



Office of the City Mayor

Internal Services



1. Approval on All Requests/Communications from the Departments/Units Concerned

The City Government Departments can issue requests to the Office of the Mayor for various purposes to exercise their respective functions effectively.

Office or Division:	Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Departments of the City Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original Copy, 1 Photocopy)		Requesting Department/Unit		
2. All attachments to the letter (1 Original Copy, 1 Photocopy depending on the document)		Requesting Department/Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for approval of the City Mayor.	1. Receive and encode the request letter.	None	2 minutes	<i>Clerk (Job Order)</i> OM
	1.1 Segregate incoming documents and prepare summary.	None	3 minutes	Admin Aide (Job Order) OM
	1.2 Review, sign and make the appropriate marginal note on the request and its related documents.	None	1 day	<i>City Mayor</i> OM Or <i>Executive Assistant IV</i> OM
	1.3 Encode the outgoing documents and forward it to the respective department or office.	None	3 minutes	<i>Admin Aide (Job Order)</i> Or <i>Clerk (Job Order)</i> OM
	TOTAL:	None	1 Day and 8 Minutes	



2. Approval on Financial Assistance – Php 5,000 and above

The City Social Welfare and Development Office (CSWDO) handles various financial assistance. Requests (medical, burial and other kind of assistance) of the City amounting to Php 5,000.00 and above. Before releasing it to the beneficiary, they must first seek approval from the Office of the City Mayor.

Office or Division:	Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Departments of the City Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Abstract/Medical Certificate (1 Original Copy)		Hospital where the client is admitted		
2. Certificate of Indigency (1 Original Copy)		Barangay Hall where the client resides		
3. Funeral Contract (1 Original or Certified True Copy)		Funeral Parlor		
4. Death Certificate (1 Certified True Copy) – in case of Burial Assistance		City Civil Registrar's Office (CCRO)		
5. Voter's Certification (1 Original Copy)		COMELEC San Pedro		
6. Valid Government Issued I.D. (1 Photocopy)		Any government agency that issues valid identification.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit financial assistance request with the attached case study signed by the CSWDO Head and other supporting documents.	1. Check, receive and encode the Financial, Medical or Burial Assistance and endorse to the City Mayor for approval.	None	5 minutes	<i>Admin Aide (Job Order)</i> OM
	1.1 Review, approve and indicate the amount of financial assistance to be given.	None	1 day	<i>City Mayor</i> OM Or <i>Aran Jay G. Sicat</i> <i>Executive Assistant IV</i> OM



	1.3 Encode the approved Financial Assistance and forward to the City Budget Office for Obligation Request (OBR) preparation.	None	3 minutes	<i>Clerk</i> City Mayor's Office
	TOTAL:	None	1 Day and 8 Minutes	



Office of the City Mayor

External Services



1. Free Use of Monobloc Chairs, Tables and Tents

Clients may request for logistical assistance from the Office of the Mayor, such as borrowing of monobloc chairs, tables, tents, parachute tents, steel barriers and stage for their events.

Office or Division:	Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original Copy, 1 Photocopy)		Requesting Client/Organization		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for approval of the City Mayor.	1. Receive the request letter and hand the Client Borrower's Information Slip to be filled-out. <i>(Note: Only request letter submitted Ten (10) working days prior to the event for outside requests and five (5) working days prior to the LGU/Department event will be received)</i>	None	3 minutes	<i>Clerk (Job Order)</i> OM Or <i>Admin Aide (Job Order)</i> OM
	1.1 Forward request letter to the City Mayor or Executive Assistant IV for approval.	None	2 minutes	<i>Private Secretary I</i> OM
	1.2 Affix note for approval and endorsement to concerned personnel.	None	1 day	<i>City Mayor</i> OM Or <i>Executive Assistant IV</i> OM
	1.3 Schedule the delivery of said items upon the approval of the City Mayor or Executive	None	5 minutes	<i>Private Secretary I</i> OM



	Assistant IV a day before the event or occasion.			
	TOTAL:	None	1 Day and 10 Minutes	



2. Transportation Services for Official Business/Travels and Other Social Services (Funeral)

Transport can be availed of from the Office of the Mayor for use in official travels for mobility of the constituents of the City of San Pedro

Office or Division:	Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original Copy, 1 Photocopy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for approval of the City Mayor.	1. Receive the request letter for vehicle. <i>(Note: Only request letter submitted Fifteen (15) working days prior to the event for outside event duly endorsed by the barangay and ten (10) working days prior to the LGU and Barangay event will be received)</i>	None	2 minutes	<i>Clerk (Job Order)</i> OM
	1.1 Forward the letter to the City Mayor/Private Secretary for approval.	None	3 minutes	<i>Administrative Officer</i> OM
	1.2 Affix note for approval and endorsement to the concerned personnel.	None	1 day	<i>City Mayor</i> Or <i>Executive Assistant IV</i> OM
	1.3 Endorse the approved letter to General Services Office for dispatch.	None	5 minutes per request	<i>Administrative Officer</i> OM
	TOTAL:	None	1 Day and 10 Minutes	



3. Provision of Food for Events

In events conducted by groups of the City of San Pedro, food can be requested which will be served to the participants.

