



OFFICE OF THE CITY ADMINISTRATOR

Internal Services



1. Issuance and Approval of Travel Order

A travel order is issued to officials and employees of the LGU in attending training, seminars, conventions and other related activities on official time outside of the City of Meycauayan.

Office or Division:		City Administrator's Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		City Government Officials and Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of invitation (original)			Inviting Agency or Office	
Letter-endorsement of Department Head (1 original copy)			Department Head Concerned	
Human Resource Development Committee (HRDC) Comments and Recommendations (1 original and duplicate copy)			City Human Resource Management Office (CHRMO)	
Duly approved HRDC Form (1 original and duplicate copy)			City Human Resource Management Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of invitation and endorsement of Department Head	1.1 Receive, record request and forward to the City Administrator for approval	None	5 minutes	Jennifer S. Mendoza Administrative Assistant I Pia S. Ramirez-Delos Santos City Administrator Office of the City Administrator
	1.2 Forward to the City Human Resource Management Office for HRDC recommendation	None	10 minutes	Yolanda Baldomero Administrative Aide I Jennifer S. Mendoza Administrative Assistant I Office of the City Administrator
	1.3 Prepare travel order and memorandum upon receipt of complete	None	15 minutes	Loretta O. Mediina Administrative Asst. VI Pia S. Ramirez-Delos Santos



	documents from CHRMO for signature of the City Administrator			City Administrator Office of the City Administrator
2. Receive copy of travel order and memorandum	2. Photocopy, record and release travel order to concerned offices	None	15 minutes	Yolanda Baldomero Administrative Aide I Loretta O. Mediina Administrative Asst. VI Office of the City Administrator
	TOTAL:	None	45 minutes	

2. Approval of Locator and Pass Slips

Locator slip is a form issued to officials and employees of the LGU who are authorized to go on official business such as attendance to meetings and field inspections.

Pass slip may be issued to employees who would like to transact personal business during office hours.

Office or Division:	City Administrator's Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	City Government Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
LOCATOR SLIP:				
Locator Slip (1 original and duplicate copy)			City Human Resource Management Office (CHRMO)	
Letter request for inspection from private individuals or business establishments or letter of invitation from other agencies for meeting or 1 day seminar (1 original copy)			To be provided by the client	
PASS SLIP:				
Pass Slip (1 original and duplicate copy)			City Human Resource Management Office (CHRMO)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit locator or pass slip approved by the Department Head	1. Verify, record locator/pass slip and forward to the City Administrator for approval	None	10 minutes	<p>Madel Angelica V. Ramos Clerk</p> <p>Jennifer S. Mendoza Administrative Assistant I</p> <p>Pia S. Ramirez-Delos Santos City Administrator Office of the City Administrator</p>
2. Receive approved locator or pass slip	2. Release locator/ pass slip	None	1 Minute	<p>Madel Angelica V. Ramos Clerk</p> <p>Jennifer S. Mendoza Administrative Assistant I Office of the City Administrator</p>
	TOTAL:	None	11 minutes	



3. Issuance of Gas Slip, Trip Ticket and Purchase Order for Special Events or Activities

Issuance of gas slip, trip ticket and purchase order for special events or activities by any given office or department of the City Government of Meycauayan.

Office or Division:		City Administrator's Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		City Government Officials and Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request for special events or activities approved by the City Mayor or the City Administrator (1 original copy)			Office / Department Head Concerned	
Request form (1 original and duplicate copy)			City Administrator's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out request form and letter request	1.1 Record and forward to the City Administrator for approval	None	10 minutes	Maria Liza C. San Luis Administrative Aide IV Pia S. Ramirez-Delos Santos City Administrator Office of the City Administrator
	1.2 Prepare gas slip, trip ticket and purchase order and forward to the City Administrator for approval	None	20 minutes	
2. Receive gas slip, trip ticket and purchase order	2. Record and release gas slip, trip ticket and purchase order	None	3 minutes	Yolanda P. Baldomero Administrative Aide I Maria Liza C. San Luis Administrative Aide IV Office of the City Administrator
TOTAL:		None	33 minutes	



4. Issuance of Endorsement

An endorsement is a referral slip issued to clients requesting for data from Offices of the City Government for research purposes.

Office or Division:		City Administrator's Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen; G2B – Government to Business		
Who may avail:		Students, Business Establishments		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request (1 original copy)			To be provided by the client	
Additional Requirement For Students:				
Endorsement of School Head (1 original copy)			School	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive and interview the client	None	8 minutes	Madel Angelica V. Ramos Clerk Jennifer S. Mendoza Administrative Assistant I Maria Liza C. San Luis Administrative Aide IV Office of the City Administrator
	1.2 Prepare referral slip to appropriate office and forward to the City Administrator for approval	None	6 minutes	Madel Angelica V. Ramos Clerk Jennifer S. Mendoza Administrative Assistant I Maria Liza C. San Luis Administrative Aide IV Pia S. Ramirez-Delos Santos City Administrator Office of the City Administrator



