

#### 4. ISSUANCE OF MAYOR'S CLEARANCE

Description: The General Santos City Revenue Code of 1996, section 66 states that "It shall be unlawful for any person to engage in any business or occupation for which a permit is required for the proper supervision and enforcement of existing laws and ordinances governing sanitation, security and welfare and the health of the employees. In the business, trades or occupations under this ordinance and other ordinances that may herein after be enacted without first having secured a permit therefore from the City Mayor and pay the corresponding feed to the City Treasurer."

<b>Office or Division:</b>	Business Permits and Licenses Division, Office of the City Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Any person applying for employment			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	<b>TIME</b>	<b>FEE</b>	
1. Barangay Clearance 2. Community Tax Certificate 3. Prosecutor's Clearance (Original) 4. Court Clearance (Original Copy) 5. Police or N.B.I. Clearance  6. Voter's Affidavit (Original Copy)  7. Birth Certificate or any Valid Identification Card (Original Copy)	<ul style="list-style-type: none"> <li>1. Barangay Treasurer's Office, Barangay Hall where the applicant resides</li> <li>2. Barangay Treasurer's Office, Barangay Hall where the applicant resides</li> <li>3. Hall of Justice, Barangay Lagao</li> <li>4. Hall of Justice, Barangay Lagao</li> <li>5. Camp Fermin Lira, Barangay Dadiangas West (for Police Clearance) or N.B.I. Office, San Pedro St., Barangay Lagao (for N.B.I. Clearance)</li> <li>6. Barangay Treasurer's Office, Barangay Hall where the applicant resides</li> <li>7. Local Civil Registrar Building, Pendatun Avenue, Barangay Dadiangas North</li> </ul>	<ul style="list-style-type: none"> <li>1. <u>N/A</u></li> <li>2. <u>N/A</u></li> <li>3. <u>N/A</u></li> <li>4. <u>N/A</u></li> <li>5. <u>N/A</u></li> <li>6. <u>N/A</u></li> <li>7. <u>N/A</u></li> </ul>	<ul style="list-style-type: none"> <li>1. <u>N/A</u></li> <li>2. <u>N/A</u></li> <li>3. <u>N/A</u></li> <li>4. <u>N/A</u></li> <li>5. <u>N/A</u></li> <li>6. <u>N/A</u></li> <li>7. <u>N/A</u></li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents to the receiving window of Business Permit and Licenses Division, Ground Floor, General Santos City Investment Action Center, City Hall compound, Barangay Dadiangas East	1. Receive application form with complete requirements, evaluate and check authenticity of the submitted documents	None	10 minutes	<ul style="list-style-type: none"> <li>• Adam Kamal</li> <li>• Ronalyn Fortugana</li> </ul>
No Activity	2. Encode information based on submitted application form and documents and print Mayor's Clearance	None	10 minutes	<ul style="list-style-type: none"> <li>• Lovella Gracia S. Celiz</li> <li>• Freedom M. Cavan</li> </ul>
No Activity	3. Receive and review required attachments and approve Mayor's Clearance	None	5 minutes	<ul style="list-style-type: none"> <li>• Nathaniel M. Bustos</li> <li>• Atty. Rowi Arbilon Malayag</li> </ul>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive Mayor's Clearance	4. Verify claimant and release Mayor's Clearance	None	5 minutes	• Rafaelito Bayron
	<b>TOTAL</b>		<b>Thirty minutes</b>	
<b>END OF TRANSACTION</b>				

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