

CITIZEN'S CHARTER
OFFICE OF THE CITY ADMINISTRATOR (OCA)

FRONTLINE SERVICES

1. REQUEST FOR MAYOR'S CLEARANCE

Office or Division:	Office of the City Administrator (OCA)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Application of Mayor's Clearance for regulatory/statutory prerequisites (Armed Forces of the Philippines, Philippine National Police, Philippine Coast Guard, Philippine Navy, Philippine Air Force, Bureau of Fire Protection); Application of Mayor's Clearance for marriage purposes (One of the contracting parties to be at least one of the above-listed uniformed personnel) Licensed to Possess Firearms and Selling of Firearms

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Clearance	Barangay where the applicant resides.
2. Community Tax Certificate (CEDULA)	Pasig City Treasurer's Office
3. Any Valid ID	
4. Proof of Payment (Official receipts)	Pasig City Treasurer's Office

#	APPLICANT/CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of complete requirements	Verification and checking of completeness of the requirements	None	2 minutes	City Admin Clerk
2	Payment (Proceed to Office of the City Treasurer – License Division for Order of Payment)	Preparation of Tax Order of Payment for Mayor's Clearance	None	5 to 10 minutes (depending on que of cashier)	Pasig City Treasurer's Office – License Division Clerk

#	APPLICANT/CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3	Payment of required fees (Proceed to Cashier)	Acceptance of payment and issuance of Official Receipt	Php200.00	2 minutes	Pasig City Treasurer's Office - Cashier
4	Presentation of Official Receipts to Office of the City Administrator for Release of Permit	Preparation and Releasing of Mayors Clearance. For final approval and Signature of the City Mayor	none	1 day	City Administrator Clerk and Office of the City Mayor

2. SPECIAL PERMIT FOR EVENTS

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Applicants who wish to hold events at events places, whether public or privately-owned, within the territorial jurisdiction of Pasig City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant (to Office of the City Administrator)
2. Traffic Clearance	Traffic and Parking Management Office
3. Barangay Clearance	Barangay where the event will be organized
4. Emergency Contingency Plan / Security Plan	Philippine National Police – Pasig (C. Raymundo Headquarters)
5. Proof of Payment (Official Receipts)	Pasig City Treasurer's Office

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Requirements and Proof of Payment of Fees, if any.	Receiving of letter request and requirements from the Office of City Administrator.	None	2 minutes	City Admin Clerk
2	For Approved Requests, subject to submit the complete requirements as per checklist (5 set of copies).	Verification and checking of the completeness and validity of the requirements. Preparation of Special Permit for Events	None	2 minutes	City Admin Clerk

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3	Proceed to Pasig City Police Headquarters for approval of 1 st indorsement	First Indorsement, for review and signature of the Chief of Police for the approval of the Special Permit	None	2 to 3 minutes	Chief, PNP
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	Auditoriums, theatres and events place with a seating capacity of 1,000 people – Php5,000 Arenas used for Sports Events - Php5,000 Other events – Php2,500	2 to 3 minutes	City Treasurer's Office - Cashier
5	Release of Special Permit for Events	Signature and Release of Special Permit for Events	Pasig Revenue Code	1 day	City Administrator

3. SPECIAL PERMIT FOR BOOTH DISPLAY & OTHER MARKETING ACTIVITIES

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Applicants who wish to set up booths for various purposes at City Government Premises

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the Applicant
2. Recommendation of Booth Location	Office of General Services – Asset Management Division
3. Proof of Payment (Official Receipts)	City Treasurer's Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter Request, with Recommendation of	Receiving of letter request for the approval of City Administrator.	None	2 mins	City Admin Clerk

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Booth Location Attached				
2	Securing approval for use of venue, prior to payment of fees	Approval of the City Administrator for processing purposes	None	1 day	City Administrator
3	Proceed to City Treasurer's Office - License Division for Order of Payment	Prepared Tax Order of Payment for Special Permit for Booth Display	None	5 minutes (Depending on que of cashier)	City Treasurer's Office – License Division Clerk
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	Booth Display without booth / table / house to house – Php500 With booth or table – Php800 Booth with electricity usage – Php1,000	2 minutes	City Treasurer's Office - Cashier
4	Presentation of Official Receipts to Office of the City Administrator for Release of Permit	Preparation of Special Permit for Booth Display for the final signature of City Administrator Releasing of Special Permit for Events	None	1 day	City Administrator

