



Republic of the Philippines
CITY OF LAPU-LAPU
Office of the City Mayor
 Tel No.032-252-4045; 0956-254-1656



BAGONG PILIPINAS

OFFICE OR DIVISION		CITY MAYOR'S OFFICE		
CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION		
TYPE OF TRANSACTION		ISSUANCE OF SPECIAL PERMIT FOR DANCE BENEFIT		
WHO MAY AVAIL		1. Schools 2. Organizations 3. Companies (sole proprietors/partnerships/corporations) 4. Barangays 5. General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1	Request Letter addressed to the City Mayor	To be prepared by the client		
2	Endorsement from the Barangay	Concerned Barangay		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PERSON RESPONSIBLE
1	Submit the request letter addressed to the City Mayor together with the Barangay Endorsement	Review submitted documents for completeness and receive application	N/A	Jane Ybañez
2	Wait for approval of request	Approve the request and refer to the City Treasurer's Office for payment	N/A	Jenissah Bugtai Grace Espinosa
3	Pay corresponding fees at the City Treasurer's Office and submit the Official Receipt to the City Mayor's Office	Collect payment and issue Official Receipt	See corresponding taxes and fees at the City Treasurer's Office	Revenue Collection personnel on duty
4	Submit Official Receipt and wait for the Special Permit	Receive Official Receipt and prepare Special Permit	N/A	Jenissah Bugtai Grace Espinosa
		Sign Special Permit	N/A	Atty. Misaellee Tejano Atty. Danilo Almendras
		Notify the client via call or text that the Special Permit is ready for release	N/A	Jenissah Bugtai Grace Espinosa
5	Claim Special Permit	Release Special Permit with the Official Receipt	N/A	Jenissah Bugtai Grace Espinosa
TOTAL:			N/A	3 DAYS

NOTE: Please make sure to submit your request **AT LEAST THREE (3) WORKING DAYS BEFORE THE ACTIVITY.**



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BAGONG PILIPINAS

OFFICE OR DIVISION		CITY MAYOR'S OFFICE			
CLASSIFICATION		EXTERNAL—COMPLEX TRANSACTION			
TYPE OF TRANSACTION		ISSUANCE OF SPECIAL PERMIT FOR PROCESSION, MOTORCADE, FLUVIAL PARADE AND SIMILAR ACTIVITIES			
WHO MAY AVAIL		1. Schools 2. Organizations 3. Companies (sole proprietors/partnerships/corporations) 4. Barangays 5. General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	Request Letter addressed to the City Mayor	To be prepared by the client			
2	Route or sketch (<i>Not applicable for fluvial parade</i>)	To be prepared by the client			
3	Endorsement from affected barangay/s	Concerned/affected barangay/s			
4	Endorsement from CTMS (<i>Not applicable for fluvial parade</i>)	City Traffic Management Office			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit the request letter addressed to the City Mayor with supporting documents	Review submitted documents for completeness and receive application	N/A	30 minutes	Jane Ybañez
2	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and discuss with the City Mayor or approving authority	N/A	2 hours	Jenissah Bugtai Grace Espinosa
		Approve the request for Special Permit	N/A	2 days	Hon. Ma. Cynthia "Cindi" K. Chan Atty. Misaellee Tejano
		Once approved, refer to the City Treasurer's Office for payment	N/A	2 hours	Jenissah Bugtai Grace Espinosa
3	Pay corresponding fees at the City Treasurer's Office and submit official receipt to the City Mayor's Office	Collect payment and issue Official Receipt	See corresponding taxes and fees at the City Treasurer's Office	4 hours	Revenue Collection personnel on duty
4	Submit Official Receipt and wait for the Special Permit	Receive Official Receipt and prepare Special Permit	N/A	2 hours	Jenissah Bugtai Grace Espinosa
		Sign Special Permit	N/A	2 days	Atty. Misaellee Tejano Atty. Danilo Almendras
		Notify the client via call or text that the Special Permit is ready for release	N/A	30 minutes	Jenissah Bugtai Grace Espinosa
5	Claim Special Permit	Release Special Permit	N/A	30 minutes	Jenissah Bugtai Grace Espinosa
TOTAL:			N/A	7 DAYS	

NOTE: Please make sure to submit your request AT LEAST SEVEN (7) WORKING DAYS BEFORE THE ACTIVITY.



