



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.

Department / Office:		CITY MAYOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2B - Government to Businesses		
Who may avail		Corporations, business establishments, non-government organizations and other entities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter addressed to the City Mayor, indicating: <ul style="list-style-type: none"> • Schedule of motorcade or parade, • Planned route, and • Purpose of the activity 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter.			1 minute	RUBY A. SERRANO Data Encoder (COS)
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	Local Revenue Collection Officer 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 CGDH I City Administrator PAUL JOHN F. BARROSA Secretary to the Mayor
		TOTAL	12 minutes	



CITY MAYOR'S OFFICE

Room 201, 2/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

Nelson S. Legacion, City Mayor

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