



3. Subscription of Oaths of Office

All Government Office take an oath or affirmation to uphold and defend the constitution to obey the laws, legal orders and decrees promulgated by the duly constituted authorities.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Sangguniang Bayan Members, Punong Barangays, Barangay Kagawad, Sangguniang Kabataan Chair, Sangguniang Kabataan Kagawad			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community tax Certificate (1 original)		Municipal Treasurer's Office		
2. Personal Data Sheet (1 original)		Request Personnel		
3. Barangay Clearance (1 original)		Barangay Hall		
4. 2 x 2 ID picture (2 original)		Request Personnel		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete requirements to the Office of the Municipal Mayor	1.Evaluates and assesses submitted documents 1.1. Forwards submitted documents to the Secretary to the Mayor for review	None	3 minutes	Jocelyn M. Valencia AdA 1/Sec to the Mayor Gellie B. Marquez OMM- Staff
	1.2.Review the documents	None	3 minutes	Jocelyn M. Valencia AdA 1/Sec to the Mayor
2. Go to the Office of the Municipal mayor for the taking of oath of office	2.Forwards document for signature of the Mayor 2.2. Oath Taking	None	10 minutes	Hon. Ma. Caridad P. Clacio – Municipal Mayor
3. Receive the signed oath of office	3.Release the oath of office	None	1 minute	Jocelyn M. Valencia AdA 1/Sec to the Mayor Gellie B. Marquez OMM- Staff Ashley G. Oganía Clerk
TOTAL		NONE	17 minutes	