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BAGONG PILIPINAS

OFFICE OR DIVISION		CITY MAYOR'S OFFICE			
CLASSIFICATION		EXTERNAL—HIGHLY TECHNICAL			
TYPE OF TRANSACTION		ISSUANCE OF SPECIAL PERMIT FOR FUN RUNS, MARATHONS, ULTRAMARATHONS AND SIMILAR SPECIAL ACTIVITIES			
WHO MAY AVAIL		1. Schools 2. Organizations 3. Companies (sole proprietors/partnerships/corporations) 4. Barangays 5. General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	Request Letter addressed to the City Mayor	To be prepared by the client			
2	Route or sketch	To be prepared by the client			
3	Contingency Plan	To be prepared by the client			
4	Endorsement from affected barangays	Concerned/affected barangays			
5	Endorsement from CTMS	City Traffic Management Office			
6	Notice to Proceed from private establishments, if applicable	Concerned/affected private establishments			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	
1	Submit the request letter addressed to the City Mayor with supporting documents	Review submitted documents for completeness and receive application	N/A	30 minutes	Jane Ybañez
2	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and discuss the request with the City Mayor	N/A	2 hours	Jenissah Bugtai Grace Espinosa
		Approve request for Special Permit	N/A	3 days	Hon. Ma. Cynthia "Cindi" K. Chan
		Once approved, schedule coordination meeting	N/A	1 day	Jenissah Bugtai Grace Espinosa
3	Attend coordination meeting	Facilitate coordination meeting with DRRMO, PNP-LCPO and CTMS and refer to the City Treasurer's Office for payment	N/A	7 days	Jenissah Bugtai Grace Espinosa DRRMO PNP-LCPO CTMS
4	Pay corresponding fees at the City Treasurer's Office and submit official receipt to the City Mayor's Office	Collect payment and issue Official Receipt	See corresponding taxes and fees at the City Treasurer's Office	4 hours	Revenue Collection personnel on duty
5	Submit Official Receipt and wait for the Special Permit	Receive Official Receipt and prepare Special Permit	N/A	2 hours	Jenissah Bugtai Grace Espinosa
		Sign Special Permit	N/A	3 days	Atty. Misaellee Tejano Atty. Danilo Almendras
		Notify the client via call or text that the Special Permit is ready for release	N/A	30 minutes	Jenissah Bugtai Grace Espinosa
6	Claim Special Permit	Release Special Permit	N/A	30 minutes	Jenissah Bugtai Grace Espinosa
TOTAL:			N/A	16 DAYS	

NOTE: Please make sure to submit your request **AT LEAST TWENTY (20) WORKING DAYS BEFORE THE ACTIVITY.**



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BAGONG PILIPINAS

OFFICE OR DIVISION		CITY MAYOR'S OFFICE		
CLASSIFICATION		EXTERNAL—COMPLEX TRANSACTION		
TYPE OF TRANSACTION		ISSUANCE OF SPECIAL PERMIT FOR RENTAL OF VENUE OR FACILITY (HOOPS DOME)		
WHO MAY AVAIL		1. Schools 2. Organizations 3. Companies (sole proprietors/partnerships/corporations)	4. Barangays 5. General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1	Request Letter addressed to the City Mayor	To be prepared by the client		
2	Accomplished Booking Form	City Mayor's Office		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
3	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and discuss the request with the City Mayor or approving authority	N/A	4 hours
		Approve request for Special Permit	N/A	2 days
		Once approved, refer to Hoops Dome OIC for Assessment of Usage	N/A	2 days
4	Submit Assessment Results to the staff-in-charge at the City Mayor's Office	Once finalized, refer to the City Treasurer's Office for payment	N/A	3 hours
5	Pay corresponding fees at the City Treasurer's Office and submit official receipt to the City Mayor's Office	Collect payment and issue Official Receipt	See corresponding taxes and fees at the City Treasurer's Office	4 hours
6	Submit Official Receipt and wait for the Special Permit	Receive Official Receipt and prepare Special Permit	N/A	3 hours
		Sign Special Permit	N/A	1 day
		Notify the client via call or text that the Special Permit is ready for release	N/A	30 minutes
7	Claim Special Permit	Release Special Permit	N/A	30 minutes
TOTAL:		N/A		7 DAYS

