



Office of the City Administrator

Internal



The Office of the City Administrator implements a strict observance of the safety measures in all offices of the City Government. There is a separate entrance and exit at the City Hall building. Foot bath, checking of body temperature and hands-disinfecting are a must before employees and clients enter the building. The city hall lobby and stairs, as well as all offices are being sanitized everyday. Employees with fever and flu-like symptoms are advised not to report for work and if possible, subjected to RT-PCR test.

Payroll, Purchase Request and Program of Work

Office or Division:	City Administrator's Office (CAO)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Office(s), Official(s) or Employee(s) of the City Government of Silay, Any individual residing in the City of Silay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Payroll, Purchase Request and Program of Work		Clerk / Administrative Officer IV		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of purchase request and program of work	1. Receiving of purchase request and program of work	None	Five (5) minutes	Receiving Clerk
2. Client(s) wait for the result of payroll, purchase request and program of work	2. Evaluation/ Assessment and Approval of payroll, purchase request and program of work	None	Twenty-four (24) hours or One (1) day	City Administrator
	2.a. Endorsement to respective offices / divisions	None	Forty-eight (48) hours or Two (2) days	Receiving Clerk / Administrative Officer IV
TOTAL:		None	Seventy-Two (72) hours or Three (3) days-simple transactions	



Office of the City Administrator
External



I. Cheques, Vouchers and Financial Assistance

Office or Division:	City Administrator's Office (CAO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Office(s), Official(s) or Employee(s) of the City Government of Silay, Any individual residing in the City of Silay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cheques, Vouchers and Financial Assistance		Clerk / Administrative Officer IV		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of cheques, vouchers and financial assistance	1.Receiving of cheques, vouchers and financial assistance	None	Five (5) minutes	Receiving Clerk
2. Client(s) wait for the result of cheque(s), voucher(s) and financial assistance	2. Evaluation/ Assessment and Approval of cheque(s), voucher(s) and financial assistance	None	Twenty-four (24) hours or One (1) day	City Administrator
	2.a.Endorsement to respective offices / divisions	None	Forty-eight (48) hours or Two (2) days	Receiving Clerk / Administrative Officer IV
TOTAL:		None	Seventy-Two (72) hours or Three (3) days-simple transactions	

II. Permits, Licenses and Clearances

Office or Division:	City Administrator's Office (CAO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Office(s), Official(s) or Employee(s) of the City Government of Silay, Any individual residing in the City of Silay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Permits, Licenses and Clearances		Clerk / Administrative Officer IV		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of permits, licenses and clearances	1. Receiving of permits, licenses and clearances	None	Five (5) minutes	Receiving Clerk
2. Client(s) wait for the result of permit(s), license(s) and clearances	2. Evaluation/ Assessment and Approval of permit(s), license(s) and clearance(s)	None	Twenty-four (24) hours or One (1) day	City Administrator
	2.a. Endorsement to respective offices / divisions	None	Forty-eight (48) hours or Two (2) days	Receiving Clerk / Administrative Officer IV
TOTAL:		None	Seventy-Two (72) hours or Three (3) days-simple transactions	

III. Request for Governmental Services & Vehicles

Office or Division:	City Administrator's Office (CAO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Office(s), Official(s) or Employee(s) of the City Government of Silay, Any individual residing in the City of Silay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for governmental services and vehicles		Clerk / Administrative Officer IV		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submission of letter request(s) for govern-mental services and vehicles	Receiving of letter request(s) for governmental services and vehicles	None	Five (5) minutes	Receiving Clerk
2. Client(s) wait for the result of Letter Request(s)	Evaluation/ Assessment and Approval of Letter Request(s)	None	Twenty-four (24) hours or One (1) day	City Administrator
	Endorsement to respective offices / divisions	None	Forty-eight (48) hours or Two (2) days	Receiving Clerk / Administrative Officer IV
TOTAL:		None	Seventy-Two (72) hours or Three (3) days-simple transactions	

IV. Various Communication

Office or Division:	City Administrator's Office (CAO)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Office(s), Official(s) or Employee(s) of the City Government of Silay, Any individual residing in the City of Silay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Various Communication		Clerk / Administrative Officer IV		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of communi-cation letter(s)	1. Receiving of communication letter(s)	None	Five (5) minutes	Receiving Clerk



2. Client(s) wait for the result of communication letter(s)	2. Evaluation/ Assessment and Approval of communication letter(s)	None	Ninety-six (96) hours or Four (4) days	City Administrator
	2.a. Endorsement to respective offices / divisions	None	Seventy-Two (72) hours or Three (3) days	Receiving Clerk / Administrative Officer IV
TOTAL:		None	One hundred sixty-eight (168) hours or Seven (7) days-complex transactions	