

CITIZEN'S CHARTER - OFFICE OF THE MAYOR SERVICE STANDARD

Type of Front-line Service	Documentary Requirements
<p>Request for issuance of Mayor's Clearance and/or Certification</p> <p>Purposes:</p> <ul style="list-style-type: none"> a. Local employment b. Business Requirement c. PNP/AFP/PMA/Reservist Bureau of Fire Protection admission d. Record check e. Marriage requirement f. License to own firearms h. Certification to Solemnize marriage (for PSA req) 	<p>Documents to be presented:</p> <p><u>PURPOSE a-f</u></p> <ul style="list-style-type: none"> • Barangay Clearance • Police Clearance • Fiscal Clearance <p><u>PURPOSE f only (add'l. requirements)</u></p> <ul style="list-style-type: none"> • MTC Clearance • RTC Clearance • NBI Clearance <p><u>PURPOSE h only (add'l req.)</u> SEC Cert. of Inc. Gen. Info Sheet Letter request Barangay certification (stating that said religious organization has good reputation holding religious activity/ rites that is nothing in the principles & practices that is contrary to the law, good customs and public policies Barangay Certification authenticated from Barangay Community Relations Department, Photocopy of valid ID Authorization Letter</p>

<p>i. Municipality Certification of Unemployment (DEPED, Sr High Voucher and ESC)</p>	<p>PURPOSE i only (add'l req.) Affidavit of un-employment Bgy. Cert. of Indigency Letter request Photocopy Valid ID Authorization Letter</p>
<p>j. Authentication and/or Certification of Residency (DFA req)</p>	<p>PURPOSE j only (add'l req.) Request Letter to Hon. Mayor Joy Belmonte Barangay Certification of Residency (stating the length of residency said barangay] Photo copy of passport Photo copy of valid ID Proof of Relationship (BC, MC etc.) Authorization Letter</p>
<p>k. Affidavit and/or certification of support</p>	<p>PURPOSE k only (add'l req.) Photo copy of passport Photo copy of valid ID Proof of Relationship (BC, MC etc.) Request letter addressed to the Hon. Mayor Joy Belmonte Authorization Letter</p>

VISION:

The **OFFICE OF THE MAYOR** envisions itself to be a model in the delivery of efficient and quality service to its constituents regardless of status in society.

MISSION:

It is our mission to deliver prompt, courteous and responsive services to clients adhering to the CSC Motto

“Mamamayan Muna, Hindi Mamaya Na” and reflective of the over all mission of the Quezon City Government.