

STEP 5	Affix signature of the Secretary to the Mayor on the Mayor's Clearance.
SERVICE PROVIDER/S	LILIBETH M. LUAKIAN
TIME FRAME	1 minute

FRONTLINE SERVICE	ISSUANCE OF MAYOR'S CLEARANCE FOR PURPOSES OF: (cont.)
	<ul style="list-style-type: none"> • LOCAL EMPLOYMENT • APPLICATION FOR EMPLOYMENT: <ul style="list-style-type: none"> • ARMED FORCES OF THE PHILIPPINES (AFP) • PHILIPPINE NATIONAL POLICE (PNP) • BUREAU OF FIRE PROTECTION (BFP) • SECURITY GUARDS • OTHERS: <ul style="list-style-type: none"> • TRAVEL ABROAD • FIREARMS/ EXPLOSIVES LICENSE • MARRIAGE REQUIREMENTS FOR WOULD-BE BRIDES OF AFP PERSONNEL
STEP 6	Authenticate and release Mayor's Clearance.
SERVICE PROVIDER/S	- JESSIE B. REFERMOSO - ROSALIE G. CAILIN - MA. VICTORIA P. DACARAN
TIME FRAME	10 minutes

FRONTLINE SERVICE	PROVISION OF EQUIPMENT TO BARANGAYS, RELIGIOUS GROUPS, INDIVIDUALS AND OTHER ORGANIZATIONS
	<ul style="list-style-type: none"> - MONOBLOCK CHAIRS - TABLES - SOUND SYSTEMS - TENTS
STEP 1	Prepare and submit request letter to the Receiving Counter.
STEP 2A	Receive and record request letter.
STEP 2B	Verify availability of the items/ equipment and schedule of event.
STEP 2C	Prepare Property Request Form.
SERVICE PROVIDER/S	- RICARDO T. DELA CRUZ - WELLYN GRACE D.C. URBANO
TIME FRAME	5 minutes
REQUIRED DOCUMENT/S	Request letter
STEP 3	Approve and sign Property Request Form by the Head of the Maintenance Division.
SERVICE PROVIDER/S	LAURO C. CAPATAN
TIME FRAME	2 minutes
STEP 4	Receive approved Property Request Form.
SERVICE PROVIDER/S	- LUCIANO B. GATDULA - ROLAND S. CORTEZ - CARLSON D. FORTO - ORLANDO TADEO - ALBERT M. DELA CRUZ - RUBEN G. BARCITA - TIRSO ACOSTA - SAMMY R. OCAMPO
TIME FRAME	2 minutes
STEP 5	Deliver items/ equipment requested.
SERVICE PROVIDER/S	- LUCIANO B. GATDULA - ROLAND S. CORTEZ - CARLSON D. FORTO - ORLANDO TADEO - ALBERT M. DELA CRUZ - RUBEN G. BARCITA - TIRSO ACOSTA - SAMMY R. OCAMPO
TIME FRAME	Dependent on the quantity of the items/ equipment to be delivered, and location/ residence of the requesting group or individual
STEP 6	Retrieval of equipment.
SERVICE PROVIDER/S	- LUCIANO B. GATDULA - ROLAND S. CORTEZ - CARLSON D. FORTO - ORLANDO TADEO - ALBERT M. DELA CRUZ - RUBEN G. BARCITA

	- TIRSO ACOSTA - SAMMY R. OCAMPO
TIME FRAME	Dependent on the quantity of the items/ equipment to be retrieved, and location/ residence of the requesting group or individual

FRONTLINE SERVICE	PROVISION OF EQUIPMENT TO BARANGAYS, RELIGIOUS GROUPS, INDIVIDUALS AND OTHER ORGANIZATIONS (cont.) - MONOBLOCK CHAIRS - SOUND SYSTEMS - TABLES - TENTS
STEP 7	Receive and file returned Property Request Form duly signed by requesting group or individual.
SERVICE PROVIDER/S	- RICARDO T. DELA CRUZ - WELLYN GRACE D.C. URBANO
TIME FRAME	2 minutes

FEEDBACK AND COMPLAINTS MECHANISM

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:	
Email Address:	<i>generalgso@gmail</i>
Telephone Numbers:	(02) 319 – 5050 (02) 288 – 8811 loc. 2211