

OFFICE OF THE MUNICIPAL MAYOR

Mission:

Ang opisina sa Municipal Mayor ang magsilbing kaabag sa Lokal nga Panggamhanan sa Salay sa pagpatuman sa mga programang pangkatawhan, sa pagsilbing tulay sa nagkadaiyang serbisyo ngadto sa mga nanginahanglan, sa pag-abag sa mga kabarangayan, magsilbing dangpanan sa katawhan ug sa paghatag sa igong suporta alang sa administratibong pangatungdanan alang sa kalambuan sa Salay.

Vision:

Matagamtaman sa katawhan sa Salay ang husto, tiunay, direkta ug hapsay nga pagpangalagad sa taong lokal nga panggamhanan alang sa dugang kalambuan sa atong Lungsod.

Office Head : **Hon. Angelo G. Capistrano, Jr.**
Municipal Mayor
Office Address : 2nd Floor, Municipal Town Hall
Poblacion, Salay, Misamis Oriental
Contact Number : 09177121705
Email Address : mayorjuncaps@yahoo.com

EXTERNAL SERVICES:

- Issuance of Mayor's Clearance/Certification
- Issuance of Affidavits

1. ISSUANCE OF MAYOR'S CLEARANCE/ CERTIFICATION

The Mayor's Clearance or Certification is issued to individual needing this documents for whatever legal purposes stating that he/she has no pending case filed with the Office of the Municipal Mayor. This also certifies the individual being a law abiding citizen.

OFFICE OR DIVISION:	Mayor's Office		
CLASSIFICATION:	SIMPLE		
TYPE OF TRANSACTION:	G2C "Government to Citizen"		
WHO MAY AVAIL:	Every Bonafide resident of Salay, Misamis Oriental		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Barangay Clearance		Office of the Barangay Captain where the applicant resides	

2. Police Clearance			Salay Municipal Police Station	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PAYMENT	Receives payment and issue Official Receipt	Clearance P100.00	5 minutes	Treasurer's Office
Present Requirements to the in-charge	Encoding	None	5 minutes	RIZA E. AGCOPRA – MO Staff
Sign in the Log book	Release of Clearance/Certification duly signed by the Municipal Mayor	None	2 minutes	RIZA E. AGCOPRA – MO Staff
TOTAL			12 minutes	
END OF TRANSACTION				

2. ISSUANCE OF AFFIDAVITS

An Affidavit maybe SWORN TO AN OATH by the Municipal Mayor. Any individual may secure an affidavit for legal purposes e.g affidavit of loss, declaring his/her statement and its purpose.

OFFICE OR DIVISION:	Mayor's Office			
CLASSIFICATION:	SIMPLE			
TYPE OF TRANSACTION:	G2C "Government to Citizen"			
WHO MAY AVAIL:	Every Bonafide resident of Salay, Misamis Oriental			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula		Municipal Treasurer's Office or Barangay Treasurer of a Barangay the applicant resides		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PAYMENT	Receives payment and issue Official Receipt	Clearance P100.00	5 minutes	Treasurer's Office
Present Requirements to the in charge	Encoding	None	5 minutes	RIZA E. AGCOPRA –MO Staff

Sign in the Log book	Release of affidavit under oath with the Municipal Mayor	None	2 minutes	RIZA E. AGCOPRA -MO Staff
TOTAL		12 minutes		
END OF TRANSACTION				

GENERAL SERVICES OFFICE

Office Head : **AVA VICTORIA B. RONQUILLO**
GSO Designate

Office Address : 2nd Floor, Municipal Town Hall
Poblacion, Salay, Misamis Oriental

Email Address : lqu_salaymisor@yahoo.com

Internal Services:

1. Offices' Request
2. Received and issuance of office supplies

1. OFFICES' REQUEST

Office/ Division	General Services Office
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	G2G Government to Government
WHO MAY AVAIL OF SERVICE	All LGU Transactions
Checklist of Requirements	Where to Secure
<ol style="list-style-type: none"> 1. Approved Request Letter 2. Duly Accomplished Contract 3. Official Receipt 	<ol style="list-style-type: none"> 1. Office of the Municipal Mayor 2. General Services Division/ Mayor's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients request Office Supplies.	1. Book the requested Date and document preparation		5 minutes	Estiphany A. Bacasmot

2. Fill up the required document	Provide documents, contract and sign	NONE	30 minutes	Janice R. Osip, Ava Victoria B. Ronquillo, BAC Members and Angelo G. Capistrano Jr. – Municipal Mayor
3. Indorse document to COA and Accounting	Issues of voucher	None	10 minutes	COA Staff, Elbima Marie T. Tan-Accountant & Edwin B. Ventura-Treasurer
TOTAL			45 minutes	
END OF TRANSACTION				

2. RECEIVED AND ISSUANCE OF OFFICE SUPPLIES

OFFICE OR DIVISION:	General Services Office			
CLASSIFICATION:	SIMPLE			
TYPE OF TRANSACTION:	G2G Government to Government			
WHO MAY AVAIL:	All LGU Transactions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Accept Request Issuance Slip 2. Deliver supplies			1. Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive supplies from the supplier	Accept and check the supplies.		30 minutes	Elizabeth B. Acobo (GSO Staff)
2. Prepare & Serve supplies	Deliver supplies to offices		20 minutes	Elizabeth B. Acobo (GSO Staff)
TOTAL			50 minutes	
END OF TRANSACTION				

PUBLIC EMPLOYMENT SERVICE OFFICE

Office Head : **TIM A. CHAVES**

Office Address : Public Employment Service Officer-Designate
 2nd Floor, Municipal Town Hall
 Poblacion, Salay, Misamis Oriental

Email Address : lgu_salaymisor@yahoo.com

MANDATE:

The PESO/CTEC- Designated shall take charge of the following:

1. Peso Endorsement
2. Special Recruitment Activity (Spa)
3. Special Program For Employment Of Student (SPES)
4. Application For TUPAD /Gip Program
5. Application /Enrol For Scholar On Community/School Based Training
6. Application For Job Placement And Referrals
7. Availment Of DOLES Livelihood Programs
8. Technical Education And Skills Development Authority

EXTERNAL SERVICES:

1. Securing peso endorsement.
2. Securing of DOLES livelihood programs.
3. Securing technical education and skills development authority.

