

## ■■■ Mayors Clearance Application

### ■■■ Procedures

| STEP                      | APPLICANT ACTIVITY  | OFFICE ACTIVITY  | PERSON RESPONSIBLE                 | FORMS                    |
|---------------------------|---|--|------------------------------------|--------------------------|
| 1                         | Submit application form together with supporting documents to the Business Bureau | Receive application and Indicate amount to be paid   | Occupational Asst.                 | Application Form/<br>TOP |
| 2                         | Proceed to City Treasurer's Office  | Receipt of payment and Issuance of Official Receipt  | Cashier                            | Official Receipt         |
| 3                         | Proceed to the Business Bureau  | Receipt of form and official receipt;<br>Encoding of application form;<br>Release of Mayor's Clearance to the applicant. | Occupational Asst.<br>Section Head | Mayor's Clearance        |
| <b>END OF TRANSACTION</b> |   |  |                                    |                          |

### ■■■ Requirement

1. Official Receipts
2. NBI or Police Clearance
3. Fiscal or Court Clearance
4. Others, depending on the nature of the request for Mayor's Clearance