

Issuance of Certificate of Attendance (Ecological Solid Waste Management Orientation-Seminar)

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Mayor’s Permit to Operate (Renewal or New) Applicant/s

What is the requirement:

- Community Tax Certificate

Total Processing Time:

- One (1) hour and five (5) minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Proceed to MENRO and accomplish form for the issuance of certificate of attendance	Receive request and check the requirement	3 minutes		Ariel Solleza
2	Proceed to MTO and pay the corresponding fee Go back to MENRO and submit Official Receipt	Issue Order of Payment		P75.00	
3	Attend orientation-seminar	Conduct orientation-seminar	1 hour		Rey Avila
4	Claim Certificate of Attendance	Sign and issue certificate	2 minutes		