Office or Division:	Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original Copy, 1 Photocopy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for approval of the City Mayor.	1. Receive and encode the request. <i>(Note: Only request letter submitted Ten (10) working days prior to the event Barangay event will be received)</i>	None	5 minutes	<i>Clerk (Job Order)</i> OM
	1.1 Forward the request to the City Mayor/Executive Assistant IV for approval.	None	5 minutes	<i>Clerk (Job Order)</i> OM
	1.2 Review, sign and make the appropriate marginal note on the request and its related documents.	None	1 day	<i>City Mayor</i> Or <i>Executive Assistant IV</i> OM
	1.4 Coordinate and endorse with the procurement office as to the details of the food request.	None	5 minutes	<i>Private Secretary II</i> OM
	TOTAL:	None	1 Day and 20 Minutes	



4. Scheduling of Local Chief Executive (LCE) Activities

For those who wish to request for the LCE to make an appearance, a request can be made with the Office of the Mayor. This includes

Office or Division:	Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original Copy, 1 Photocopy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for approval of the City Mayor.	1. Receive and encode the request letter.	None	5 minutes	<i>Clerk (Job Order)</i> OM
	1.1 Forward the request letter to the clerk assigned and Executive Assistant IV for inclusion to the schedule.	None	5 minutes	<i>Clerk (Job Order)</i> OM
	1.2 Prepare the appropriate schedule based on the availability and approval of the LCE.	None	1 day	<i>Private Secretary I</i> OM
	TOTAL:	None	1 Day and 10 Minutes	



5. Scheduling and Approval of Events Place

For those who wish to request for the LCE to make an appearance, a request can be made with the Office of the Mayor. This includes San Pedro Astrodome and Rosario Complex Evacuation Center.

Office or Division:	Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original Copy, 1 Photocopy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for approval of the City Mayor.	1. Receive and encode the request letter.	None	5 minutes	<i>Clerk (Job Order)</i> OM
	1.1 Forward the letter request for approval.	None	5 minutes	Public Relations Officer I Or <i>Admin Aide (Job Order)</i> OM
	1.2 Review, sign and make the appropriate marginal note on the request and endorse it to the respective secretary.	None	1 day	<i>City Mayor</i> Or <i>Executive Assistant IV</i> OM
	1.3 Prepare the appropriate schedule based on the availability of the events place.	None	5 minutes	<i>Admin Aide (Job Order)</i> OM
	1.4 Inform the requestor/groups as to the confirmed schedule of their usage of the events place.	None	5 minutes	Public Relations Officer I OM
	TOTAL:	None	1 Day and 30 Minutes	



6. Approval of Financial Assistance (Araw ng Mamamayan) – Php 4,000 and Below

The City Social Welfare and Development Office (CSWDO) handles various financial assistance requests (medical, burial and other kind of assistance) of the City amounting to Php 4,000.00 and below.

Office or Division:	Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G - Government to Government			
Who may avail:	Citizens of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Abstract or Medical Certificate (1 Certified True Copy)		Hospital where the client is admitted		
2. Certificate of Indigency (1 Original Copy)		Barangay hall where the client resides		
3. Funeral Contract (1 Original or Certified True Copy)		Funeral parlor		
4. Death Certificate (1 Certified True Copy)		City Civil Registrar's Office (CCRO)		
5. Voter's Certification (1 Original Copy)		COMELEC San Pedro		
6. Valid I.D. (1 Photocopy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. CSWDO endorsed the batches of Financial Assistance with Case Study and Complete Documents attached	1. Receive the batches of Financial Assistance Documents from the City Social Welfare and Development Office (CSWDO)	None	5 minutes	CAA Or <i>Private Secretary II</i> OM
	1.1 Review and assess the FA documents and indicate the amount of financial assistance to be given.	None	1 Day	<i>City Mayor</i> Or <i>Executive Assistant IV</i> OM
	1.2 Prepare the	None	5 minutes	<i>Private</i>



	Obligation Requests with the attached batches for signature of the Mayor.			<i>Secretary II</i> OM
	1.3 Approve and sign the Obligation Requests and the batches of FA documents.	None	1 day	<i>Executive Assistant IV</i> OM
	1.4 Endorse the Obligation Request to the City Budget for signature and encoding in the system.	None	5 minutes	<i>Private Secretary II</i> Or <i>Admin Aide (Job Order)</i> OM
	1.5 Process the OBR and DV for signature of Budget, Accounting and Check Preparation for Treasury.	None	1 day	City Accounting Office City Treasury Office
	1.6 Sign the financial check and its DV.	None	1 day	<i>City Mayor</i> OM
	1.7 Record signed check and forward to the City Accounting Office.	None	5 minutes	<i>Admin Aide (Job Order)</i> OM
	1.8 Inform/contact client through text or call for the date and time of release for the Araw ng Mamamayan.	None	5 minutes	Alfred Malate Jr. <i>Admin Aide (Job Order)</i> OM
2. Proceed to the	2. Release the	None	5 minutes	CAA



Atrium Hall of the City Hall Building on the given time and date as per the batch of Araw ng Mamamayan	amount to the client.			OM Or <i>Disbursing Clerk</i> City Treasurer's Office
	TOTAL:	None	4 Days and 30 Minutes	