



Permit to Conduct Activities & Installation of Streamers/Tarpaulin

Upon the request of public and private institutions, business establishment, the Municipal mayor's Office approves their request for motorcades and/or other merchandising activities.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Citizens G2B – Government to Business			
Who may avail:	Residents and Business			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Individual, establishment, organizations conducting activity		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to sign logbook	1.1.Recording in Logbook	None	1 minute	Dan Dean F. Dael Information Desk Clerk
2. Submit the necessary documents to the officer of the day for initial interview	2.1.Receive the request letter. 2.2.Receive the required documents and check for completeness	None	2 minutes	Dan Dean F. Dael Information Desk Clerk
3. Client waits for endorsement in response to request	3.1.Secretary forwards the request to the municipal Mayor for approval and signature. 3.2.The Municipal Mayor approves and signs the request/communication.	None	10 minutes	Jocelyn M. Valencia AdA 1/Sec to the Mayor Gellie B. Marquez General Clerk
TOTAL		NONE	13 minutes	