



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD

OFFICE OF THE MUNICIPAL MAYOR

CITIZEN'S CHARTER

MAYOR'S CLEARANCE				
The Office of the Municipal Mayor issues Mayor's Clearance to individuals residing in the Municipality, of good moral character and is a law-abiding citizen. The clearance is a document usually availed of by the individual for employment, scholarship, fire arms licensing, PNP/AFP requirements and for any other purposes.				
Office/Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	G2C – All			
Who may avail	All interested and qualified clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate 2. Barangay Clearance 3. Police Clearance 4. Judge Clearance 5. Official Receipt from MTO		1. Municipal Treasurer Office (MTO) 2. Barangay 3. Philippine National Police 4. Municipal Trial Court (MTC) 5. Municipal Treasurer Office (MTO)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	Receive and review the requirements if complete and duly signed.	None	2 minutes	Reysie D. Maneje Kent Sharif L. Abelis Melvin D. Marin
2. Proceed to Municipal Treasurer's Office (MTO) to pay prescribed fee	Receive payment and issue Official Receipt and documentary stamp.	P 50.00	5 minutes	Melody Hernandez
3. Return to the Mayor's Office and present the official receipts from MTO	Prepare the clearance	None	5 minutes	Reysie D. Maneje Kent Sharif L. Abelis Melvin D. Marin
4. Affix signature on the clearance	Sign the clearance	None	1 minute *	Hon. Ronaldo M. Morada
5. Receives the Mayor's clearance	Get a duplicate copy, record and release the clearance	None	1 minute	Reysie D. Maneje Kent Sharif L. Abelis Melvin D. Marin
TOTAL			14 minutes	

* Depends on the availability of the signatory

MUNICIPAL PEACE AND ORDER COUNCIL				
For possible enlistment with the Philippine National Police				
Office/Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	G2C – All			
Who may avail	All interested and qualified clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate 2. Barangay Clearance 3. Police Clearance 4. Judge Clearance 5. Official Receipt from MTO		1. Municipal Treasurer Office (MTO) 2. Barangay 3. Philippine National Police 4. Municipal Trial Court (MTC) 5. Municipal Treasurer Office (MTO)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will sign in the logbook at table 1	1. The Staff will hand-over the client the Logbook to log-in details like name, address, contact number, body temperature, purpose and signature	None	1 minute	Ms. Lerma D. Dimpaz
2. Proceeds to Municipal Treasurer's Office for payment	2. Advice to pay the necessary fees at MTO and secure the official receipt	None	5 minutes	Reysie D. Mañeje
3. Return to the Mayor's Office and present all requirements for the processing and releasing	3. Received and reviewed the submitted requirements with official receipt	None	2 minutes	Reysie D. Mañeje
	3.1 Prepare the MPOC for the signature of the Mayor	None	5 minutes – 1 day	Reysie D. Mañeje
	3.2 Inspects and seals the documents duly signed by the Mayor	None	2 minutes	Reysie D. Mañeje
	3.3 Issue the approved MPOC clearance to the client	None	2 minutes	Melvin D. Marin
4. Proceed to SB Office for the Authentication of the documents	4. advice client to proceeds to Sangguniang Bayan Office	None	20 minutes	Melvin D. Marin
TOTAL			1 day and 44 minutes	

Municipal Government Center, Poblacion, Bansud Oriental Mindoro 5210

Landline (043) 738-2904 * Mobile Number: 09190939963 * Email Address: mayorofficebansud@gmail.com

“Ang Gusto Natin Simple lang, Malinis, Mapayapa at Maunlad Na Bayan Ng Bansud”

JOB RECOMMENDATION				
Issued for Job Seekers				
Office/Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	G2C – All			
Who may avail	All interested and qualified clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Personal Data Sheet (PDS)/Biodata/Resume 2. Transcript of Records 3. Pertinent Documents (if needed)		Applicant Concerned School where enrolled Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit necessary requirements	Receives and review the required documents	None	2 minutes	Reysie D. Maneje Kent Sharif L. Abelis Melvin D. Marin
	Prepare the certification ready for the signature of the Mayor.	None	5 minutes	Reysie D. Maneje Kent Sharif L. Abelis Melvin D. Marin
	Sign the certificate	None	1 minute*	Hon. Ronaldo M. Morada
2. Receive the certification	Get duplicate copy, record and release the certification	None	2 minutes	Reysie D. Maneje Kent Sharif L. Abelis Melvin D. Marin
TOTAL			7 minutes	

CERTIFICATION OF GOOD MORAL				
Issued to affirm the validity of information of the job seekers				
Office/Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	G2C – All			
Who may avail	All interested and qualified clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Barangay Clearance 2. Official Receipt from the Municipal Treasurer's Office			1. Barangay Hall 2. Municipal Treasurer's Office	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit barangay clearance in securing certificate of good moral character	Receive and review clearances and advise client to pay the necessary fees.	None	2 minutes	Reysie D. Maneje Kent Sharif L. Abelis Melvin D. Marin
	Prepare the certification ready for the signature of the Mayor.	None	5 minutes	Reysie D. Maneje Kent Sharif L. Abelis Melvin D. Marin
	Sign the certificate	None	1 minute*	Hon. Ronaldo M. Morada
2. Receive the certification	Get duplicate copy, record and release the certification	None	2 minutes	Reysie D. Maneje Kent Sharif L. Abelis Melvin D. Marin
TOTAL			10 minutes	

ISSUANCE OF RESOLUTION ENDORSEMENT				
Office/Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	Departments and Section Head and Barangay Officials requiring resolution for a specific purpose			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 3. Official Receipt from the Municipal Treasurer's Office		3. Barangay Hall 4. Municipal Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1.Client will sign in the logbook at table 1	1.The staff will hand-over to the client the logbook to log-in details like name, address, contact number, body temperature, purpose and signature	None	1 minute	Ms. Lerma D. Dimpas
2. Submit barangay clearance in securing certificate of good moral	2. Receive and review clearances	None	2 minutes	Reysie D. Maneje
2.Proceeds to Municipal Treasurer's Office (MTO) for payment	2.Advice to pay the necessary fees at MTO and secure the official receipt	None	5 minutes	Reysie D. Maneje
3. Return to the Mayors Office and present all requirements for processing and releasing	3.Received and reviewed the submitted requirements with official receipt	None	5 minutes	Reysie D. Mañeje
	3.1 Prepare the Certificate for the signature of the Mayor	None	5 minutes	Reysie D. Mañeje
	3.2 Sign the certificate	None	1 day	Hon. Ronaldo M. Morada
	3.3 Inspects and seals the documents duly signed by the Municipal Mayor	None	2 minutes	Reysie D. Mañeje
TOTAL			1 day and 15 minutes	

Municipal Government Center, Poblacion, Bansud Oriental Mindoro 5210

Landline (043) 738-2904 * Mobile Number: 09190939963 * Email Address: mayorofficebansud@gmail.com

“Ang Gusto Natin Simple lang, Malinis, Mapayapa at Maunlad Na Bayan Ng Bansud”