



Office of the Municipal Mayor – Executive Division External Services

1. Mayor’s Certificate for the Church Existence

This Certification is issued to clients who may avail of Mayor’s Certification for the church existence.

Office or Division:	Municipal Mayor’s Office - Non-Fiscal Unit	
Classification:	Simple Transaction	
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government	
Who may avail:	Pastors, IMAMS, Priests, and other Religious Leaders	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Person Principal to the Transaction		
1. SEC Registration (1- photocopy)	<ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) 	
2. Barangay Certification that the Church Exists (1 original copy)	<ul style="list-style-type: none"> • Barangay Hall concerned where the Church Exists 	
3. 2 Valid IDs (Photo Copy)	<ul style="list-style-type: none"> • Government Issued IDs: GSIS/SSS/UMID/Driver’s License/TIN/Postal/Current Passport/PSA/Pag-Ibig 	
Authorized Representative		
1. SEC Registration (1- photocopy)	<ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) 	

2. Barangay Certification that the Church Exists (1 original copy) 3. 2 Valid IDs (Photo Copy) 4. SPA or Authorization Letter		<ul style="list-style-type: none"> • Barangay Hall concerned where the Church Exists • Government Issued IDs: GSIS/SSS/UMID/Driver's License/TIN/Postal/Current Passport/PSA/Pag-Ibig • Principal Owner 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log book at the Office Lobby	1.1 Have the client log in the log-book.	None	1 Minute	Mayor's Office Executive Staff
2. Present the requirements to the Permit-in-charge	2.1 Receive the requirements, evaluates and advice client of the needed documents in case of non-compliance. Advice to proceed when documents are complete while compliance when documents are incomplete.	None	5 Minutes	Mayor's Executive Staff
	2.2 Assess fees and advise the client to pay at Municipal Treasurer's Office.			

3. Proceed to the Municipal Treasurer's Office for the payment and issuance of Official Receipt.	3.1 Receive payment and issue Official Receipt by the Mun. Treasurer's Office	Refer to table below pursuant to Revenue Code of the municipality	10 minutes	Revenue Collection Clerk
4. Go back to the Mayor's Office and present the Official Receipt	4.1 Prepare the Mayor's Certification	None	3 Minutes	Mayor's Staff
	4.2 Approve the Mayor's Certification	None	2 Minutes	Municipal Mayor/Municipal Administrator or his Authorized Representative
5. Receive the Mayor's Certification	5.1 Release the Mayor's Certification	None	1 Minute	Municipal Mayor's Staff
TOTAL		Refer to table below pursuant to Revenue Code of the Municipality	22 Minutes	

FEES TO BE PAID

PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	RCEPF	SSF (Sanitation Service Fee)	TOTAL
☐ MAYOR'S CERTIFICATION in 2 copies only given to the client	Php 100.00				Php 100.00
☐ MAYOR'S CERTIFICATION in 2 copies with additional 1copies of CERTIFIED TRUE COPY	Php 50.00				Php 50.00
☐ True Copies of the same certification per sheet	Php20.00				Php20.00 per sheet

2. Service fee for the Office of the Mayor

This certification is issued to clients who may avail of Mayor's Clearance for Local Employment, AFP/PNP/BFP/CG/BJMP applications and other similar purposes.

Office or Division:	Municipal Mayor's Office- Non-Fiscal Unit
----------------------------	---

Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government			
Who may avail:	Municipality of Tago Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Person Principal to the Transaction				
<ol style="list-style-type: none"> 1. Barangay Clearance 2. Police Clearance (1 –original copy) 3. 2 Valid IDs (Photo Copy) 		<ul style="list-style-type: none"> • Barangay Office where the applicant is permanently residing • Police Station, Purisima, Tago , SDS • Government Issued IDs: GSIS/SSS/UMID/Driver's License/TIN/Postal/Current Passport/PSA/Pag-Ibig 		
Authorized Representative				
<ol style="list-style-type: none"> 1. Barangay Clearance 2. Police Clearance (1 –original copy) 3. 2 Valid IDs (Photo Copy) 4. SPA or Authorization Letter 		<ul style="list-style-type: none"> • Barangay Office where the applicant is permanently residing • Police Station, Purisima, Tago , SDS • Government Issued IDs: GSIS/SSS/UMID/Driver's License/TIN/Postal/Current Passport/PSA/Pag-Ibig • Principal Owner 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log book at the Office Lobby.	1. Have the client log in the log-book	None	1 Minute	Mayor's Office Executive Staff
2. Present the requirements to the Permit-in-charge	2.1 Receive the requirements, evaluates and advice client of the needed documents in case of non-compliance. Advice to proceed when documents are complete while	None	10 Minutes	Mayor's Office Executive Staff