NOTE: Please make sure to submit your request **AT LEAST SEVEN (7) WORKING DAYS BEFORE THE ACTIVITY.** This is subject to coordination meeting with HOOPS DOME OIC, PNP-LCPO and CTMS, once permit is released.



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OFFICE OR DIVISION		CITY MAYOR'S OFFICE		
CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION		
TYPE OF TRANSACTION		ISSUANCE OF SPECIAL PERMIT FOR RENTAL OF VENUE OR FACILITY (COURT 1)		
WHO MAY AVAIL		1. Schools 2. Organizations 3. Companies (sole proprietors/partnerships/corporations) 4. Barangays 5. General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1	Request Letter addressed to the City Mayor	To be prepared by the client		
2	Accomplished Booking Form	City Mayor's Office		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1	Check availability of Court 1 at the City Mayor's Office	Confirm availability on the specified dates	N/A	30 minutes
2	Once availability is confirmed, submit the request letter addressed to the City Mayor with the supporting documents	Review submitted documents for completeness and receive application	N/A	30 minutes
3	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and notify Sports Commission OIC	N/A	4 hours
		Approve request for Special Permit	N/A	1 day
		Once approved, refer to the City Treasurer's Office for payment	N/A	1 hour
4	Pay corresponding fees at the City Treasurer's Office and submit official receipt to the City Mayor's Office	Collect payment and issue Official Receipt	See corresponding taxes and fees at the City Treasurer's Office	4 hours
5	Submit Official Receipt and wait for the Special Permit	Receive Official Receipt and prepare Special Permit	N/A	2 hours
		Sign Special Permit	N/A	1 day
		Notify the client via call or text that the Special Permit is ready for release	N/A	30 minutes
6	Claim Special Permit	Release Special Permit	N/A	30 minutes
TOTAL:			N/A	3 DAYS

NOTE: Please make sure to submit your request **AT LEAST THREE (3) WORKING DAYS BEFORE THE ACTIVITY.**



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CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION			
TYPE OF TRANSACTION		ISSUANCE OF SPECIAL PERMIT FOR RENTAL OF VENUE OR FACILITY (OLANGO HOOPS DOME, GYMNASIUM AND MINI-CITY HALL)			
WHO MAY AVAIL		1. Schools 2. Organizations 3. Companies (sole proprietors/partnerships/corporations) 4. Barangays 5. General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	Request Letter addressed to the City Mayor	To be prepared by the client			
2	Accomplished Booking Form	City Mayor's Office			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Check availability of Olango venue/facility at the City Mayor's Office	Coordinate with Olango focal and confirm availability of venue/facility on the specified dates	N/A	30 minutes	Jenissah Bugtai Grace Espinosa
2	Once availability is confirmed, submit the request letter addressed to the City Mayor with the duly accomplished booking form	Review submitted documents for completeness and receive application	N/A	30 minutes	Jane Ybañez
3	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and discuss with approving authority	N/A	2 hours	Jenissah Bugtai Grace Espinosa
		Approve request for Special Permit	N/A	1 day	Hon. Ma. Cynthia "Cindi" K. Chan Atty. Misaellee Tejano
		Once approved, refer to the City Treasurer's Office for payment	N/A	1 hour	Jenissah Bugtai Grace Espinosa
4	Pay corresponding fees at the City Treasurer's Office and submit official receipt to the City Mayor's Office	Collect payment and issue Official Receipt	See corresponding taxes and fees at the City Treasurer's Office	4 hours	Revenue Collection personnel on duty
5	Submit Official Receipt and wait for the Special Permit	Receive Official Receipt and prepare Special Permit	N/A	2 hours	Jenissah Bugtai Grace Espinosa
		Sign Special Permit	N/A	1 day	Atty. Misaellee Tejano Atty. Danilo Almendas
		Notify the client via call or text that the Special Permit is ready for release	N/A	30 minutes	Jenissah Bugtai Grace Espinosa
6	Claim Special Permit	Release Special Permit	N/A	30 minutes	Jenissah Bugtai Grace Espinosa
TOTAL:			N/A	3 DAYS	

