



## Permit to Conduct Motorcade or Parade

### ABOUT THE SERVICE

Corporations, business establishments, non-government organizations and other entities that wish to stage a motorcade/parade and/or procession around the city are required to get a permit from the CMO prior to the scheduled activity. This ensures coordination and orderly traffic management during the activity.

<b>Department / Office:</b>		<b>CITY MAYOR'S OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2B - Government to Businesses		
<b>Who may avail</b>		Corporations, business establishments, non-government organizations and other entities		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter addressed to the City Mayor, indicating: <ul style="list-style-type: none"> <li>Schedule of motorcade or parade,</li> <li>Planned route, and</li> <li>Purpose of the activity</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Request Letter			1 minute	RUBY AREJOLA Admin Staff
2. Payment of Fees at City Treasurer's Office		P60.00 / vehicle / day or fraction thereof for advertisement by means of vehicles, balloons, kits, etc.	5 minutes	CITY TREASURER'S OFFICE
	3. Preparation of Mayor's Permit		5 minutes	GRACE S. SEGUI Administrative Aide I (Casual)
	4. Approval of City Mayor or his authorized representative		1 minute	NELSON S. LEGACION City Mayor  FRANCISCO M. MENDOZA Administrator  PAUL JOHN F. BARROSA Secretary to the Mayor
		<b>TOTAL</b>	12 minutes	



**CITY MAYOR'S OFFICE**

Room 201, 2<sup>nd</sup> Floor, Main City Hall Building,  
J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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