



OFFICE OF THE MAYOR
2nd Floor Old City Hall Building, Tabaco City

SERVICE	STEPS		MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
REQUEST FOR MAYOR'S CLEARANCE For the following: 1. Certificate of No Pending Case 2. Permit to carry firearms	1	Receiving and recording	5 minutes	1. Filled-out request form or request letter 2. Barangay Clearance 3. Community Tax Certificate 4. Two (2) Valid Government IDs	<ul style="list-style-type: none"> Roberlyn Parpan 	None	G2C G2B G2G	Simple
RECEIPT OF COMPLAINTS (Thru hotline, 888 etc.)	1	Receiving and recording	5 minutes	1. Letter and Affidavit of Complaint	<ul style="list-style-type: none"> Ma. Dandel Carbungco 	None	G2C G2B G2G	Simple