NOTE: Please make sure to submit your request AT LEAST THREE (3) WORKING DAYS BEFORE THE ACTIVITY.



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OFFICE OR DIVISION		CITY MAYOR'S OFFICE			
CLASSIFICATION		EXTERNAL—COMPLEX TRANSACTION			
TYPE OF TRANSACTION		ISSUANCE OF SPECIAL PERMIT FOR BANNERS, STREAMERS AND OTHER PROMOTIONAL MATERIALS (TEMPORARY)			
WHO MAY AVAIL		1. Business Establishments 2. Companies (sole proprietors/partnerships/corporations)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	Request Letter addressed to the City Mayor (indicate number of pieces, etc.)	To be prepared by the client			
2	Sample lay-out with dimensions and proposed location (<i>provide photo</i>)	To be prepared by the client			
3	Endorsement from CENRO	City Environment and Natural Resources Office			
4	Endorsement from CTMS	City Traffic Management Office			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit the request letter addressed to the City Mayor with supporting documents	Review submitted documents for completeness and receive application	N/A	30 minutes	Jane Ybañez
2	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and discuss the request with the City Mayor or approving authority	N/A	30 minutes	Jenissah Bugtai Grace Espinosa
		Approve request for Special Permit	N/A	3 days	Hon. Ma. Cynthia "Cindi" K. Chan Atty. Misaellee Tejano
		Once approved, refer to the City Treasurer's Office for payment	N/A	1 hour	Jenissah Bugtai Grace Espinosa
3	Pay corresponding fees at the City Treasurer's Office and submit the Official Receipt to the City Mayor's Office	Collect payment and issue Official Receipt	See corresponding taxes and fees at the City Treasurer's Office	4 hours	Revenue Collection personnel on duty
4	Submit Official Receipt and wait for the Special Permit	Receive Official Receipt and prepare Special Permit	N/A	1 hour	Jenissah Bugtai Grace Espinosa
		Sign Special Permit	N/A	2 days	Atty. Misaellee Tejano Atty. Danilo Almendras
		Notify the client via call or text that the Special Permit is ready for release	N/A	30 minutes	Jenissah Bugtai Grace Espinosa
5	Claim Special Permit	Release Special Permit with the Official Receipt	N/A	30 minutes	Jenissah Bugtai Grace Espinosa
TOTAL:			N/A	7 DAYS	

NOTE: Please be reminded that **BEFORE** submitting the requirements to the City Mayor's Office, your request is still subject to approval from CENRO and CTMS. Kindly submit your request **AT LEAST SEVEN (7) WORKING DAYS BEFORE THE TARGET DATE.**



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OFFICE OR DIVISION		CITY MAYOR'S OFFICE		
CLASSIFICATION		EXTERNAL—HIGHLY TECHNICAL		
TYPE OF TRANSACTION		ISSUANCE OF SPECIAL PERMIT FOR DIRECTIONAL SIGNAGES (PERMANENT)		
WHO MAY AVAIL		1. Business Establishments 2. Companies (sole proprietors/partnerships/corporations)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1	Request Letter addressed to the City Mayor	To be prepared by the client		
2	Sample lay-out with dimensions and proposed location (<i>provide photo</i>)	To be prepared by the client		
3	Endorsement from City Planning	City Planning and Development Office		
4	Endorsement from City Engineer	Office of the City Engineer		
5	Endorsement from CENRO	City Environment and Natural Resources Office		
6	Endorsement from CTMS	City Traffic Management Office		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1	Submit the request letter addressed to the City Mayor with supporting documents	Review submitted documents for completeness and receive application	N/A	30 minutes
2	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and discuss the request with the City Mayor or approving authority	N/A	2 hours
		Approve request for Special Permit	N/A	7 days
		Once approved, refer to the City Treasurer's Office for payment	N/A	3 days
3	Pay corresponding fees at the City Treasurer's Office and submit official receipt to the City Mayor's Office	Collect payment and issue Official Receipt	See corresponding taxes and fees at the City Treasurer's Office	4 hours
4	Submit Official Receipt and wait for the Special Permit	Receive Official Receipt and prepare Special Permit	N/A	2 hours
		Sign Special Permit	N/A	3 days
		Notify the client via call or text that the Special Permit is ready for release	N/A	30 minutes
5	Claim Special Permit	Release Special Permit	N/A	30 minutes
TOTAL:			N/A	15 DAYS

