



Republic of the Philippines
Province of Misamis Oriental

Municipality of Salay

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Office of the Municipal Mayor

Pursuant to Republic Act No. 9485, otherwise known as the Anti-Red Tape Act (ARTA), all government instrumentalities are mandated to provide efficient delivery of services to the public by reducing bureaucratic red tape and preventing graft and corruption, and providing penalties therefore.

PROCESS FLOW OF SECURING MAYOR'S CLEARANCE (5 minutes)

- Step 1 Payment at the Treasurer's Office
- Step 2 Present requirements to any of Mayor's Office Staff
- Step 3 RELEASE of clearance duly signed by the Angelo G. Capistrano, Jr., Municipal Mayor

REQUIREMENTS:

- 1. Barangay Clearance
- 2. Police Clearance

PROCESS FLOW OF SECURING AFFIDAVITS (10 minutes)

- Step 1 Payment at the Treasurer's Office
- Step 2 Present requirements and details to any of Mayor's Office Staff
- Step 3 RELEASE of affidavit duly attested by the Angelo G. Capistrano, Jr., Municipal Mayor

REQUIREMENTS:

- 1. Residence Certificate

Prepared by:

DAVEY Z. UMBAL
Secretary to the Mayor

Approved:

ANGELO G. CAPISTRANO, JR.
Municipal Mayor