



OFFICE OF THE CITY ADMINISTRATOR

I. **Mandate:**

Develop management and administration-related plans and strategies and upon approval therefore by the Local Chief Executive (LCE), implement the same.

Be in the frontline of the delivery of administrative support services, particularly those related to the situations during and in the aftermath man-made and natural disasters and calamities.

II. **Vision:**

As the main and direct arm of the LCE in the implementation of the city's vision and mission consistent with its management and administration-related programs and projects, the office of the City Administrator is equipped with competent individuals having a common aim of providing efficient administrative support to the City Mayor through the formulation, implementation and monitoring of plans, policies and strategies geared towards the realization of providing a better quality of life to the Tarlaqueños.

III. **Mission:**

1. To provide with honesty and integrity efficient administrative support to the LCE.
2. To extend constant communication and continuous coordination to the various department/offices of the city and be in the frontline in providing maximum delivery of basic services effectively and efficiently to Tarlaqueños especially to indigent constituents.
3. To be committed in the real essence of public service by efficient and effective services for the betterment and truly progressive Tarlac City.

IV. **Functions:**

1. Being the direct arm of the office of the LCE, the Administrator's Office extends assistance in the supervision and management of administrative operations to the city and ensures that services needed by the Tarlaqueños are duly delivered with utmost efficiency.
2. The alter-ego of the Local Chief Executive.
3. Executes and implements plans, policies and programs related to management and administration towards the realization of providing a better quality of service to the public;
4. Supports the LCE through the formulation of plans and strategies, monitors the proper and strict implementation of City Ordinances (traffic rules and regulations, anti-littering and ordinances relating to orderliness and discipline in the market and



sidewalk);

- Extends administrative support and efficient coordination to the various departments/offices of the City Government of Tarlac.

LIST OF SERVICES

1. ISSUANCE OF MAYOR'S WORKING PERMIT

About the Service:

The Mayor's Clearance which is also known as Working Permit, is being issued to job applicants already employed but being evaluated for renewal of contract or for any reason as required by the employer. Mayor's Clearance expired in one (1) year.

OFFICE:		Administrator's Office-Licensing Section		
CLASSIFICATION:				
TYPE OF TRANSACTION:		Issuance of Mayor's Working Permit		
WHO MAY AVAIL:		Job Applicant		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Police Clearance or NBI Clearance; (Original to be presented, a photocopy to be submitted)		Police Station or NBI Station		
2. Community Tax Certificate or Cedula; (Original to be presented, a photocopy to be submitted)		Business Permit and Licensing Division-Tarlac City Hall		
3. Barangay Clearance; (Original to be presented, a photocopy to be submitted)		Barangay Hall		
4. Official Receipt of payment from the Treasurer's Office)		City Treasury Office-Tarlac City Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the first three (3) requirements for validation	Issuance of Payment Order Form indicating the required fee		2 minutes	Administrative Staff in-charge
Proceed to the City Treasurer's Office for the payment of required fee		P65.00	2 minutes	Administrative Staff in-charge
Submit the Official Receipt (OR) to Administrator's Office for the processing and signing of Permit	Issuance of the Permit	P20.00	6 minutes	Teller in-charge Administrative Staff in-charge/ City Administrator
TOTAL		P85.00	10 minutes	



1. ISSUANCE OF PERMIT FOR MOTORCADE/MARATHON/RUN AND OTHER SIMILAR ACTIVITIES, RECORRIDA, PRODUCT PROMOTION AND USE OF PLAZUELA

About the service:

This permit is being issued to establishments or organizations that wish to conduct motorcade, marathon, run and other similar activities which require the use of local public roads, promotion of products for commercial purposes, and the use of the Ninoy Aquino Plazuela for any legal purpose

OFFICE:		Administrator's Office-Licensing Section		
CLASSIFICATION:				
TYPE OF TRANSACTION:		ISSUANCE OF PERMIT FOR MOTORCADE/MARATHON/RUN AND OTHER SIMILAR ACTIVITIES, RECORRIDA, PRODUCT PROMOTION AND USE OF PLAZUELA		
WHO MAY AVAIL:		Anyone		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter addressed to the City Mayor, which must include the date, time, place and other important information related to the activity;			Applicant	
2. Official Receipt of payment from the Treasurer's Office.			City Treasury Office-Tarlac City Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the request letter to the Office of the City Mayor	Evaluate for approval and issues Payment Order Form indicating the required fee		7 minutes	Administrative Staff in-charge
Proceed to the City Treasurer's Office for the payment of the required fee	Submit Official Receipt to Administrator's Office for the processing and signing of Permit		5 minutes	Teller in-charge Administrative Staff in-charge City Administrator
Issuance of the Permit	Furnish concerned Offices, upon instruction		2 minutes	Administrative Staff in-charge / Administrative Staff in-charge
TOTAL			14 minutes	
Activity		Fee		
Motorcade/Marathon/Run & Other similar activities		P50.00/day + P20.00 Regulatory Fee		
Recorded		P30.00/day (without sound system) P50.00/day (with sound system) + P20.00/unit/day Regulatory Fee		
Product Promotion		P50.00 + P5.00/day (For sampling) P100.00 + P10.00/day (For selling)		
Use of Plazuela		P1000.00/day (8 hours) + P20/day Regulatory Fee		