NOTE: Please be reminded that **BEFORE** submitting the requirements to the City Mayor's Office, your request is still subject to inspection from City Planning, City Engineer, CENRO and CTMS. Kindly submit your request **AT LEAST TWENTY (20) WORKING DAYS BEFORE THE TARGET DATE.**



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OFFICE OR DIVISION		CITY MAYOR'S OFFICE			
CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION			
TYPE OF TRANSACTION		ISSUANCE OF DELIVERY PERMIT			
WHO MAY AVAIL		Business Establishments with trucking or delivery services			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	Accomplished Booking Form	City Mayor's Office			
2	Clear Copy of Certificate of Registration (COR) per vehicle	To be prepared by the client			
3	Clear Copy of Official Receipt (OR) per vehicle	To be prepared by the client			
4	Clear Copy of Business Permit (<i>if business address is in Lapu-Lapu City</i>)	To be prepared by the client			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit complete requirements at the City Mayor's Office	Review submitted documents for completeness and receive application	N/A	30 minutes	Danilo Marinduque
2	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse application to staff-in-charge for approval	N/A	1 hour	Grace Espinosa
		Once approved, refer to the City Treasurer's Office for payment	N/A	1 hour	Grace Espinosa
3	Pay corresponding fees at the City Treasurer's Office and submit official receipt to the City Mayor's Office	Collect payment and issue Official Receipt	See corresponding taxes and fees at the City Treasurer's Office	4 hours	Revenue Collection personnel on duty
4	Submit Official Receipt and wait for the Special Permit	Receive Official Receipt and prepare Delivery Permit	N/A	1 day	Jenissah Bugtai Grace Espinosa
		Sign Delivery Permit	N/A	1 day	Atty. Karl Geoffray Rosolada
5	Claim Delivery Permit with sticker from the Business One-Stop Shop (BOSS)	Release Delivery Permit	N/A	30 minutes	Melanida Bensi
TOTAL:			N/A	3 DAYS	

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BAGONG PILIPINAS

OFFICE OR DIVISION		CITY MAYOR'S OFFICE			
CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION			
TYPE OF TRANSACTION		ISSUANCE OF CERTIFICATE OF UNEMPLOYMENT			
WHO MAY AVAIL		Parents/Residents of Lapu-Lapu City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	Request Letter addressed to the City Mayor <i>(If required by school, include details of the name of the student, year level and school)</i>	To be prepared by the client			
2	Photocopy of valid government-issued ID	To be prepared by the client			
3	Certificate of Indigency issued by the Barangay	Concerned Barangay			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit the request letter addressed to the City Mayor with supporting documents	Review submitted documents for completeness and receive application	N/A	30 minutes	Jane Ybañez
2	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and prepare certification	N/A	1 day	Grace Espinosa Kyerie Laus
		Sign Certificate of Unemployment	N/A	1 day	Grace Espinosa Kyerie Laus
		Notify the client via call or text that the Certificate is ready for release	N/A	30 minutes	Grace Espinosa Kyerie Laus
3	Claim Certification	Release Certificate of Unemployment	N/A	30 minutes	Grace Espinosa Kyerie Laus
TOTAL:			N/A	3 DAYS	

