



Municipal Mayor's Office (MO)

Administrative Division

External Services



1. Certification of Photocopy of Documents/Records on File.

These documents pertain to those that area filed exclusively under the Mayor's Office as maybe allowed by pertinent laws and local ordinances. Requesting parties shall submit a written request stating the specific documents/records and its purpose.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government; G2B – Government to Business G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 Original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Receive and record the document	None	30 minutes	MO- ADOF IV, ADOF I, ADA IV
	1.2. Verify the availability of document/s/record requested	None		
	1.3. Issue Payment Order			
2. Pay the required fees, if requested document is available	2.1 Receive an Issue OR	Certification Fee ₱290.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1 Prepare and sign copies of certified true copy	None	1 day	MO- ADOF IV, ADOF I, ADA IV, LCE
4. Receive copy of the document	4. Release the requested document	None	3 minutes	MO-Admin. Section: ADA IV, AO I, AO IV, PS II
TOTAL:		₱290.00	1 day and 46 minutes	



2. Issuance of Burial Permit.

Issued to clients applying for burial services at the Municipal Cemeteries.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Residency of the deceased (One (1) Original)		Respective Barangay		
Filled Out Request Form		Mayor's Office		
Death Certificate (One (1) Photocopy)		MCRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1. Receive and record documents	None	10 minutes	MO- ADOF IV, ADOF I, ADA IV
	1.2. Issue Payment Order	None		
2. Pay the required fees	2.1. Receive and Issue OR	Rental + Burial Permit + Add'l Payment (if either from b to d is availed)	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1. Prepare and sign the requested document	None	1 day	MO- ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4.1. Release the requested document	None	3 minutes	MO- ADOF IV, ADOF I, ADA IV
TOTAL:		Rental + Burial Permit + Add'l Payment (if either from b to d is availed), see table below	1 day and 26 minutes	



Particular	Fees (in Peso)	Burial Permit
a) Rental per lot (for 5 years)	₱1,000.00.00	₱400.00
b) Additional layer	₱500 .00	
c) Niches	₱500.00	
d) In excess of the required size (1m x 2.0m)	₱100.00/sq.m.	

3. Issuance Certificate of Good Moral Character

Issued to applicants who seek employment or a requirement by a private or government entities.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Residents of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification that the applicant has no derogatory records (One (1) Original Copy)		Respective Barangay		
Letter request (one original copy)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required document	1.1. Receive and record document	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. Issue payment order	None		
2. Pay the required fee at the Treasury Office	2.1. receive and Issue OR	Certification Fee = ₱ 290.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1. Prepare and sign the requested document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4. Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱290.00	1 day and 26 minutes	



4. Issuance of Certificate of Posting.

Document being requested by clients attesting the posting of documents at the municipality's posting area.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
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		
Letter request stating its purpose (One (1) Original copy)		Requesting party		
Two (2) copies of the document to be posted duly received by the Office of the Municipal Mayor (1 Original and 1 photocopy)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and required documents	1.1 Receive and record the documents	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 Issue Payment Order	None		
2. Pay the required fees	2.1 Receive and Issue OR	₱290.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1 Prepare and sign the certificate of posting	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Client receives the document	4.1 Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱290.00	1 day and 26 minutes	



5. Issuance of Disapproval/Approval of Appeals on the Grant or Denial of Locational Clearance

Issued to clients appealing on the denial of their application for Local Clearance from the Zoning Administrator/Zoning Officer.

Office or Division:	Administrative/Records Section/LZBA			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen, G2B-Government to Business			
Who may avail:	General Public, Business Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Appeal (1 original copy)		Requesting party		
Copy of the denied request (1 photocopy)		Zoning Administrator/Zoning Officer		
Affidavit of no objection to the project from the property owners immediately in front of and abutting the project site (2 original copies)		Property Owners		
Certification from the Punong Barangay that a public consultation was conducted in the concerned barangay where the subject property is located (1 original copy)		Punong Barangay Concern		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and record the documents	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. Forward to LZBA for validation and assessment 1.3. LZBA submit resolution of approval/disapproval	None	25 days	LZBA
	1.4. Issue payment Order	None		MO-Admin. Section: ADOF IV, ADOF I, ADA IV
2. Pay required fees	2.1 Receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II



3. Receive the resolution	3.1 Release the resolution	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		Refer to the table below	25 working days and 21 minutes	