	compliance when documents are incomplete.			
	2.2 Assess fees and advise the client to pay at Municipal Treasurer's Office.			
3. Proceed to the Municipal Treasurer's Office for payment and issuance of Official Receipt.	3. Receive payment and issue Official Receipt by the MTO	Refer to table below pursuant to Revenue Code of the Municipality	10 minutes	Revenue Collection Clerk- MTO
4. Go back to the Mayor's Office and present the Official Receipt	4.1 Prepares the Mayor's Clearance	None	3 Minutes	Mayor's Office Executive Staff
	4.2 Let the client sign with right thumb mark	None	1 Minute	Mayor's Office Executive Staff
	4.3 Approve the Mayor's Clearance	None	2 Minutes	Municipal Mayor or his Authorized Representative
5. Receive the Mayor's Clearance	3. Release the Mayor's Clearance	None	1 Minute	Mayor's Office Executive Staff

	TOTAL	Refer to table below pursuant to Revenue Code of the City	28 Minutes	
--	--------------	--	-------------------	--

FEES TO BE PAID					
PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	RCEPF	SSF (Sanitation Service Fee)	TOTAL
MAYOR'S CLEARANCE	Php100.00				Php100.00
for Employment Abroad	Php200.00				Php200.00
for Local Employment	Php100.00				Php100.00
for Promotion	Php100.00				Php100.00
For Drivers License	Php100.00				Php100.00
For Any Purposes	Php100.00				Php100.00
Certified True Copies of the same certification per sheet	Php10.00				Php10.00 per sheet

3. Mayor's Special Permit for Concert, Stage Performances and Other Amusement Activities

This Special Permit is issued to clients who may avail of special authority to conduct Concerts, Stage Performances, Car and Motor Shows and Other Amusement Activities.

Office or Division:	Municipal Mayor's Office- Non-Fiscal Unit			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Two (2) copies of Letter Request indicating the purpose and duration of the activity.		Requisitioning Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log 1 book at the Office Lobby.	1. Give the logbook to the client.	None	1 Minute	Mayor's Office Executive Staff
2. Present the requirements and the letter to the Permit In-charge	2.1 Receive and refer the request letter to the Municipal Mayor/Municipal Administrator or his Authorized Representative for approval	None	5 Minutes	Mayor's Office Executive Staff
	2.2 Evaluates the validity of the request, approves the request or deny in writing with justification when request is not approve. Instructs the payment of fees at Municipal Treasurer's Office when the request is approve.	None	5 Minutes	Municipal Mayor, Municipal Administrator or LCE's Authorized Representative

3. Proceed to the Municipal Treasurer's Office for the payment and issuance of Official Receipt.	3.1 Receive payment and issue Official Receipt	Refer to table below pursuant to Revenue Code of the Municipality	10 minutes	Revenue Collection Officer - MTO
4. Proceed to the Mayor's Office and present the Official Receipt	4.1 Prepare Special Permit	None	20 Minutes	Mayor's Office Executive Staff
	4.2 Approve Special Permit	None	5 Minutes	Municipal Mayor/Municipal Administrator or LCE's Authorized Representative
5. Receive the Special Permit and Sign in the logbook	5. Release the Special Permit	None	1 Minute	Mayor's Office Executive Staff
TOTAL		Refer to table below pursuant to Revenue Code of the City	47 Minutes	

FEES TO BE PAID

PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	SSF (Security Service Fee)	RCEPF	SSF (Sanitation Service Fee)	TOTAL
☑ STAGE SHOW/VAUDEVILLE/DRAMA	Php500.00 per show					Php 500.00 per show
☑ CONCERT, CULTURAL SHOW, FASHION AND ACCESSORIES SHOW, BEAUTY & POPULARITY CONTEST, CAR/MOTOR SHOWS AND OTHER PRESENTATION	Php1,500.00 per show					Php 1,500.00 per show

4. Mayor's Permit on Business

Office or Division:	Municipal Mayor's Office- Non-Fiscal Unit	
Classification:	Simple Transaction	
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government	
Who may avail:	Residents of the Municipality only	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>1.For a newly-started business</p> <ul style="list-style-type: none"> a. Location sketch of the new business b. Paid-up capital of the business as shown in the Articles of Incorporation, if a corporation or partnership, or a sworn statement of the capital invested by the owner or operator, if a sole proprietorship c. A certificate attesting to the tax exemption if the business is tax exempt d. Certification from the office in charge of zoning that the location of the new business is in accordance with the zoning regulations e. Tax clearance showing that the operator has paid all tax obligations in the Municipality f. Barangay Clearance g. Three (3) passport size pictures of the owner or operator or in cases of a partnership or corporation the picture of the senior or managing partners and that of the President or General Manager h. Health certificate for all food handlers, and those under Chapter IV, Art D of this Revenue Code. <p>2. For renewal of existing business permits</p>	Requisitioning Party

