



Republic of Philippines  
**MUNICIPALITY OF BAYAMBANG**  
Province of Pangasinan

**ISSUANCE OF MAYOR'S CLEARANCE**  
**(At the Mayor's Office)**

Requirements to be submitted by Client:

1. Residence Certificate (Cedula)
2. Official Receipt/s issued by the Treasury Office
3. Barangay Clearance
4. Police Clearance

**HOW TO AVAIL OF THE SERVICE**

<b>STEP</b>	<b>WHAT THE CLIENT SHOULD DO</b>	<b>WHAT THE OFFICE SHALL DO AND SERVICE TIME</b>	<b>PERSON IN CHARGE</b>
<b>1</b>	Submit all the requirements.	Evaluate all requirements. <b>10 mins.</b>	Gerenerio Q. Rosales
<b>2</b>	Submit documents.  Come back a day after to claim the clearance.	Prepare the Mayor's Clearance Form and send it for approval by the Municipal Mayor or for the Municipal Mayor by the Municipal Administrator. <b>1 day</b>	Dennis P. Flores
<b>3</b>		Apply dry seal on the approved clearance, retain a file copy and issue the applicant's copy. <b>10 mins.</b>	Gerenerio Q. Rosales Dennis P. Flores
<b>TOTAL SERVICE TIME PER CLIENT 1 day and 20 mins.</b>			
<b>END OF TRANSACTION</b>			



**8 KILOMETERS**  
**THE LONGEST BARBECUE**  
Bayambang, Pangasinan, Philippines  
April 4, 2014