This service is covered by Sec 5 of Republic Act 7160 and Mun. Ordinance No. 467 s. 2022

Schedule of Fees

Service	Rate
Motion for Reconsideration	₱600.00
Petition for Review	₱2,880.00
Prayer for cease and desist order	₱1,200.00

6. Issuance of Endorsements for Financial Assistance.

Document being requested by clients seeking financial assistance from other private/government agencies/entities.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All qualified residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Social Case Study Report (3 Original Copies)		MSWDO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Social Case Study Report	1.1 Receive the document	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 Prepare and sign the endorsement	None	1 day	
2. Receive copies of the requested document	2.1. Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		None	1 day and 8 minutes	



7. Issuance of Endorsements for Funding Request From Other Agencies /Entities

Document being requested by clients seeking funding from other private/government agencies/entities.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2G - Government to Government			
Who may avail:	Registered and Accredited Associations/Cooperatives; BLGU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request/Associations'/Organizations' Resolution (1 original copy) duly endorsed by the concerned barangay		Requesting Party		
Barangay Resolutions requesting for funding (3 Original Copies)		Requesting Sangguniang Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 receive, Assess/Review the documents	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
	1.2 Prepare and sign the endorsement	None	1 day	
2. Receive the requested document	2. Release the requested document	None	3 minutes	MO-Admin. Section: ADA IV, AO I, AO IV, PS II
TOTAL:		None	1 day and 8 minutes	



8. Issuance of Job Recommendations/Endorsements.

Document being requested by clients seeking employment or a requirement by other agencies/entities.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Residents of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Residency (One (1) Original Copy)		Respective Barangay		
Letter Request (One original copy)		Requesting party		
Police Clearance (One (1) Original Copy)		Tuba Municipal Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 receive and record request	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. Prepare reply if request is denied	None	1 day	
	1.3. Prepare and sign the 3 original copies	None		
	1.4. Issue Payment Order		3 minutes	
2. Pay the required fees	2.1 Receive and Issue OR	₱100.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1 Prepare and sign the job recommendation/endorsement	None	30 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4.1. Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱100.00	1 day and 59 minutes	



9. Issuance of Mayor's Clearance

Document issued to clients for various purposes attesting that she/he has no pending case filed with the Office of the Municipal Mayor.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Residents of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Residency (1 Original copy)		Respective Barangay Hall		
Police Clearance (1 Photocopy)		Tuba Municipal Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and record document	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 Issue Payment Order	None	3 minutes	
2. Pay the required fee	2.1 receive and Issue OR	₱230.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1. Prepare and sign the document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
4. Receive the requested document	4. Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱230.00	1 day and 29 minutes	



10. Issuance of Occupational/Working Permit

This document is issued to requesting parties seeking employment within the Municipality and to every person who shall be engaged in the practice of occupation or calling not requiring government examination within the municipality.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application Form (2 Original copies)		Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished application form	1.1 Receive document	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 Issue Payment Order	None	3 minutes	
2. Pay the required fees	2.1 Receive and Issue OR	₱200.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.2 Prepare and sign copies of occupational/working permit	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive copy of the document	4. Release the requested document.	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱200.00	1 day and 24 minutes	



11. Issuance of Special Permit for the Conduct of Group Activities

Issued to those applicants requesting to hold/conduct activity/event within the municipality of not more than 24 hours.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business			
Who may avail:	All Residents; Private group/organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 Original Copy)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Receive and record document	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 prepare reply letter if denied	None	30 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
	1.3 Issue Payment Order	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
2. Pay the required fee	2.1 Receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1 Prepare and sign the document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4.1 Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		Refer to the table below	1 working day & 59 minutes	

Particular	Fees (in Peso)
Conference, meetings, rallies and demonstration in outdoor, parks, plazas, road/streets	242.00
Dances	121.00
Coronation and ball	242.00
Promotional Sale	242.00
Other Group Activities (including political campaigns)	121.00



12. Issuance of Special Permit for Emergency Tree Cutting or Certificate Interposing No Objection.

Issued to clients requesting to cut trees that poses danger to life and property.