4. SPECIAL PERMIT FOR MOTORCADE

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Schools, Government Institutions, Private Organizations, Religious Organizations, and others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client.
2. Traffic Clearance	Traffic and Parking Management Office (TPMO)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. OCAI Permit (if along Ortigas)	Garnet Rd., Ortigas Center
4. Proof of Payment (Official Receipts)	City Treasurer's Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request	Receiving of letter request for review and approval of City Administrator for processing	None	1 day	City Admin Clerk
2	If For Processing, submission the complete requirements as per checklist (4 set of copies)	Verification and checking of the completeness and validity of the requirements.	None	2 minutes	City Admin Clerk
3	Proceed to City Treasurer's Office - License Division for Order of Payment	Prepared Tax Order of Payment for Special Permit for Motorcade.	None	5 minutes (depending on que of cashier)	City Treasurer's Office – License Division Clerk
4	Payment of Fees	Acceptance of payment and issuance of Official Receipt.	Php500 per any type of vehicle to be used per day	2 minutes	City Treasurer's Office - Cashier
5	Presentation of Official Receipts to City Administrator's Office for Release of Permit	Preparation of Special Permit for Motorcade for the final signature of the City Administrator Releasing of Special Permit for Motorcade	None.	1 day	City Administrator

5. SPECIAL PERMIT FOR FUN RUN

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Applicants for “fun run” activities, involving roads to be used by a multitude of runners comprised usually of organizations, institutions, associations or government entities.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client.
2. Traffic Clearance	Traffic and Parking Management Office (TPMO)
3. OCAI Permit (if along Ortigas)	Garnet Rd., Ortigas Center.
4. Proof of Payment (Official Receipts)	City Treasurer's Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request	Receiving of letter request for review and approval of City Administrator of Pasig City.	None	1 day	City Admin Clerk
2	If For Processing, submission of the complete requirements as per checklist (4 set of copies)	Verification and checking of the completeness and validity of the requirements.	None.	2	City Admin Clerk
3	Proceed to City Treasurer's Office - License Division for Order of Payment	Prepared Tax Order of Payment for Fun Run	None	5 minutes (depending on queue)	City Treasurer's Office – License Division Clerk
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	Php5,000 per day	2 minutes	City Treasurer's Office - Cashier
5	Presentation of Official Receipts to Office of the City Administrator for Release of Permit	Preparation of Special Permit for Fun Run for the final signature of the City Administrator	none	1 day	City Admin Clerk and City Records Office.

6. SPECIAL PERMIT FOR PARADE

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Individuals, organizations, institutions, associations, or government entities.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Traffic Clearance	Traffic and Parking Management Office (TPMO)
3. OCAI Permit (if along Ortigas)	Garnet Rd., Ortigas Center
4. Proof of Payment (Official Receipts)	City Treasurer's Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request	Receiving of letter request for review and approval of City Administrator of Pasig City.	None.	2 to 5 minutes	City Admin Clerk
2	For Approved Requests, submit the complete requirements as per checklist (4 set of copies)	Verification and checking of the completeness and validity of the requirements.	None.	2 to 3 minutes	City Admin Clerk
3	Proceed to City Treasurer's Office - License Division for Order of Payment	Prepared Tax Order of Payment for Parade	None.	2 to 3 minutes	City Treasurer's Office – License Division Clerk
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	Php5,000	2 to 3 minutes	City Treasurer's Office - Cashier
5	Presentation of Official Receipts to Office of the City Administrator	Preparation of Special Permit for Parade for the final signature of the City Administrator Releasing of Special Permit for Parade	None.	2 to 3 minutes	City Admin Clerk and City Records Office.

6. SPECIAL PERMIT FOR PROCESSION

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Religious organizations and institutions, Government Agencies

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client.
2. Traffic Clearance	Traffic and Parking Management Office (TPMO)
3. OCAI Permit (if along Ortigas)	Garnet Rd., Ortigas Center.
4. Proof of Payment (Official Receipts)	City Treasurer's Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request	Receiving of letter request for review and approval of the City Administrator.	None.	2 to 5 minutes	City Admin Clerk
2	For Approved Request, submission of the above listed requirements (4 set of copies)	Verification of the completeness of the requirements followed by the preparation of the Special Permit for Procession for the final signature of City Administrator Releasing of Special Permit for Procession	None.	2 to 3 minutes	City Admin Clerk

8. SPECIAL PERMIT FOR RECORIDA

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Businesses and other organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client.
2. Traffic Clearance	Traffic and Parking Management Office (TPMO)
3. OCAI Permit (if along Ortigas)	Garnet Rd., Ortigas Center.
4. Proof of Payment (Official Receipts)	City Treasurer's Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request	Receiving of letter request for determination whether application is for processing by the City Administrator.	None	2 minutes	City Admin Clerk
2	If For Processing, submit the complete requirements as per checklist (4 set of copies)	Verification and checking of the completeness and validity of the requirements.	None	2 minutes	City Admin Clerk
3	Proceed to City Treasurer's Office - License Division for Order of Payment	Prepared Tax Order of Payment for Recorda	None	5 minutes (depending on que)	City Treasurer's Office – License Division Clerk
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	Php500 per day	2 minutes	City Treasurer's Office – Cashier
5	Presentation of Official Receipts to Office of the City Administrator	Preparation of Special Permit for Recorda for signature of City Administrator Releasing of Special Permit for Recorda	None	1 day	City Admin Clerk and City Records Office.

