

SCHEDULE OF AVAILABILITY

MONDAY – FRIDAY
8:00 AM – 5:00 PM
NO NOON BREAK

WHO MAY AVAIL?

CITY EMPLOYEE, FORMER CITY EMPLOYEE, AND INDIVIDUAL LIVING IN THE CITY OF PARANAQUE

TOTAL DURATION OF TIME

4 MINUTES

REQUIREMENTS

1. Police Clearance
2. Court Clearance
3. Additional Requirements for Terminal Leave and Retirement
 - Department/Office Clearance
 - Accounting Clearance
 - GSO Clearance

REQUIRED FEE: PHP 50.00

Permit to Carry Firearms or Deadly weapon: 150.00

BUSINESS PERMITS & LICENSING OFFICE CITIZEN'S CHARTER

ISSUANCE OF MAYOR'S CLEARANCE

STEPS	APPLICANT	SERVICE PROVIDER	DURATION	PERSON / OFFICE IN CHARGE	AMOUNT	REQUIREMENTS
1	Submit the requirements	Receiving and checking of requirements. Issuance of Order of Payment	2 mins	Rosalia Ojo		1. Police Clearance 2. Court Clearance 3. Additional Requirements for Terminal Leave and Retirement - Department/Office Clearance - Treasury Clearance - GSO Clearance
2	Upon receipt of Order of Payment, proceed to City Treasurer's Office for payment			City Treasurer's Office	50.00/ 150.00	Order of Payment
3	Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt	Issuance of Order of Payment	1 min	Rosalia Ojo		Official Receipt
4		Releasing Mayor's Clearance	1 min	Rosalia Ojo		

--- END OF TRANSACTION ---