

**CITY MAYOR'S OFFICE**  
**External Services**

## 1. Referral for Anti-Rabies Vaccination

Issuance of referrals for anti-rabies vaccinations.

<b>Office or Division:</b>	City Mayor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
-Valid ID -Presence of Parent/Guardian (if minor and birth certificate)			Personal	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Give information for verification	1. Verify information	None	5 minutes	Casual Worker (City Mayor's Office)
2. Wait for the release of Animal Bite referral stub	2. Fill out and process stub for release to requesting client.	None	5 minutes	Casual Worker City Mayor (City Mayor's Office)
<b>TOTAL:</b>		<b>None</b>	<b>10 minutes</b>	

## 2. Referrals for Laboratory Examinations

Issuance of referrals for laboratory tests such as Urinalysis, Blood Chemistry and other blood works needed for medical check-ups as requested by patient-clients or their family members.

<b>Office or Division:</b>	City Mayor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
-Valid ID			Personal	

-Request form from the hospital/doctor				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements for verification	1. Receive and verify submitted requirements	None	5 minutes	Casual Worker  (City Mayor's Office)
2. Wait for the release of Laboratory request referral stub	2. Fill out and process stub for release to requesting client.	None	5 minutes	Casual Worker  City Mayor (City Mayor's Office)
<b>TOTAL:</b>		<b>None</b>	<b>10 minutes</b>	

### 3. Financial Assistance

Acceptance, Evaluation and Processing of Requests for Financial Assistance for Indigent Constituents.

<b>Office or Division:</b>	City Mayor's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizens
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>MEDICAL ASSISTANCE</b> •Medical Certificate/Abstract •Laboratory Request (if any) or •Prescription •Barangay Certificate of Indigency •Barangay Certificate •Valid ID •Case Report/study from DSWD <b>BURIAL ASSISTANCE</b> •Death Certificate •Original Barangay Clearance and Barangay Certificate of Indigency	Personal

<ul style="list-style-type: none"> <li>•Valid ID</li> <li>•Cedula (photocopy)</li> <li>•Receipt/Service Contract from Funeral Home</li> </ul>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for verification	1. Interview then Receive and verify submitted requirements	None	10 minutes	Liaison Aide (City Mayor's Office)
2. Wait for the release of Financial Assistance	2. Hand over of Financial Assistance  Sort documents signed by client-recipient.	None	5 minutes	Liaison Aide (City Mayor's Office)
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes</b>	

#### 4. Issuance of Mayor's Permit for the use of government facilities and equipment (Montano Hall, Covered Court, Gym, etc.)

A formal order giving permission for the use of government facilities/equipment

<b>Office or Division:</b>	City Mayor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
-Letter of Request -Valid ID		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a written or verbal request	1. Receive written letter request	None	5 minutes	Liaison Aide (City Mayor's Office)

1.2. Scheduling of requested use of Gov't. facility or equipment	1.2. Arrange/confirm availability of facility or equipment for use on the requested time and date	None	5 minutes	
2. To secure approval of the City Mayor and receive same after.	2. Secretary's Approval of requested permit	None	5 minutes	Liaison Aide (City Mayor's Office)
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes</b>	

## 5. Provision for Stage, Tents and Sound System

Refers to the setting up and dismantling of stage, platforms, tents and sound system for various occasions, activities.

<b>Office or Division:</b>	City Mayor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
-Letter Request for approval of City Mayor -Valid ID		Personal		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request for approval of City Mayor	1. Receive, check, and approve written request	None	5 minutes	Liaison Aide  City Mayor (City Mayor's Office)

2. Submit approved Letter request/referral from City Mayor	2. Receive approved letter request, stamped and process for scheduling, by coordinating with the office or department concerned.	None	10 minutes	Liaison Aide (City Mayor's Office)
3. Scheduling of requested service confirmed	3. Request scheduled and recorded	None	5 Minutes	Liaison Aide (City Mayor's Office)
<b>TOTAL:</b>		<b>None</b>	<b>20 minutes</b>	

## 6. Solemnization of Marriage

Ministerial function of the City Mayor to solemnize marriage.

<b>Office or Division:</b>	City Mayor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Marriage License</b> Article 34 <b>Complete list of witnesses</b>		City Civil Registrar's Office  Personal		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Requirements	1. Receive Requirements for checking	None	10 minutes	Liaison Aide (City Mayor's Office)
2. Scheduling of Wedding	2. Arrange and confirm availability of Schedule for the Wedding	None	10 minutes	Liaison Aide (City Mayor's Office)

3. Processing of Marriage Contract	3. Marriage contract processed	None	20 minutes	
4. Wedding proper	4. Conduct Solemnization	None	20 minutes	City Mayor (Office of the City Mayor)
5. To wait for the Issuance of Marriage Contract	5. Hand over to the couple copy of their Marriage Certificate	None	5 minutes	Administrative Assistant VI (Office of the City Mayor)
<b>TOTAL:</b>		<b>None</b>	<b>45 minutes for document preparation (pre-nuptial)</b>  <b>20 minutes (nuptial ceremony)</b>	

## 7. SWAB (RT-PCR/COVID-19 Antigen) Test Assistance

Issuance of referrals for Swab Tests (RT-PCR/Covid-19 Antigen) needed by patient-clients.

<b>Office or Division:</b>	City Mayor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
-Doctor's Request/advice		Personal		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements for verification	1. Receive and verify submitted requirements	None	5 minutes	Casual Worker (City Mayor's Office)

2. Wait for the release of RT-PCR or Covid-19 Antigen referral stub	2. Fill out and process stub for release to requesting client.	None	10 minutes	Casual Worker City Mayor (City Mayor's Office)
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes</b>	

## 8. Referrals for Laboratory Examinations (Anti-Tetanus Vaccine)

Issuance of referrals for anti-tetanus vaccine needed by patient-clients.

<b>Office or Division:</b>	City Mayor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
-Presence of Parent/Guardian (if minor and birth certificate) -Valid ID -Doctor's Request/advice		Personal		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements for verification	1. Receive and verify submitted requirements	None	5 minutes	Casual Worker (City Mayor's Office)
2. Wait for the release anti-tetanus vaccine stub	2. Fill out and process stub for release to requesting client.	None	5 minutes	Casual Worker City Mayor (City Mayor's Office)
<b>TOTAL:</b>		<b>None</b>	<b>10 minutes</b>	