EXECUTIVE OFFICE SERVICES
External Services

1. ISSUANCE OF MAYOR'S CLEARANCE

The Mayor's Clearance certifies that the individual is a resident of the municipality, of good moral character and is a law-abiding citizen.

The clearance is a document usually availed of by individuals seeking employment, scholarship, for a firearms license and for any other purpose.

Office or Division:	Office of the Mayor
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Residents of Dinalupihan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original Copy of Barangay Clearance 2. Original Copy of Police Clearance 3. Original Copy of Court Clearance 4. Latest Community Tax Certificate (CTC) 5. Official Receipt for Request of Certification Fee	Barangay PNP Police Station MCTC / RTC Barangay or Municipal Treasury Municipal Treasury

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	1. Receive and review the requirements if complete and duly signed.	None	1 minute	Clerk I
2. Proceed to the Treasurer's Office to pay prescribed fee and buy documentary stamp	2. Receive payment and issue Official Receipt and documentary stamp.	P 100.00	5 mins	Revenue Collection Clerk
3. Present Official receipt at the Mayor's Office	**3.** Prepare the clearance.	None	5 mins	Clerk III

4. Affix signature on the clearance	4. The Local Chief Executive or authorized signatory signs the Clearance/Certificate	None	1 minute	Local Chief Executive / Authorized Signatory
5. Receive the Mayor's clearance	Get a duplicate copy, record and release the clearance.	None	1 minute	Clerk I
TOTAL			13 minutes	

2. ISSUANCE OF CERTIFICATE OF GOOD MORAL CHARACTER

This service is intended for students availing of scholarship grant and job applicants.

Office or Division:	Office of the Mayor
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Residents of Dinalupihan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Certification (stating that the client is a resident of the barangay and has no derogatory records) 2. Official Receipt for Request of Certification Fee	Barangay Municipal Treasury

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit barangay clearance in securing certificate of good moral character	1. Receive and review clearances and advise client to pay the necessary fees.	None	4 minutes	Clerk I
2. Proceed to Treasurer's Office to pay prescribed fee	2. Receive payment and issue Official Receipt.	P 100.00	5 minutes	Revenue Collection Clerk
3. Present Official receipt at the Mayor's Office	3. Prepare the certification ready for the signature of the Mayor.	None	5 minutes	Clerk III
4. Wait for the certification	4. The Local Chief Executive or authorized signatory signs the Certification	None	1 minute	Local Chief Executive / Authorized Signatory
5. Receive the certification	5. Get a duplicate copy, record and release the Certification.	None	2 minutes	Clerk I
	TOTAL	**None**	**17 minutes**	

3. AVAILING OF PUBLIC CUSTOMER ASSISTANCE

Residents of the Municipality and other clients may request the MMO for referral, recommendations, endorsements or communications so that they can avail of the free service.
Public Customer Assistance cover the following areas:

- Free Medical Assistance Indigents
- Job Recommendations for Residents of DInalupihan
- Endorsement for Transfer-for Dinalupiheños in government service who are currently posted in other municipalities or provinces and would like to be transferred to Dinalupihan, Bataan

Office or Division:	Office of the Mayor
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Residents of Dinalupihan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Free Medical Assistance:	
1. Medical prescription	Attending Physician
2. Clinical diagnosis or doctor's referral	Attending Physician
3. Barangay Certificate of Indigency	Barangay
For Job Recommendations:	
1. Complete Bio-data or Curriculum Vitae	Applicant
2. Police Clearance	PNP Police Station
3. Past employment records	Former Employer
4. Barangay Certificate of Residency	Barangay
5. Other relevant documents	Applicant
For Endorsement for Transfer	
1. Letter of Request for transfer stating therein reasons for request	Requesting Client
2. Certified Service Record, if available	Employer of the client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter or the pertinent documents required	1. Receive and review the documents	None	5 minutes	Clerk I
2. Proceed to Treasurer's Office to pay prescribed fee	2. Receive payment and issue Official Receipt.	None	3 minutes	Revenue Collection Clerk
3. Present Official receipt at the Mayor's Office	3. Prepare the Appropriate communication regarding the request ready for the signature of the Mayor.	None	5 minutes	Clerk III / Clerk IV
4. Wait for the certification	4. The Local Chief Executive or authorized signatory will approve the request for assistance, recommendation and endorsement.	None	2 minutes	Local Chief Executive
5. Receive the certification	5. Get a duplicate copy, record and release the Certification.	None	2 minutes	Clerk I
	TOTAL		17 minutes	

4. USING OF GOVERNMENT FACILITIES

The MUNICIPAL GOVERNMENT of Dinalupihan offers the use of the following facilities ideal for seminars, conferences, gatherings, sports and other activities:

- Town Plaza
- Sports Complex
- Track and Field Oval
- Swimming Pool
- Bulwagan ng Bayan
- Meeting Halls

Office or Division:	Office of the Mayor
Classification:	Simple
Type of Transaction:	G2C– Government to Citizen
Who may avail:	Corporations, Groups and other Entities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter request addressed to the Mayor, specifying the government facility to be used, date, time and purpose	Requesting Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the request letter	1. Receive and review the request letter	None	5 minutes	Clerk I
2. Proceed to Treasurer's Office to pay prescribed fee	2. Receive payment and issue Official Receipt.	Refer to Chart	3 minutes	Revenue Collection Clerk
3. Presents the Official Receipt at the Mayor's Office	**3.** Prepares the permit	None	5 minutes	Clerk III / Clek IV
4. Wait for the permit	4. The Local Chief Executive signs the permit	None	2 minutes	Local Chief Executive
5. Receives Mayor's Permit and leaves one (1) copy with the Records Section for file.	5. Issues Mayor's Permit and retains one (1) copy for file	None	5 minutes	Clerk I
	TOTAL		**20 minutes**	

FEES TO BE PAID		
Government Facility	**Particulars**	**Amount**
Swimming Pool and Cottage	Unlimited use of pool by Swimming Club Member Use of Cottage by Swimming Club Member Use of pool by Non-Member of the Swimming Club Use of cottage by Non-Member of the Swimming Club Exclusive use of the swimming pool by NGOs, business companies or private person with the aim of promoting swimming Exclusive use of the pool for recreation purpose only DECS sponsored interschool competition	P 500.00 a mo nth P 100.00 per day P 50.00 per day per person P 200.00 per day P 750.00 per hour or fraction thereof, or fixed P 5,00.00 for maximum of 8 hours P 5,000.00 for maximum of 8 hours or P 400.00 per hour Free
Town Plaza	Stage and ground	Free
Dinalupihan Civic Center	Facilities	P 12,000.00 / 4 hours in excess P 3,000.00 / hour
Dinalupihan Track and Field Oval	Facilities	P 5,000.00 for 8 hours P 500.00 for every hour thereafter
Bulwagan ng Bayan	Facilities	P 17,000.00 for 4 hours P 4,250.00 for every hour in excess