9. SPECIAL PERMIT FOR SEASONAL VENDOR

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Business owners, vendors, interested individuals to join.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client.
2. Barangay Clearance	Barangay Hall
3. Proof of Payment (Official Receipts)	City Treasurer's Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request	Receiving of letter request for review and approval of the City Administrator.	None	2 minutes	City Admin Clerk
2	If For Processing, submit the complete requirements as per checklist (4 set of copies)	Verification and checking of the completeness and validity of the requirements.	None	5 minutes (depending on queue)	City Admin Clerk
3	Proceed to City Treasurer's Office - License Division for Order of Payment	Prepared Tax Order of Payment for Seasonal Vendor	None	2 minutes	City Treasurers Office – License Division Clerk
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	Seasonal Vendor Php200 per day	2 minutes	City Treasurers Office – Cashier
5	Presentation of Official Receipts to Office of the City Administrator	Preparation of Special Permit for Seasonal Vendor for the final signature of the City Administrator Releasing of Special Permit for Seasonal Vendor	None	2 minutes	City Admin Clerk and City Records Office.

10. SPECIAL PERMIT FOR FILM MAKING / SHOOTING

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Individuals, organizations, institutions (public and private sectors), associations, or government entities conducting professional film making activities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client
2. Traffic Clearance (if filming activity requires road usage)	Traffic and Parking Management Office (TPMO)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Consent Letter from the Owner / In-charge of the property	From the Owner or Management of Venue
4. Barangay Clearance	Barangay Hall
5. Proof of Payment (Official Receipts)	City Treasurers Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request	Receiving of letter request for review and approval of the City Administrator	none	2 minutes	City Admin Clerk
2	If For Processing, submit the complete requirements as per checklist (4 set of copies)	Verification and checking of the completeness and validity of the requirements.	None	2 minutes	City Admin Clerk
3	Proceed to City Treasurer’s Office - License Division for Order of Payment	Prepared Tax Order of Payment for Film Making / Shooting	None	5 minutes (Depending on queue)	City Treasurer’s Office – License Division Clerk
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	Filming or Shooting for Commercial Purposes – P2,500.00 / day / film For personal (with crew and set up) – P500.00 per day / film	2 minutes	City Treasurer’s Office - Cashier
5	Presentation of Official Receipts to Office of the City Administrator	Preparation of Special Permit for Film Making / Shooting for the final signature of City Administrator Releasing of Special Permit for Film Making / Shooting	None	1 day	City Admin Clerk and City Records Office.

11. SPECIAL PERMIT FOR PHOTO SHOOT

Office or Division:	City Administrators Office
Classification:	Simple

Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Organizations, institutions (public and private sectors), associations or government entities.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client
2. Traffic Clearance (if requires road usage)	Traffic and Parking Management Office
3. Consent Letter from the Owner / In-charge of the property	Subject area of the activity
4. Barangay Clearance	Barangay Hall of subject area
5. OCAI Permit (if venue is at Ortigas)	Garnet Rd., Ortigas Center
6. Proof of Payment (Official Receipts)	City Treasurers Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request	Receiving of letter request for review and approval of the City Administrator.	None		City Admin Clerk
2	If For Processing, submit the complete requirements as per checklist (4 set of copies)	Verification and checking of the completeness and validity of the requirements.	None	2 minutes	City Admin Clerk
3	Proceed to City Treasurer's Office - License Division for Order of Payment	Prepared Tax Order of Payment for Photo Shoot	None	5 minutes (depending on queue)	City Treasurer's Office – License Division Clerk
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	Commercial Photo Shoot (private companies) – P1,000.00 For personal – P500.00 / day	2 minutes	City Treasurer's Office - Cashier
5	Presentation of Official Receipts to Office of the City Administrator	Preparation of Special Permit for Photo Shoot for the final signature of City Administrator Releasing of Special Permit for Photo Shoot	None	2 minutes	City Admin Clerk and City Records Office.

