

Administering Oaths

ABOUT THE SERVICE

The Municipal Mayor may act as administering officer or may administer Oaths of Barangay Officials. Notarization of Statement of Assets and Liabilities of officials/employees working or stationed in the municipality can also be done by the Municipal Mayor including the notarization of affidavits.

REQUIREMENT

For Barangay Official's taking of oath:

- Appointment & Resolution of Concurrence by the Sangguniang Barangay (for Appointive Officials)
- Record from the COMELEC to prove that the official won in the election (Elective Official)

FEES

None

HOW TO AVAIL OF THE SERVICE

Steps	Activities Process		DURATION	PERSON RESPONSIBLE
	Service Providers	Clients		
1.	Entertain/interview the clients		5 minutes	Isabel Bernades Clerk
2.	Instruct client to proceed to Mayor's office for the administration of oath			Germinio Vallente
3.	Mayor administers oath & signs the document		15 minutes	Fortunato R. Abrenilla Mayor
4.	Clerk asks for the document (to be stamped with municipal seal)	Submits the document to the clerk in-charge	3 minutes	Isabel Bernades Clerk
5.	Release the document		2 minutes	Isabel Bernades Clerk

Total 25 minutes