

Republic of the Philippines Province of Bohol <b>Municipality of Loon</b>	Doc. Code:
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<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>OFFICE OF THE MAYOR</b>

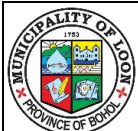


**VISION :** A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance  
**MISSION:** To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

## OFFICE OF THE MAYOR

**Frontline Service 1: Issuance of Mayor's Permits, Clearances, Referrals, Recommendations, Endorsements and other Certifications.** Permits include those for sociocultural activities; research and surveys; product promotion and sale; cutting of non-endangered tree species; announcements through flyers, posters, streamers and billboards; and other activities. Clearances and other certifications are those related to employment, residency, indigency, good moral character, and others.

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAYOR'S OFFICE					
1	▪ Express request	▪ Interview client	1 min			R. Monreal A. Saligumba	Mayor's Office
2	▪ Listen	▪ Instruct client to pay fee at MTO	1 min			R. Monreal A. Saligumba	Mayor's Office
3	▪ Pay fee at MTO	▪ Type details of application on requested document	5 min	OR	P100 - P500 depending on activity	R. Monreal A. Saligumba	MTO Mayor's Office
4	▪ Wait	▪ Have the document signed by the Mayor or duly authorized person	1 min	Printed document		R. Monreal A. Saligumba	Mayor's Office
5	▪ Wait	▪ Affix municipal seal on the approved Mayor's Permit	1 min	Approved document		J. Mejares L. Marimon	Mayor's Office
6	▪ Accept signed document	▪ Present signed document to client	2 min	Signed document		J. Mejares	Mayor's Office
			11-15 min				



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**CITIZEN'S CHARTER**  
**OFFICE OF THE MAYOR**

**Frontline Service 2: Approval of Business Permit.** This permit is required for all types of business that operate within the Municipality of Loon.

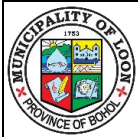
STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAYOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>Present documents from BPLO</li> </ul>	<ul style="list-style-type: none"> <li>Accept and sign business permit</li> </ul>	30 sec	Accomplished forms	None	R. Monreal	Mayor's Office
2	<ul style="list-style-type: none"> <li>Accept approved business permit</li> </ul>	<ul style="list-style-type: none"> <li>Present signed permit to BPLO personnel</li> </ul>	30 sec	Accomplished forms	None	R. Monreal	Mayor's Office
			1 min				

**Frontline Service 3: Receipt of Incoming Communication (Letters, Barangay Resolutions, Invitations, etc.).** Communications include only those that are personally delivered. Those that are received through the e-mail and post office are attended to by the municipal mayor through his private secretary.

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAYOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>Present communication to receiving staff</li> </ul>	<ul style="list-style-type: none"> <li>Accept communication</li> </ul>	30 sec			M. Roslinda A. Guballa	Mayor's Office
2	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Stamp "Received" on original and duplicate copies of the communication</li> <li>Affix signature and current date on both copies</li> </ul>	1 min	Stamp pad Ballpen		M. Roslinda A. Guballa	Mayor's Office
3	<ul style="list-style-type: none"> <li>Accept duplicate copy</li> </ul>	<ul style="list-style-type: none"> <li>Present duplicate copy to client</li> <li>Give original copy of communication to actual addressee for appropriate action</li> </ul>	2 min			M. Roslinda A. Guballa	Mayor's Office
			3.5 min				

**Frontline Service 4: Permit to Use the LGU Activity Center and other Facilities.**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAYOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>Express intention to use the facility</li> </ul>	<ul style="list-style-type: none"> <li>Accept reservation</li> </ul>	1 min	Personal appearance or phone call		J. Mejares	Mayor's Office
2		<ul style="list-style-type: none"> <li>Instruct facility in-charge of the reservation</li> </ul>	2 min	Personal appearance or phone call		J. Mejares	Mayor's Office
			3 min				



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**Frontline Service 5: Request for Solemnization of Marriage.** This applies only to couples who are legally eligible for marriage and have possession of all documentary requirements as advised by the Office of the Municipal Civil Registrar.

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAYOR'S OFFICE					
1	<ul style="list-style-type: none"> <li>▪ Express intention to get married in civil rites</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interview applicant couple</li> </ul>	3 min	Must have consulted first with the Local Civil Registrar		M. Roslinda	Mayor's Office
2	<ul style="list-style-type: none"> <li>▪ Propose a wedding schedule</li> </ul>	<ul style="list-style-type: none"> <li>▪ Schedule a possible date</li> <li>▪ Confirm date with the mayor</li> </ul>	5 min	Phone		M. Roslinda	Mayor's Office
3	<ul style="list-style-type: none"> <li>▪ Wait</li> <li>▪ Prepare documents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Inform applicants of final schedule</li> </ul>	1 min			M. Roslinda	Mayor's Office MTO
4	<ul style="list-style-type: none"> <li>▪ Report on scheduled date</li> </ul>	<ul style="list-style-type: none"> <li>▪ Solemnize marriage</li> </ul>	8 min			E. Relampagos	Mayor's Office
			17-20 min				