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OFFICE OR DIVISION		CITY MAYOR'S OFFICE		
CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION		
TYPE OF TRANSACTION		ISSUANCE OF CERTIFICATION FOR DFA APOSTILLE		
WHO MAY AVAIL		1. Lapu-Lapu City residents processing visa (<i>work, tourist, etc.</i>) 2. OFWs		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1	Request Letter addressed to the City Mayor	To be prepared by the client		
2	Photocopy of Philippine passport	To be prepared by the client		
3	Document for apostille (Barangay Clearance, Certificate of Residency, Community Tax Certificate/Cedula)	Concerned Barangay or City Treasurer's Office		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1	Submit the request letter addressed to the City Mayor with supporting documents	Review submitted documents for completeness and receive application	N/A	30 minutes
2	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and prepare certification	N/A	4 hours
		Sign Certification for DFA Apostille	N/A	2 days
		Notify the client via call or text that the Certificate is ready for release	N/A	15 minutes
3	Claim Certificate	Release Certification for DFA Apostille	N/A	30 minutes
TOTAL:			N/A	3 DAYS

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OFFICE OR DIVISION		CITY MAYOR'S OFFICE			
CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION			
TYPE OF TRANSACTION		ISSUANCE OF CERTIFICATION OF GOOD MORAL			
WHO MAY AVAIL		1. Lapu-Lapu City residents processing visa (<i>work, tourist, etc.</i>) 2. OFWs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	Request Letter addressed to the City Mayor	To be prepared by the client			
2	Photocopy of valid government-issued ID	To be prepared by the client			
3	Certificate of Good Moral	Concerned Barangay			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit the request letter addressed to the City Mayor with supporting documents	Review submitted documents for completeness and receive application	N/A	30 minutes	Jane Ybañez
2	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and prepare certification	N/A	4 hours	Grace Espinosa Kyerie Laus
		Sign Certificate of Good Moral	N/A	2 days	Hon. Ma. Cynthia "Cindi" K. Chan
		Notify the client via call or text that the Certificate is ready for release	N/A	15 minutes	Grace Espinosa Kyerie Laus
3	Claim Certificate	Release Certificate of Good Moral	N/A	30 minutes	Grace Espinosa Kyerie Laus
TOTAL:			N/A	3 DAYS	

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CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION		
TYPE OF TRANSACTION		ISSUANCE OF CERTIFICATION FOR APPLICATION OF CERTIFICATE OF REGISTRATION OF THE AUTHORITY TO SOLEMNIZE MARRIAGE (CRASM)		
WHO MAY AVAIL		Religious leaders or heads of religious organizations residing in Lapu-Lapu City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1	Request Letter addressed to the City Mayor	To be prepared by the client		
2	Photocopy of valid government-issued ID	To be prepared by the client		
3	Certificate of Membership from the Church or Religious Group/Organization	Religious Organization		
4	Police Clearance or NBI	PNP or NBI		
5	Securities and Exchange Commission (SEC) Registration of the Religious Organization	Securities and Exchange Commission (SEC)		
6	Certificate of Residency	Concerned Barangay		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1	Submit the request letter addressed to the City Mayor with supporting documents	Review submitted documents for completeness and receive application	N/A	30 minutes
2	Wait for feedback from the staff-in-charge regarding the approval of request (via call or text)	Endorse request to staff-in-charge and prepare certification	N/A	4 hours
		Sign Certification	N/A	2 days
		Notify the client via call or text once the Certificate is ready for release	N/A	15 minutes
3	Claim Certification	Release Certification	N/A	30 minutes
TOTAL:			N/A	3 DAYS

