



CITIZEN'S CHARTER

OFFICE OF THE MAYOR

VISION:

A pro-active organization worthy of the public's trust and confidence providing the highest standards of public service.

MISSION:

To uphold the municipal government's vision and be the prime catalyst in implementing programs that will empower its constituents.

Issuance of Mayor's Permit/ Occupational Permit

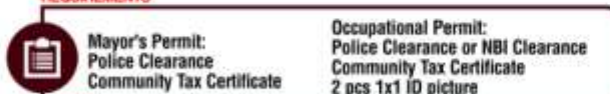
SCHEDULE



DURATION



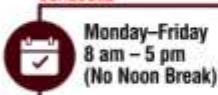
REQUIREMENTS



STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements and interview client.	5 minutes	Mayor's Staff	None	
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	Mayor's Permit – P50 Occupational Permit –P200 (Category A and E), P250 (Category B), P300 (Category C and D)	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Process and print document.	10 minutes	Mayor's Staff	None	Permit
		Affix signature to the document.	varies	Municipal Mayor Municipal Administrator Licensing Officer	None	
		Affix seal to the document and release document/s	2 minutes	Mayor's Staff	None	
END OF TRANSACTION						

Issuance of Marriage Contract

SCHEDULE



DURATION



REQUIREMENTS



STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements and interview client. Advise the client to claim documents 3 days after the wedding.	10 minutes (3 days)	Mayor's Staff Municipal Mayor Municipal Administrator	None	Application Form
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	Solemnization Fee – P100	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Release document/s	3 minutes	Mayor's Staff	None	Marriage Contract
END OF TRANSACTION						



Request for Review of CCTV Footages

SCHEDULE



Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION



10 minutes

REQUIREMENTS



Accomplished Request Form
Police Blotter or Barangay Blotter
2 valid IDs

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements.	5 minutes	Command Center Staff	None	Request Form
		Approve request.	5 minutes	Municipal Administrator	None	
2	PROCEED to Command Center for CCTV review.	Facilitate review of CCTV footages. Provide client with a copy of the footage, if necessary.	Varies	Command Center Staff	None	
END OF TRANSACTION						



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