Office or Division:	Administrative/Records Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification stating that the subject tree to be cut is within the requesting party's property (2 Original copies)		Respective Barangay		
Letter request (1 Original copy)		Requesting party		
Photo (Colored) of the subject tree to be cut (2 original copies)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and record the documents	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. Forward to MENRO for validation/assessment & recommendation 1.3. MENRO submit validation, assessment and recommendation: Issuance of Special Permit for Emergency Tree Cutting or Issuance of Certificate Interposing No Objection	None	15 working days	MENRO: SEMS, EMS II, EMS I, ADA VI, MENRO
	1.4. Issue Payment Order	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
2. Pay Required fees	2.1. Receive and Issue OR	Emergency Cutting Permit – ₱100.00/ tree Cert. Interposing No	13 minutes	MTO: RCC II



		objection – ₱290.000		
	2.2. Prepare and sign the Certificate Interposing No Objection or Special Permit for the Emergency Tree Cutting	None	30 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
3.Receive the requested document	3.1.Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱390.00	15 working days and 59 minutes	

13. Issuance of Special Permit on Cockfighting

Document issued to applicants to hold cockfighting.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Cockfighting Sports Arena			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 Original Copy)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Receive and record document	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.3 prepare reply if denied	None	30 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
	1.4 Issue Payment Order	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
2. Pay the required fee	2.1. Receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II



3. Present the Official Receipt (OR)	3.1 Prepare and sign the requested document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4. Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		Refer to the table below	1 working day & 59 minutes	

Particular	Fees (in Peso)
Special cockfights (Pintakasi)	1,210.00
One-Cock	1,100.00
Two-cock (ulutan)	1,210.00
Three-Cock (Ulutan)	1,500.00
Special Derby Assessment from Promoters of:	
• 2-cock derby	2,420.00
• 3-cock derby	3,630.00
• 4-cock derby	4,840.00
• 5-cock derby	6,050.00
Fighting Oriental Cock (holo)	1,100.00

14. Issuance of Special Permit on Film-Making

Issued to applicants who conducts location-filming within the territorial jurisdiction the municipality.

Office or Division:	Administrative/Records Section
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	Business sectors
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Letter request (1 Original Copy)	Requesting party



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1. Receive and record the document	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 prepare reply letter if denied	None	30 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
	1.3 Issue Payment Order	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
2. Pay the required fee	2.1. Receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1 Prepare and sign the requested document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4.1 Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		Refer to the table below	1 working day & 59 minutes	

Particular	Fees (in Peso)
Commercial movies	16,500.00/film
Commercial Advertisement	11,000.00/film
Documentary film (commercial)	1,815.00/film
Videotape coverage (commercial)	2,420.00/coverage

15. Solemnization of Marriage

Rendered to all qualified couples who wish to be lawfully married.

Office or Division:	Administrative/Records Section
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All couples with marriage license



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Marriage License (1 set of original document)		Local Civil Registry, anywhere in the country		
List of Sponsors (minimum of 1 pair)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Check the documents submitted 1.2 Set the schedule of solemnization (Mondays and Tuesday only depending on the availability of the LCE) 1.3 Prepare the Certificate of Marriage	None	15 minutes	MO-Admin. Section: ADA IV, PS II
	1.2 Issue Payment Order	None	3 minutes	
2. Pay the required fees	2.1. Receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II
3. Present the OR	3.1 Receive OR	None	3 minutes	MO-Admin. Section: ADA IV, PS II
4. Attend the scheduled solemnization	4.1. Solemnize the marriage	None	35 minutes	MO: LCE
5. Submit the 4 sets original copies of Certificate of Marriage to the LRCO for registration	5.1. Assist the client in the registration of their marriage at the MCRO	None	10 minutes	MO-Admin. Section: ADA IV, PS II
TOTAL:		Refer to the table below	1 hour and 19 minutes	

Particular	Fees (in Peso)	Sponsorship Fee	Service Fee	Total (in Peso)
Marriage License obtained within Tuba	1,000.00	100.00 x no. of sponsor	Php175.00	Solemnization Fee + Sponsorship Fee + Service Fee



Marriage License obtained outside Tuba	4,000.00	100.00 x no. of sponsor	Php175.00	Solemnization Fee + Sponsorship Fee + Service Fee
Marriage solemnized outside the Mun. Hall	2,000.00	100.00 x no. of sponsor	Php175.00	Solemnization Fee + Sponsorship Fee + Service Fee

