



Office of the City Administrator

External Services



1. OCCUPATIONAL PERMIT / MAYOR'S PERMIT FOR EMPLOYMENT

A document issued by the City, certifying that an individual is authorized to work or engages in a profession within that city's jurisdiction.

Office or Division:	Office of the City Administrator			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	<ol style="list-style-type: none"> All Filipino Citizens, of legal age, who exercise their profession or occupation in the City of Lapu-Lapu All Filipino Tour Guides with tour packages that includes the City of Lapu-Lapu 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Police or NBI Clearance (original)		Any issuing Police or NBI offices		
City Health Card (original)		Lapu-Lapu City Health Office		
1 pc. – 2x2 ID picture		Client		
ADDITIONAL REQUIREMENT FOR FIRST TIME JOBSEEKER WHO WISH TO AVAIL THE FREE PERMIT FEE (R.A. 11261: the First Time Jobseekers Assistance Act)				
Oath of Undertaking (original)		Barangay (where residence is located)		
*ADDITIONAL REQUIREMENT FOR TOUR GUIDE				
Certificate of Training (photocopy)		Department of Tourism (DOT)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	Assess the completeness of the requirements and instruct client to pay OR	None	10 minutes	Admin office personnel
2. Pay Official Receipt (OR)	Official Receipt issued <i>Mayor's Permit for employment:</i>	₱ 100.00		Cashier at City Treasurer's Office
	<i>*Additional fee for Tour Guide only:</i>	₱ 500.00		
3. Resubmit all requirements including the OR	Process permit	None	15 minutes	Admin office personnel
	Approve permit	None	30 minutes	City Administrator
4. Claim permit and sign logbook	Release signed permit to client	None	5 minutes	Admin office personnel
	TOTAL	₱100 – local/ ₱600 – tour guide	1 hour	



2. MAYOR'S CLEARANCE FOR AFP, BFP, PNP, BJMP & PCG

A document issued by the City, certifying that an individual has no pending cases and no derogatory records within the city's jurisdiction. It is commonly required by the AFP, PNP, BJMP & PCG to confirm a person's good standing.

Office or Division:	Office of the City Administrator			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Filipino Citizens, of legal age, who resides in the City of Lapu-Lapu who are required to secure the clearance by the following Uniformed Services: 1. Armed Forces of the Philippines (AFP) 2. Bureau of Fire Protection (BFP) 3. Philippine National Police (PNP) 4. Bureau of Jail Management & Penology (BJMP) 5. Philippine Coast Guard (PCG)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Regional Trial Court (RTC) Clearance (original)		Lapu-Lapu City Hall of Justice		
Municipal Trial Court (MTCC) Clearance (original)		Lapu-Lapu City Hall of Justice		
Police Clearance		Lapu-Lapu City Police Office (LLCPO)		
1 pc. – 2x2 ID picture		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	Assess the completeness of the requirements and instruct client to pay OR	None	10 minutes	Admin office personnel
2. Pay Official Receipt (OR)	Official Receipt issued <i>Mayor's Clearance:</i>	₱ 80.00		Cashier at City Treasurer's Office
3. Resubmit all requirements including the OR	Process clearance	None	15 minutes	Admin office personnel
	Approve clearance	None	30 minutes	City Administrator
4. Claim clearance and sign logbook	Release signed clearance to client	None	5 minutes	Admin office personnel
TOTAL		₱ 80.00	1 hour	