1. SECURING PESO ENDORSEMENT

The **PESO** aims to ensure prompt and efficient delivery of employment facilitation services as well as to provide timely information on labor market and DOLE.

OFFICE OR DIVISION:		MAYORS OFFICE PESO/ CTEC DESIGNATED		
CLASSIFICATION:		Simple		
TYPE OF TRANSACTION:		G2C-Government to Citizens		
WHO MAY AVAIL:		All residents		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PAYMENT	Receives payment and issue Official Receipt	P50.00	5 minutes	Treasurer's Office

Fill up registration form and present your community tax certificate (cedula)	Release peso certificate		3 MINUTES	TIM A. CHAVES KIM RYAN E. CAGAS
TOTAL		50 minutes		
END OF TRANSACTION				

2. SPECIAL RECRUITMENT ACTIVITY (SRA)

OFFICE OR DIVISION:	MAYORS OFFICE PESO/ CTEC DESIGNATED			
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C-Government to Citizens			
WHO MAY AVAIL:	All residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A Letter of request from the <i>recruitment</i> /manning agency which indicates the date and venue of the <i>special recruitment activity</i> and the names.			Recruitment agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present letter of intent addressed to the municipal mayor Wait for the released of the approved no objection certificate	Validate and emplement the programs	NONE	2 MINUTES	TIM A. CHAVES KIM RYAN E. CAGAS
TOTAL		2 minutes		
END OF TRANSACTION				

3. SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENT (S.P.E.S)

OFFICE OR DIVISION:	MAYORS OFFICE PESO/ CTEC DESIGNATED
CLASSIFICATION:	Simple

TYPE OF TRANSACTION:	G2C-Government to Citizens			
WHO MAY AVAIL:	All residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Students or out-of-school youth (OSY) at least 15 but not more than 30 years of age				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit application letter and resume to municipal peso	Validate and implement the programs	NONE	2 MINUTES	TIM A. CHAVES KIM RYAN E. CAGAS
Wait for the posting of names qualified to avail the program				CARMEL M. ALIWATE
TOTAL		2 minutes		
END OF TRANSACTION				

4. APPLICATION FOR TUPAD / GIP PROGRAM

OFFICE OR DIVISION:	MAYORS OFFICE PESO/ CTEC DESIGNATED			
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C-Government to Citizens			
WHO MAY AVAIL:	residents of the municipality are eligible and qualified to <i>apply</i>			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<i>Workers (tupad) and government internship program (gip)</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill up registration form	VALIDATE AND EMPLMENT THE PROGRAM	NONE	2 MINUTES	TIM A. CHAVES
Submit certificate of unemployed issued by the barangay captain				CARMEL M. ALIWATE
Present your community tax certificate (cedula)				KIM RYA E. CAGAS
TOTAL		2 minutes		
END OF TRANSACTION				

5. APPLICATION / ENROLL FOR SCHOLAR ON COMMUNITY / SCHOOL BASED TRAINING

OFFICE OR DIVISION:	MAYORS OFFICE PESO/ CTEC DESIGNATED			
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C-Government to Citizens			
WHO MAY AVAIL:	All residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FILL UP REGISTRATION FORM SUBMIT DETAILED BIO-DATA PRESENT YOUR COMMUNITY TAX CERTIFICATION (CEDULA)	VALIDATE AND EMPLEMENT THE PROGRAMS	NONE	2 MINUTES	TIM A. CHAVES CARMEL M. ALIWATE KIM RYAN E. CAGAS
TOTAL			2 minutes	
END OF TRANSACTION				

6. APPLICATION FOR JOB PLACEMENT AND REFERRALS

OFFICE OR DIVISION:	MAYORS OFFICE PESO/ CTEC DESIGNATED			
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C-Government to Citizens			
WHO MAY AVAIL:	All residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Detailed Resume			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill up registration form Submit detailed resume and photocopy of national certificate ii (ncii) of skills training	Recommendation and referrals	NONE	3 MINUTES	TIM A. CHAVES

Present your community tax certificate (cedula)				
TOTAL		2 minutes		
END OF TRANSACTION				

7. TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

The **Technical Education and Skills Development Authority (TESDA)** is the government agency tasked to manage and supervise technical education and skills.

OFFICE OR DIVISION:	MAYORS OFFICE PESO/ CTEC DESIGNATED			
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C-Government to Citizens			
WHO MAY AVAIL:	All residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill up application form and submit a photocopy of the requirements Wait for the posting of names qualified to avail the programs	Validate and implement the program	NONE	3 MINUTES	TIM A. CHAVES CARMEL M. ALIWATE KIM RYAN E. CAGAS
TOTAL		3 minutes		
END OF TRANSACTION				