<i>Administrative Aide II</i> Office of the Municipal Mayor
2. Ask for schedule of the Civil Wedding Ceremony	2.1 Interview the client and give the final schedule of their Civil Wedding Ceremony	None	20 Minutes	<i>Administrative Aide IV</i> Office of the Municipal Mayor

3. Accomplish the Client Satisfaction Survey and drop in the Feedback Box	3.1 Request client to accomplish the Client Satisfaction Survey	None	10 Minutes	<i>Administrative Aide IV</i> Office of the Municipal Mayor
	TOTAL	None	40 Minutes	