- a. Previous year's Mayor's Permit
- b. Two (2) Copies of the annual or quarterly tax payments
- c. Two (2) Copies of all receipts showing payment of all regulatory fees as provided for in this code
- d. Certificate of tax exemption from local taxes or fees, if exempt

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log 1 book at the Office Lobby.	2. Give the logbook to the client.	None	1 Minute	Mayor's Office Executive Staff
2. Present the requirements and the letter to the Permit In-charge	2.1 Receive and refer the said documents to the Municipal Mayor/Municipal Administrator or his Authorized Representative for approval	None	5 Minutes	Mayor's Office Executive Staff
	2.2 Evaluates the validity of the request, approves the request or deny in writing with justification when request is not approve. Instructs the payment of fees at Municipal Treasurer's Office when the request is approve.	None	5 Minutes	Municipal Mayor, Municipal Administrator or LCE's Authorized Representative
3. Proceed to the Municipal Treasurer's Office for the payment and issuance of Official Receipt.	3.1 Receive payment and issue Official Receipt	Refer to table below pursuant to Revenue Code of the Municipality	30 minutes	Revenue Collection Officer - MTO

4. Proceed to the Mayor's Office and present the Official Receipt	4.1 Prepare Mayor's Permit	None	10 Minutes	Mayor's Office Executive Staff
	4.2 Approve Mayor's Permit	None	5 Minutes	Municipal Mayor/Municipal Administrator or LCE's Authorized Representative
5. Receive the Mayor's Permit and Sign in the logbook	5. Release the Mayor's Permit	None	1 Minute	Mayor's Office Executive Staff
TOTAL		Refer to table below pursuant to Revenue Code of the City	57 Minutes	

FEES TO BE PAID

PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	SSF (Security Service Fee)	RCEPF	SSF (Sanitation Service Fee)	TOTAL
The Permit fee shall either be based on asset size or number of workers. Whichever will yield the higher fee.						
1. On Manufacturers/Importers/Producers Micro Small Medium Large	<p align="center">Php300.00</p> <p align="center">Php600.00</p> <p align="center">Php1,200.00</p> <p align="center">Php2,400.00</p> <p align="center">(per annum)</p>					<p align="center">Php300.00</p> <p align="center">Php600.00</p> <p align="center">Php1,200.00</p> <p align="center">Php2,400.00</p> <p align="center">(per annum)</p>

2. On Banks 2.1. Rural bank 2.2. Savings Bank 2.3. Universal Banks	Php1,500.00 Php1,500.00 Php3,000.00 (Main)	Php1,000.00 Php1,000.00 Php1,500.00 (Branch)			
3. On other Financial Institutions Small Medium Large	Php1,500.00 Php3,000.00 Php5,000.00 (Main)	Php1,000.00 Php1,500.00 Php3,000.00 (Branch)			
4. On Contractors/Service Establishments Micro Small Medium Large	Php150.00 Php300.00 Php600.00 Php1,200.00				Php150.00 Php300.00 Php600.00 Php1,200.00
5. On Wholesalers/Retailers/Dealers or distributors in any article of commerce Micro Small Medium Large	Php200.00 Php400.00 Php800.00 Php1,000.00				Php200.00 Php400.00 Php800.00 Php1,000.00

6. On Trans loading Operations						
Micro	Php500.00					Php500.00
Small	Php1,000.00					Php1,000.00
Medium	Php2,000.00					Php2,000.00
Large	Php4,000.00					Php4,000.00
7. Other Businesses	Php300.00					Php300.00
Micro	Php400.00					Php400.00
Small	Php800.00					Php800.00
Medium	Php1,000.00					Php1,000.00
Large						Php1,000.00

5. Mayor's Permit Fee for Cockpits Owners/Operators/Licensees/Promoters and Cockpit Personnel

Office or Division:	Municipal Mayor's Office- Non-Fiscal Unit				
Classification:	Simple Transaction				
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government				
Who may avail:	Municipality of Tago Residents only				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Two (2) copies of Letter Request indicating the purpose and duration of the activity.			Requisitioning Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in the Client Log 1 book at the Office Lobby.	3. Give the logbook to the client.	None	1 Minute	Mayor's Office Executive Staff	