12. SPECIAL PERMIT FOR BAZAAR

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Large or small group of Business Owners, interested individuals who wants to join the bazaar, organizations, institutions (public and private sectors), associations or government entities.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client
2. Traffic Clearance (if requires road usage)	Traffic and Parking Management Office (TPMO)
3. Barangay Clearance	Barangay Hall of area where bazaar is to be held.
4. Proof of Payment (Official Receipts)	City Treasurer's Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request for the aforementioned activity.	Receiving of letter request for review and approval of the City Administrator.	None	2 minutes	City Admin Clerk
2	If For Processing, submit the complete requirements as per checklist (5 set of copies)	Verification and checking of the completeness and validity of the requirements.	None	2 minutes	City Admin Clerk
3	Proceed to City Treasurer's Office - License Division for Order of Payment	Prepared Tax Order of Payment for Bazaar	None	5 minutes (depending on queue)	City Treasurer's Office – License Division Clerk
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	P5,000.00 / day	2 minutes	City Treasurer's Office - Cashier
5	Presentation of Official Receipts to the Office of the City Administrator	Preparation of Special Permit for Bazaar for the final signature of the City Administrator	none	2 minutes	City Admin Clerk and City Records Office.

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Releasing of Special Permit for Bazaar			

13. SPECIAL PERMIT FOR MINI FAIR (PERYA)

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Organizations, institutions (public and private sectors), associations, or government entities.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client
2. Business Permit	Business Permit and Licensing Department (BPLD)
3. Contract of Lease	Owner of the Property
4. Mechanical Permit	Engineering Department – Pasig City
5. Electrical Permit	Engineering Department – Pasig City
6. Proof of Payment	City Treasurer’s Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request	Receiving of letter request for review and approval of City Administrator of Pasig City.	None	2 minutes	City Admin Clerk
2	If For Processing, submit the complete requirements as per checklist (5 set of copies)	Verification and checking of the completeness and validity of the requirements.	None	2 minutes	City Admin Clerk
3	Proceed to City Treasurers Office - License Division for Order of Payment	Prepared Tax Order of Payment for Mini Fair (Perya)	None	5 minutes (depending on queue)	City Treasurer’s Office – License Division Clerk

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	P5,000.00 / day	2 minutes	City Treasurer's Office – Cashier
5	Presentation of Official Receipts to the Office of the City Administrator	Preparation of Special Permit for Mini Fair (Perya) for the final signature of the City Administrator Releasing of Special Permit for Mini Fair (Perya)	None	1 Day	City Admin Clerk and City Records Office.

14. SPECIAL PERMIT FOR PYROTECHNIC DEVICES (IN ACCORDANCE WITH EXECUTIVE ORDER NO. PCG-6o Series of 2022)

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Businesses with License to sell Pyrotechnic devices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant-client
2. Traffic Clearance	Traffic and Parking Management Office (TPMO)
3. Certificate from PNP	Pasig City Police Headquarters, C. Raymundo Ave. Brgy. Caniogan Pasig City
4. Barangay Clearance	Barangay Hall
5. Fireworks Safety Clearance (Fireworks Exhibition)	Bureau of Fire and Protection
6. Proof of Payment	City Treasurer's Office – Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of Letter of Request	Receiving of letter request for review and approval of the City Administrator	None		City Admin Clerk
2	If For Processing, submit the complete requirements as per checklist (5 set of copies)	Verification and checking of the completeness and validity of the requirements.	None	2 minutes	City Admin Clerk

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3	Proceed to City Treasurer's Office - License Division for Order of Payment	Prepared Tax Order of Payment for Pyrotechnic Devices	None	5 minutes (depending on queue)	City Treasurer's Office – License Division Clerk
4	Payment of Fees	Acceptance of payment and Issuance of Official Receipt	P3,000.00 / day	2 minutes	City Treasurer's Office - Cashier
5	Presentation of Official Receipts to the Office of the City Administrator	Preparation of Special Permit for Pyrotechnic Devices for the final signature of City Administrator Releasing of Special Permit for Pyrotechnic Devices	None	2 minutes	City Admin Clerk and City Records Office.

15. SPECIAL PERMIT FOR AUTHORITY TO SOLEMNIZE MARRIAGE

Office or Division:	Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Religious Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Submitted by the applicant
2. Authority to Solemnize Marriage (If renewal)	City Administrator's Office –Pasig City

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submission of all the above listed requirements.	Verification and checking of the completeness and validity of the requirements. Schedule the inspection of the church	None	1 day	City Admin Clerk

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Be available on the scheduled date inspection	Preparation of the Inspection Report to be review by the City Administrator. Releasing of Special Permit for Authority to Solemnize Marriage	None	1 day	City Administrator