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CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION			
TYPE OF TRANSACTION		APPLICATION FOR BOARD/BAR PASSER INCENTIVE			
WHO MAY AVAIL		1. Board Passers for Exams under Professional Regulation Commission (PRC) who are residents of Lapu-Lapu City 2. Bar Passers who are residents of Lapu-Lapu City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	Request Letter addressed to the City Mayor	To be prepared by the client			
2	Photocopy of valid government-issued ID with Lapu-Lapu City address	To be prepared by the client			
3	Voter's Certificate (<i>must be a registered voter BEFORE OR AT THE TIME of the examination</i>)	COMELEC			
4	Certificate of Residency	Concerned Barangay			
5	a. Certificate of Passing from PRC, for Board Passers b. Certificate of Membership from the Philippine Bar Association, for Bar Passers	a. PRC b. Philippine Bar Association			
6	Certificate of Ranking from PRC (<i>for Topnotchers</i>)	PRC			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit the request letter addressed to the City Mayor together with the Barangay Endorsement	Review submitted documents for completeness and receive application	N/A	30 minutes	Jane Ybañez
2	Wait for notification from the staff-in-charge (via call or text) should there be any additional inquiries regarding their application. <i>In the absence of such notification, the application shall be deemed automatically approved.</i>	Approve the application for Board/Bar Passer Incentive	N/A	1 days	Atty. Misaellee Tejano
		Notify the client should there be any additional inquiries regarding their application.	N/A	1 day	Jane Ybañez Angela German
TOTAL:			N/A	3 DAYS	

NOTE:

1. Please be reminded that this process covers **applications for Board/Bar Passer Incentive only.**
2. **PAYROLL PROCESSING FOR APPROVED APPLICATIONS MAY TAKE ONE (1) TO THREE (3) MONTHS.** Clients will then be notified a few days before the Distribution of Board/Bar Passer Incentive.



OFFICE OR DIVISION		CITY MAYOR'S OFFICE		
CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION		
TYPE OF TRANSACTION		APPLICATION FOR RE-PAYROLL OF SENIOR CITIZEN'S BIRTHDAY CASH GIFT		
WHO MAY AVAIL		Registered Senior Citizens of OSCA Lapu-Lapu City who were unable to claim their birthday cash gifts during the scheduled distribution period		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1	Request Letter addressed to the City Mayor	To be prepared by the client		
2	Photocopy of OSCA ID	To be prepared by the client		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1	Submit the request letter addressed to the City Mayor with supporting documents	Review submitted documents for completeness and receive application	N/A	30 minutes
2	Wait for approval of request for re-payroll of birthday cash gift.	Endorse request to staff-in-charge for re-payroll processing	N/A	4 hours
		Approve and sign re-payroll request	N/A	1 day
		Once approved, refer to OSCA for re-payroll processing	N/A	1 day
TOTAL:			N/A	3 DAYS

NOTE:

1. Please be reminded that this process covers **applications for re-payroll of the Senior Citizen's Birthday Cash Gift only**. Applications for re-payroll must be filed **within the same calendar year**.
2. **PAYROLL PROCESSING FOR APPROVED APPLICATIONS MAY TAKE ONE (1) TO THREE (3) MONTHS.** The City Treasurer's Office shall notify the Senior Citizen regarding the pay-out schedule.
3. For further questions or concerns, kindly contact your Senior Citizen Chapter or the Office of Senior Citizens Affairs (OSCA).



OFFICE OR DIVISION		CITY MAYOR'S OFFICE			
CLASSIFICATION		EXTERNAL—SIMPLE TRANSACTION			
TYPE OF TRANSACTION		APPLICATION FOR MARRIAGE SOLEMNIZATION SCHEDULE			
WHO MAY AVAIL		Couples or a spouse residing in Lapu-Lapu City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	Marriage License from LCR	Local Civil Registrar			
2	Voter's Certificate	COMELEC			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit complete requirements	Review submitted documents for completeness and receive application	N/A	4 hours	Fairyben Baguio
2	Wait for feedback from the Appointment Secretary for final schedule (via call or text)	Notify the client via call or text for tentative schedule	N/A	4 hours	Fairyben Baguio
TOTAL:			N/A	1 day	

NOTE:

1. Please be reminded that this process covers **applications for Marriage Solemnization only.**
2. **MARRIAGE SCHEDULES ARE SUBJECT TO ADJUSTMENT,** depending on the City Mayor's availability. Final confirmation will be provided accordingly.