2. Present the requirements and the letter to the Permit In-charge	2.1 Receive and refer the request letter to the Municipal Mayor/Municipal Administrator or his Authorized Representative for approval	None	5 Minutes	Mayor's Office Executive Staff
	2.2 Evaluates the validity of the request, approves the request or deny in writing with justification when request is not approve. Instructs the payment of fees at Municipal Treasurer's Office when the request is approve.	None	5 Minutes	Municipal Mayor, Municipal Administrator or LCE's Authorized Representative
3. Proceed to the Municipal Treasurer's Office for the payment and issuance of Official Receipt.	3.1 Receive payment and issue Official Receipt	Refer to table below pursuant to Revenue Code of the Municipality	10 minutes	Revenue Collection Officer - MTO
4. Proceed to the Mayor's Office and present the Official Receipt	4.1 Prepare Mayor's Permit	None	5 minutes	Mayor's Office Executive Staff
	4.2 Approve Mayor's Permit	None	5 Minutes	Municipal Mayor/Municipal Administrator or LCE's Authorized Representative
5. Receive the Special Permit and Sign in the logbook	5. Release the Mayor's Permit	None	1 Minute	Mayor's Office Executive Staff

TOTAL	Refer to table below pursuant to Revenue Code of the City	33 Minutes	
--------------	---	-------------------	--

FEES TO BE PAID						
PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	SSF (Security Service Fee)	RCEPF	SSF (Sanitation Service Fee)	TOTAL
a. From the owner/operator/licensees of the cockpit:						
1. Application Filling fee	Php2,000.00					Php2,000.00
2. Annual Cockpit permit fee	Php5,000.00					Php5,000.00

<p>b. From cockpit personnel</p> <p>1.Promoters/Hosts</p> <p>2.Pit Manager</p> <p>3.Referee</p> <p>4.Bet Taker "Kristo/Llamador</p> <p>5.Bet Manager "Maciador/kasador"</p> <p>6.Gaffer "Mananari"</p> <p>7.Cashier</p> <p>8.Derby (Matchmaker)</p>	<p>Php1,500.00</p> <p>Php1,000.00</p> <p>Php500.00</p> <p>Php500.00</p> <p>Php500.00</p> <p>Php500.00</p> <p>Php500.00/each</p> <p>Php1,000.00</p>					<p>Php1,500.00</p> <p>Php1,000.00</p> <p>Php500.00</p> <p>Php500.00</p> <p>Php500.00</p> <p>Php500.00</p> <p>Php500.00</p> <p>Php500.00/each</p> <p>Php1,000.00</p>
<p>c. From carinderias personnel with Business Permit</p> <p>1. Manager</p> <p>2. Crew</p>	<p>Php1,000.00</p> <p>Php500.00/each</p>					<p>Php1,000.00</p> <p>Php500.00/each</p>

6. Mayor's Special Permit for Cockfighting

This Special Permit is issued to clients who may avail of special authority to conduct Cockfights in their respective barangays.

Office or Division:	Municipal Mayor's Office- Non-Fiscal Unit
Classification:	Simple Transaction
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government
Who may avail:	Municipality of Tago Residents Only

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
----------------------------------	------------------------

1. Two (2) copies of Letter Request indicating the purpose and duration of the activity.	Requisitioning Party
--	----------------------

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log 1 book at the Office Lobby.	4. Give the logbook to the client.	None	1 Minute	Mayor's Office Executive Staff
2. Present the requirements and the letter to the Permit In-charge	2.1 Receive and refer the request letter to the Municipal Mayor/Municipal Administrator or his Authorized Representative for approval	None	5 Minutes	Mayor's Office Executive Staff
	2.2 Evaluates the validity of the request, approves the request or deny in writing with justification when request is not approve. Instructs the payment of fees at Municipal Treasurer's Office when the request is approve.	None	5 Minutes	Municipal Mayor, Municipal Administrator or LCE's Authorized Representative

3. Proceed to the Municipal Treasurer's Office for the payment and issuance of Official Receipt.	3.1 Receive payment and issue Official Receipt	Refer to table below pursuant to Revenue Code of the Municipality	10 minutes	Revenue Collection Officer - MTO
4. Proceed to the Mayor's Office and present the Official Receipt	4.1 Prepare Special Permit	None	5 Minutes	Mayor's Office Executive Staff
	4.2 Approve Special Permit	None	5 Minutes	Municipal Mayor/Municipal Administrator or LCE's Authorized Representative
5. Receive the Special Permit and Sign in the logbook	5. Release the Special Permit	None	1 Minute	Mayor's Office Executive Staff
TOTAL		Refer to table below pursuant to Revenue Code of the City	32 Minutes	

FEES TO BE PAID

PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	SSF (Security Service Fee)	RCEPF	SSF (Sanitation Service Fee)	TOTAL

a. Special Cockfights (Pintakasi)	Php500.00					Php500.00
b. Special Derby Assessment from Promoters of						
*Two-Cock Derby	Php1,000.00					Php1,000.00
*Three-Cock Derby	Php1,500.00					Php1,500.00
*Four-Cock Derby	Php2,000.00					Php2,000.00
*Five-Cock Derby	Php2,500.00					Php2,500.00
c. Sultadas fee at the following rate to the winning cock						
*Regular Cockfights	Php75.00					Php75.00
*Special Cockfights (derby)	Php100.00					Php100.00