16. Solemnization of Marriage – Article 34 of the Family Code

Service rendered to qualified couples who, after cohabiting for 5 years and more, are eligible for marriage.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All qualified couples who are residents of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly notarized Affidavit of Cohabitation (4 Original copies)		PAO or Private Lawyer		
Advisory on Marriage or Certificate of No Marriage (1 Original copy of each party)		PSA		
Birth Certificate of couple (2 original copies of each party)		PSA/LCR		
Birth Certificate of Child, if applicable (1 original copy or 1 certified true copy)		PSA/LCR		
Certificate of Family Planning (1 Original copy)		Pre-Marriage and Orientation Committee (PMOC)		
List of Sponsors		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents	1.1 Receive and assess submitted documents 1.2 Forward to the LCE for approval/disapproval	None	40 minutes	MO-Admin. Section: ADA IV, PS II



	1.3 If approved, set the schedule of solemnization 1.4. Prepare the Cert. of Marriage			
	1.5 Issue Payment Order		3 minutes	
2. Pay the required fees	2. receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II
3. Present OR	3.1 Receive OR	None	3 minutes	MO-Admin. Section: ADA IV PS II
4. Return on the scheduled solemnization	4.1. Solemnize the marriage	None	35 minutes	LCE
5. Bring the 4 sets original copies of Certificate of Marriage to the LRCO for registration	5.1. Assist the client in the registration of their marriage at the MCR	None	10 minutes	MO-Admin. Section: AO IV, PS II, AO I, ADA IV
TOTAL:		Refer to the table below	1 hour and 44 minutes	

Particular	Fees (in Peso)	Sponsorship Fee	Service Fee	Total
Marriage solemnized outside the Mun. Hall	2,000.00	100.00 x no. of sponsor	Php175.00	Solemnization Fee + Sponsorship Fee + Service Fee
Marriage solemnized within the Mun. Hall	1,000.00	100.00 x no. of sponsor	Php175.00	Solemnization Fee + Sponsorship Fee + Service Fee



Municipal Mayor's Office (MO)
Administrative Division

Internal Services



1. Approval of Check for the Payment of Employee Benefits

The Municipal Mayor signs checks and vouchers paid out from the Municipality's Coffer.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Municipal employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request Slip signed by the end user and the Municipal Budget Officer (3 copies of Original document)		End-user, MBO		
Voucher signed by the Municipal Accountant and the Municipal Treasurer (2 Original copies)		MACCO, MTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the check	1.1 Receive and record document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
	1.2 Sign the document	None		
	1.3 Forward the check to the Municipal Accounting office for advice	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		None	1 working day and 5 minutes	



2. Approval of Trip Tickets and Travel Orders

Documents issued to municipal officials and employees for official business using municipal vehicles.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Municipal Officials and Employees of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Training/meeting invitations 1 photocopy		Inviting party		
Travel Orders recommended by their immediate supervisor/department head (1 Original copy)		Requesting party		
Three original copies of filled out Trip Tickets		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log and assign control number of the travel order and trip ticket at the designated logbook	1.1 forward the logged travel order and trip ticket to the LCE/EA II	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. approve/disapprove TO and Trip Ticket	None	1 day	MO: LCE/EA II
3. Receive the document	Release the approved TO and Trip Ticket	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		None	1 working day and 8 minutes	



3. Issuance of Authority to Travel

This document is being issued to official or employee at least a week before the travel outside the Philippines whether on Official Business or for personal reasons.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 original copy of the Invitation		Inviting party		
Letter request with the Approved Application for Vacation Leave, if for personal reasons (4 Original copies)		HRMO		
Clearance, CSC Form No. 7, S. 2017 (4 Original copies)		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1. Receive and record the documents	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. Prepare and sign the Authority to Travel	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
2. Receive the approved Authority to Travel	2. 1 Release the document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		None	1 working day and 13 minutes	



**Mayor's Office – Community Affairs Section
(MO – CAS)**

Internal Services



1. Reply/Answer to various communications, and queries

Incoming communications/queries received by the office should be replied/answered.

Office or Division:	Mayor's Office – Community Affairs Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send queries thru letter	1.1 Receive and stamp the document/communication	None	1 hour	Community Affairs Personnel
	1.2. Check the request for proper action/reply to the queries			
	1.3 Prepare reply/answer to the queries			
2. Receive the document.	Release the document in reply to the queries to concerned client/s and/or agencies.			
TOTAL:		None	1 hour	