

OFFICE OF THE MUNICIPAL MAYOR**SERVICE RENDERED:** *Issuance of Affidavits***Schedule of Availability of Service:**

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:Individuals with discrepancies in their live birth, marriage and death**What are the Requirements:**

- 1) Community Tax Certificate of two disinterested person
- 2) Documents from National Statistics Office (NSO) or Municipal Civil Registrar (MCR)
- 3) Fee of P 100.00 with Official Receipt

Duration: 10 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Client pays at the Municipal Treasury Office (MTO)	Issue Official Receipt	5 minutes	Gladys Salazar/ Gloria Pulmano	Php 100.00
2 nd	Go to the Office of the Mayor	Receives Official Receipt and check documents	1 minute	Nilda Somera	All requirements
3 rd	Wait while the documents are being prepared and signed	Prepare documents	2 minutes	Rose Ann R. Liwanag	
4 th		For signature	1 minute	Hon. Nonato S. Abrenica	
5 th	Receive Affidavit	Affix dry seal and release affidavit	1 minute	Nilda Somera/ Rose Ann R. Liwanag	
			TOTAL: 10 minutes		

- - - - End of transaction - - - -

OFFICE OF THE MUNICIPAL MAYOR**SERVICE RENDERED:** *Issuance of Mayor's Clearance***Schedule of Availability of Service:**

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:Given to individuals for whatever purpose/intent in may serve them.**What are the Requirements:**

- 1) Community Tax Certificate
- 2) Police Clearance
- 3) Fee of P 100.00 with Official Receipt

Duration: 10 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Client pays at the Municipal Treasury Office (MTO)	Issue Official Receipt	5 minutes	Gladys Salazar/ Gloria Pulmano	Php 100.00
2 nd	Go to the Office of the Mayor	Receives and evaluate requirements	1 minute	Nilda Somera	All requirements
3 rd	Wait while the documents are being prepared and signed	Check documents and prepare mayor's clearance	2 minutes	Rose Ann R. Liwanag	
4 th		For signature	1 minute	Hon. Nonato S. Abrenica	
5 th	Receive Affidavit	Affix dry seal and release affidavit	1 minute	Nilda Somera/ Rose Ann R. Liwanag	
			TOTAL: 10 minutes		

- - - - End of transaction - - - -

OFFICE OF THE MUNICIPAL MAYOR**SERVICE RENDERED:** *Issuance of Certificate to Barangay and Sangguniang Kabataan Officials***Schedule of Availability of Service:**

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:All elective and appointive Barangay Officials, their dependents and Sangguniang Kabataan (SK) Officials**What are the Requirements:**

- 1) Community Tax Certificate (CTC) of Barangay or SK Official
- 2) Oath of Office

Duration: 9 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Proceed to the Office of the Mayor and submit all the requirements	Verify on the Masterlist of Barangay and SK Officials. Check validity of the CTC	3 minutes	Catalino M. Guarin	All requirements
2 nd	Wait while the documents are being prepared and signed	Prepare Certificate	3 minutes	Rose Ann R. Liwanag	
3 rd		For signature	1 minute	Hon. Nonato S. Abrenica	
4 th	Receive signed document	Affix dry seal and release affidavit	2 minute	Nilda Somera/ Rose Ann R. Liwanag	
			TOTAL: 9 minutes		

- - - - End of transaction - - - -

OFFICE OF THE MUNICIPAL MAYOR**SERVICE RENDERED:** *Provision of Ambulance***Schedule of Availability of Service:**

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:Patients from Villasis. Patient from surrounding town may also avail

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Clients will proceed to Mayor's Office. And ask for the availability of the ambulance	Get information about the patient. Prepare travel order if the ambulance is available	3 minutes	Nilda Somera/ Rose Ann R. Liwanag	
2 nd	Wait for the approval of the Travel Order	Facilitate approval of the mayor	1 minute	Catalino M. Guarin/ Hon. Nonato S. Abrenica	
3 rd	Accompany the driver to the hospital	Transfer/Bring patient as per request		Manuel Jotie Dionisio Sibayan Joel Evangelista	

- - - - End of transaction - - - -

OFFICE OF THE MUNICIPAL MAYOR

SERVICE RENDERED: *Issuance of Certificate of Employment*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:

LGU Employees

What are the Requirements:

- 1) Employment record of the employee

Duration: 10 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Proceed to the mayor's office and ask for certificate of employment	Ask the employee the needed data being requested	3 minutes	Elsie M. Rabara	All requirements
2 nd		Prepare certificate of employment	5 minutes	Elsie M. Rabara/ Diana S. Bueno	
3 rd		Submit for signature of the mayor	1 minute	Hon. Nonato S. Abrenica	
4 th	Employee receive certificate of employment	Affix dry seal and release to the employee	1 minute	Nilda Somera	
			TOTAL: 10 minutes		

- - - - End of transaction - - - -

OFFICE OF THE MUNICIPAL MAYOR

SERVICE RENDERED: *Issuance of Application of Leave of Absence*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:

LGU Employees

What are the Requirements:

- 1) Duly accomplished application for leave of absence
- 2) Medical Certificate in case of sick leave

Duration: 6 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Submit application for leave of absence	Receive application form and verifies availability of leave credits	3 minutes	Elsie M. Rabara	All requirements
2 nd		Submit for approval of the mayor	2 minutes	Elsie M. Rabara	
3 rd	Receives application form	Release the approved / disapproved application form	1 minute	Elsie M. Rabara	
			TOTAL: 6 minutes		

---- End of transaction ----

OFFICE OF THE MUNICIPAL MAYOR

SERVICE RENDERED: *Issuance of Service Record*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:

LGU employees who are still in service and those who were separated from the service

What are the Requirements:

- 1) Name of employee and date of employment
- 2) Employment record of the employee

Duration: 10 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Proceed to the office of the mayor and ask for the issuance of service record	Verifies period of employment and last day of service	5 minutes	Elsie M. Rabara	All requirements
2 nd		Prepares service record	3 minutes	Elsie M. Rabara	
3 rd		For signature	1 minute	Hon. Nonato S. Abrenica	
4 th		Receives application form	For release	1 minute	
			TOTAL: 10 minutes		

--- End of transaction ---

OFFICE OF THE MUNICIPAL MAYOR

SERVICE RENDERED: *Issuance of Recommendation*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with noon break
Monday - Friday

Who May Avail of the Service:

Resident of Villasis seeking for job

What are the Requirements:

- 1) Resume of the person recommended

Duration: 5 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Submit all requirements	Receives and evaluate requirements	1 minute	Catalino M. Guarin	
2 nd	Wait while the documents is being prepared and signed	Prepares the documents and submits for signature	3 minutes	Rose Ann R. Liwanag Hon. Nonato S. Abrenica	
3 rd		For release	1 minute	Nilda Somera	
			TOTAL: 5 minutes		

--- End of transaction ---