2. Receive referral slip and proceed to the concerned office	2. Release referral slip	None	1 Minute	Madel Angelica V. Ramos Clerk Jennifer S. Mendoza Administrative Assistant I Maria Liza C. San Luis Administrative Aide IV Office of the City Administrator
	TOTAL:	None	15 minutes	

5. Application for Truck Ban and Total Truck Ban Exemption Certificate

Truck Ban and Total Truck Ban Exemption Certificates are issued to business entities transporting perishable goods and livestock, or contractors of public utilities, and to residents and business establishments residing, receiving or making delivery at the Truck Ban or Total Truck Ban Area to allow the free-passage of their own or contracted trucks during truck ban schedules with one month validity. Truck Ban Exemption Certificate and Total Truck Ban Exemption Certificate are distinct and different from each other as to use and validity and should be applied and paid for separately.

Truck Ban or Total Truck Ban Exemption Certificate is renewable one (1) week before its expiration date.

Office or Division:	City Administrator’s Office		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business		
Who may avail:	Business entities transporting perishable goods and livestock, contractors of public utilities, and residents and business establishments residing, receiving or making delivery at the Truck Ban or Total Truck Ban Area		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Request letter to Mayor indicating the goods or services to be delivered, origin and destination of delivery (1 original copy)		To be provided by the client	
Certificate of Registration and updated Official Receipt of each truck (1 photo copy)		Land Transportation Office (LTO)	
NEW:			
Photo of front and side view of truck/s (1 copy)		To be provided by the client	



Valid Business Permit (1 photo copy)			City Business Permit and Licensing Office (CBPLO)	
Proof of delivery (Purchase Order, Purchase Request, or latest Delivery Receipt) (1 photo copy)			To be provided by the client / Concerned business establishment	
RENEWAL:				
Previously approved Truck Ban / Total Truck Ban Exemption Certificate of each truck (1 photo copy)			City Mayor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Review documents, interview and inform client to wait for the text/call on the date of release of requested Certificate	None	20 minutes	Madel Angelica V. Ramos Clerk Fermin M. Velasco Senior Administrative Assistant II Office of the City Administrator
	1.2 Encode, print endorsement / routing form and transmit to Traffic Management Screening Committee for signature	None	5 minutes	Madel Angelica V. Ramos Clerk Fermin M. Velasco Senior Administrative Assistant II Office of the City Administrator
	1.3 Review, evaluate and comment / recommend on the request for exemption	None	3 working days	Ret. Gen. Buenaventura M. Viray, Jr. Senior Transportation Regulation Officer Meyc. Traffic & Parking Bureau Sheila Marie T. Sinson Acting City Business Permit & Licensing Officer City Business Permit & Licensing Office Pia S. Ramirez-Delos Santos City Administrator



				Office of the City Administrator
	1.4 Transmit endorsement / routing form to the City Mayor's Office for processing and approval of the requested certificate	None	5 Minutes	Yolanda P. Baldomer Administrative Aide I Office of the City Administrator
	1.5 Record, prepare certificate and forward to the immediate supervisor for review	None	2 minutes	Charmaine Delos Reyes Administrative Aide VI Atty. Henry R. Villarica City Mayor City Mayor's Office
	1.6 Verify the documents and forward to the City Mayor for approval	None	3 working days	Atty. Jackelyn Joy B. Pernitez Attorney III Atty. Henry R. Villarica City Mayor City Mayor's Office
	1.7 Prepare order of payment and attached to all the documents then forward to the City Administrator	None	10 minutes	Charmaine Delos Reyes Administrative Aide VI City Mayor's Office
	1.8 Inform the client through text / call for scheduled date of payment and release of requested certificate	None	2 minutes	Madel Angelica V. Ramos Clerk Fermin M. Velasco Senior Administrative Assistant II Office of the City Administrator
2. Proceed to the City Administrator's Office on the scheduled date of payment and release of	2. Give order of payment	None	2 minutes	Madel Angelica V. Ramos Clerk Fermin M. Velasco Senior Administrative Assistant II Office of the City Administrator



requested certificate				
<ul style="list-style-type: none"> Make sure to secure the Order of Payment that will be issued 				
3. Pay the required fees at the City Treasurer's Office – Cashier Window – 1 st Floor, by showing the Order of Payment <ul style="list-style-type: none"> Make sure to secure the Official Receipt that will be issued upon payment 	3. Accept the payment based on the Order of Payment and issue the official receipt	P1,000.00 per truck per month	10 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
4. Return to the City Administrator's Office, present the original receipt and receive the requested certificate	4. Secure a photo copy of the official receipt and release the truck ban exemption certificate	None	2 minutes	Madel Angelica V. Ramos Clerk Fermin M. Velasco Senior Administrative Assistant II Office of the City Administrator
	TOTAL:	P1,000.00 per truck per month	6 working days and 58 minutes	

Issuance of Truck Ban and Total Truck Ban Exemption Certificate qualified for multi-stage processing.