



# "PAGANNUROTAN"

## SECURING MAYOR'S CLEARANCE AND CERTIFICATION OF GOOD MORAL CHARACTER

**Who may avail of the service:**

- All residents of Luna, Apayao

**Requirements:**

- Community Tax Certificate
- Barangay Clearance
- Official Receipt

**Fees/Charge:**

- As per Municipal Revenue Code

**Schedule of Service Availability:**

- Monday to Friday 8:00am to 12:00 noon & 1:00pm to 5:00pm

**Duration:**

- 35 minutes

**HOW TO AVAIL OF THE SERVICE:**

Steps	Applicant/Client	Service provider	Duration	Person/s in-charge	Location
1	Sign logbook and indicate purpose	Conduct interview	5 mins.	Sonia Fe P. Escaño – AA II Wendell Jane M. Ubay – Admin Aide VI Marites C. Tugaoen – Admin Aide III	Office of the Municipal Mayor
2	Submit requirements	Receive and review submitted documents	5 mins.		
		Prepare the Mayor's Clearance	5 mins.		
3	Pay appropriate fees	Process payment and issue official receipt	5 mins.	Liberty L. Guzman- LTOO I Mary Ann H. Ackiapat-RCC II Leodegard A. Edra-RCC I Lester S. Pagud-RCC I Jay B. Inocente- RCC I Mark Aldrin A. Echanique-RCC I	Office of the Municipal Treasurer
		Present the document for signature of the Mayor	5 mins.	Sonia Fe P. Escaño – AA II Wendell Jane M. Ubay – Admin Aide VI Marites C. Tugaoen – Admin Aide III	Office of the Municipal Mayor
4	Receive copy of the clearance	Issue clearance	5 mins.	Marites C. Tugaoen – Admin Aide III	
		File and record	5 mins.		

END OF TRANSACTION