

CITY ADMINISTRATOR'S OFFICE

B-3A, 2nd Floor, City Hall Main Bldg., Lapu-Lapu City Government Center;
Head of Office: Atty. Danilo E. Almendras

Frontline Service:

A. MAYOR'S PERMIT FOR EMPLOYMENT

WHO MAY AVAIL OF THE SERVICE:

- A. All Filipino Citizens, of legal age, who exercise their profession or occupation in the City of Lapu-Lapu
- B. All Filipino Tour Guides with tour packages that includes the City of Lapu-Lapu

REQUIREMENTS:

- A. For Local Employment:
 - 1. Police or NBI Clearance
 - 2. Lapu-Lapu City Health Card
 - 3. Official Receipt from the Treasurer's Office
 - 4. 1 pc. - I.D. Picture (2 x 2)
- B. For Tour Guides
 - 1. Police or NBI Clearance
 - 2. Lapu-Lapu City Health Card
 - 3. Official Receipt from the Treasurer's Office
 - 4. Certificate of Training from DOT
 - 5. 1 pc. - I.D. Picture (2 x 2)

FEES/CHARGES:

- A. For Local Employment
 - Php 100.00/person for Mayor's Permit for Employment
- B. For Tour Guides
 - Php 500.00/person for Tour Guide Fee plus
 - Php 100.00/person for Mayor's Permit for Employment

SCHEDULE OF SERVICE AVAILABILITY:

Monday to Friday, 8:00 am to 5:00 pm, except holidays

HOW TO AVAIL OF THE SERVICE:

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Submit all requirements for processing	Evaluate the completeness of the requirements and process the permit	10 minutes	<ul style="list-style-type: none">▪ Ma. C. Salvado▪ M. Jabagat▪ P. F. Cabañero
2	Claim permit and sign logbook	Release signed Mayor's Permit to client	5 minutes	<ul style="list-style-type: none">▪ Ma. C. Salvado▪ M. Jabagat▪ P. F. Cabañero
END OF TRANSACTION				

B. MAYOR'S CLEARANCE FOR AFP, BFP, PNP, BJMP & PCG

WHO MAY AVAIL OF THE SERVICE:

- A. All Filipino Citizens, of legal age, who resides in the City of Lapu-Lapu who are employed in the following Uniformed Services:
1. Armed Forces of the Philippines (AFP)
 2. Bureau of Fire Protection (BFP)
 3. Philippine National Police (PNP)
 4. Bureau of Jail Management & Penology (BJMP)
 5. Philippine Coast Guard (PCG)

REQUIREMENTS:

- A. Regional Trial Court (RTC) Clearance
- B. Municipal Trial Court (MTCC) Clearance
- C. Police Clearance
- D. 2 X 2 I.D. Picture – 1 piece
- E. Official Receipt (Pay at Treasurer's Office)

FEES/CHARGES:

Php 80.00/person for Mayor's Clearance

SCHEDULE OF SERVICE AVAILABILITY:

Monday to Friday, 8:00 am to 5:00 pm, except holidays

HOW TO AVAIL OF THE SERVICE:

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Submit all requirements for processing	Evaluate the completeness of the requirements and process the clearance	10 minutes	<ul style="list-style-type: none"> ▪ Ma. C. Salvado ▪ M. Jabagat ▪ P. F. Cabañero
2	Claim clearance and sign logbook	Release signed Mayor's Clearance to client	5 minutes	<ul style="list-style-type: none"> ▪ Ma. C. Salvado ▪ M. Jabagat ▪ P. F. Cabañero
END OF TRANSACTION				