

COMMUNITY RELATIONS OFFICE

G/F MARIKINA CITY HALL, Shoe Ave., Sta Elena , Marikina City
Tel. No.: 646-6516

SERVICE OFFICE: Issuance of CRO Clearance for application of Building Permit/Business Permit

BUILDING AND BUSINESS PERMIT

	Client Step/ Procedure	Office/person Responsible	Location of Office	Processing Time
1.	Accomplish Application Form	Community Relations Office/Information	G/F Marikina City Hall	1 to 2 days
2	Pay application fee	Treasury Office Window 7	G/F Marikina City Hall	
3	Ocular Inspection	CRO/ Organizer Assigned in particular Barangay	G/F Marikina City Hall	
4	Releasing of Clearance	Community Relations Office	G/F Marikina City Hall	

REQUIREMENTS:

- For Cell Site Application submit the ff.
Barangay Resolution
Neighborhood Consent

SOLEMNIZATION

	Client Step/ Procedure	Office/person Responsible	Location of Office	Processing Time
1.	Submit the requirements	Community Relations Office/ Information	G/F Marikina City Hall	1 to 2 days
2	Pay application fee	Treasury Office Window 7	G/F Marikina City Hall	
3	Ocular Inspection	CRO/ Organizer Assigned in particular Barangay	G/F Marikina City Hall	
4	Releasing of Clearance	Community Relations Office	G/F Marikina City Hall	

REQUIREMENTS:

Photocopy of SEC Registration
Photocopy of Barangay Clearance

SOLICITATION FOR ASSOCIATION/ORGANIZATION

	Client Step/ Procedure	Office/person Responsible	Location of Office	Processing Time
1	Submit the following requirements	Community Relations Office/Information	G/F Marikina City Hall	1 to 2 days
2	Ocular Inspection	Community Relations Office	G/F Marikina City Hall	
3	Releasing of Clearance	Community Relations Office	G/F Marikina City Hall	

REQUIREMENTS:

Photocopy of solicitation Letter
Photocopy of Barangay Clearance
List of Officer and Members
Photocopy of SEC Registration or Photocopy of HLURB Certificate of registration (if Applicable)
Accreditation of NGO's/ HOA's/ CA's/ PO's

BLOOD REQUEST

	Client Step/ Procedure	Office/person Responsible	Location of Office	Processing Time
1	Blood Request from the hospital	CRO/ Harvey Curry	G/F Marikina City Hall	1 to 2 days
2	Releasing of Referral	CRO/ Harvey Curry	G/F Marikina City Hall	
3	Submit referral endorsement to City Health Office	CHO Girlie	G/F Marikina City Hall	

REQUIREMENTS:

Blood Request Form from the Hospital
Voter's ID

ACCREDITATION OF HOAs/CAs/Pos/NGOs Based on Ordinance No. 14 series of 1997

	Client Step/ Procedure	Office/person Responsible	Location of Office	Processing Time
1	Submission of various Requirements	Community Relations Office/ Information	G/F Marikina City Hall	1 month Processing
2	Ocular Inspection	CRO/ Organizer assigned in particular barangay	G/F Marikina City Hall	
3	Endorsement to City Council	Office of the Vice Mayor (subject for 3 Regular Session of council)	2/F Justice Hall Building	
4	Releasing of Approved City Council Resolution	CRO		

REQUIREMENTS:

(must be duly received by HLURB/SEC)

- a. Photocopy of Certificate of Registration (HIGC/HGC/HLURB/SEC)
- b. Photocopy of By-laws
- c. Photocopy of Articles of Incorporation
- d. List of Officers (with complete Addresses, Contact Number)
- e. Photocopy of result of last election held
- f. Photocopy of updated list of members
- g. Photocopy of recent Board Resolution
- h. Annual Accomplishment Report
- i. Photocopy of Audited Financial Statement

REQUEST FOR GENERAL ASSEMBLY

	Client Step/ Procedure	Office/person Responsible	Location of Office	Processing Time
1	Submit Letter of request from the Association	Community Relations Office	G/F Marikina City Hall	

REQUIREMENTS:

Letter request from the Homeowners Association to CRO to facilitate the General Assembly

REQUEST FOR ELECTION

	Client Step/ Procedure	Office/person Responsible	Location of Office	Processing Time
1	Submit Letter of request from the Association	Community Relations Office	G/F Marikina City Hall	

REQUIREMENTS:

- 1. Letter request from the Homeowners Association
- 2. Board Resolution authorizing the Community Relations Office to facilitate the election.

REQUEST FOR OATH-TAKING

	Client Step/ Procedure	Office/person Responsible	Location of Office	Processing Time
1	Notify the Community Relations Office regarding the Oath-Taking	Community Relations Office	G/F Marikina City Hall	1 day
2	Scheduling of the Oath-Taking	Office of the Mayor	2nd Floor Marikina City Hall	

REQUIREMENTS:

1. List of Newly Elected Officers

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.