

Issuance of permit to conduct motorcade/ parade

☑ ABOUT THE SERVICE

Corporations, groups and other entities that wish to stage a motorcade/parade and/or procession around the municipality are required to get a permit from the Mayor's Office prior to the scheduled activity. This ensures coordination and orderly traffic management during the activity.

☑ REQUIREMENT(S)

- Letter request addressed to the Mayor indicating the schedule of motorcade or parade, planned route and purpose of activity

☑ FEE(S)

P100.00/day

☑ HOW TO AVAIL OF THE SERVICE

Steps	Activities Process		Duration	Person Responsible
	Service Providers	Clients		
1.	Entertain clients, and receive letter request	Present letter request to receiving clerk/employee	2 min	Isabel Bernades Clerk
2.	Advise client to proceed to MTO for payment	Proceed to the MTO for payment	5 min.	Local Revenue Officer
3.	Prepare permit for approval	Present O.R. and wait	3 min.	Joahna Cadelina Clerk
4.	Mayor's approval	Wait	15 minutes	Fortunato R. Abrenilla /Exuperio C. Lloren
5.	Release of permit & advise client to submit 1 copy to the PNP OR Market Office for traffic management	Sign logbook	1 min.	Joahna Cadelina Clerk

Total

26 minutes