

Consultation, Seeking of advice & other official transaction with the Mayor

ABOUT THE SERVICE

This service is for those who want to consult, seek advice and to transact other official transactions with the Mayor.

REQUIREMENT(S)

None

FEE(S)

None

HOW TO AVAIL OF THE SERVICE

Steps	Activities Process		Duration	Person Responsible
	Service Providers	Clients		
1.	Entertain/interview clients		5 minutes	Isabel Bernades
2.	Advise client to provide information and sign the logbook	Client signs logbook	7 minutes	Isabel Bernades Clerk
3.	Inform the Mayor of the visitor/purpose		1 minute	Germinio Vallente Clerk
4.	Instruct client to enter/see the Mayor			Germinio Vallente

Total

13 minutes