

## MANAGEMENT INFORMATION SYSTEM

The Management Information System (MIS) is responsible for planning, development and implementation of hardware, software applications, programming and systems network and integration of a management information system or enterprise network. It also establishes procedures and standards for access to data processing facilities and the data itself.

Ready to serve and transact with you  
as authorized and properly identified personnel from  
**Mondays to Fridays**  
**8:00 AM to 5:00 PM**  
Telephone no. (046) 481-4100 loc. 409  
3rd Floor Bacoor Government Center,  
Bacoor Boulevard  
Barangay Bayanan, City of Bacoor

CITIZEN'S CHARTER SERVICES  
City of Bacoor, Province of Cavite

Responsible Department/Unit **Office of the City Mayor – MANAGEMENT INFORMATION SYSTEM (M.I.S)**  
 Service Name **MAYOR's CLEARANCE, REFERRAL LETTER and CERTIFICATE OF GOOD MORAL CHARACTER**  
 Service Description **Agencies require Mayor's Clearance/ Referral Letter and Certificate of Good Moral Character before they are allowed to enrol in a school or apply for a job**  
 Client **Boni-fide residents of Bacoor**  
 Maximum Duration of Process **Less than Fifteen (15) Minutes**  
 Requirements **NBI or Police Clearance, Latest Community Tax Certificate and Receipt of Payment (Payments are made at the Treasury Office)**

**How to Avail Service**

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Client submits request to the employee-in-charge together with the requirements	Check details and verify requirements	MIS Staff	3 Minutes		
2		Prepare requested document	MIS Staff	5 Minutes		
3		Approval of the City Mayor	City Administrator Office	3 Minutes		
4		Releasing of requested document	MIS Staff	1 Minute		

**Note: If for Marriage purposes, a Certificate of No Marriage (Cenomar) is required.**

CITIZEN'S CHARTER SERVICES  
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Responsible Department/Unit **Office of the City Mayor – MANAGEMENT INFORMATION SYSTEM (M.I.S.)**  
 Service Name **MAYOR's PERMIT TO WORK**  
 Service Description **Individuals need to secure Permit to Work prior to their employment.**  
 Client **Boni-fide residents of Bacoor**  
 Maximum Duration of Process **Less than Fifteen (15) Minutes**  
 Requirements **NBI or Police Clearance, Latest Community Tax Certificate, Health Card and Receipt of Payment (Payments are made at the Treasury Office)**

**How to Avail Service**

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Client submits request to the employee-in-charge together with the requirements	Check details and verify requirements	MIS Staff	3 Minutes		
2		Prepare requested document	MIS Staff	5 Minutes		
3		Approval of the City Mayor	City Administrator Office	3 Minutes		
4		Releasing of requested document	MIS Staff	1 Minute		

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Responsible Department/Unit **Office of the City Mayor – MANAGEMENT INFORMATION SYSTEM (M.I.S)**  
 Service Name **SPECIAL BACCOOR RESIDENT'S CARD (SBR Card)**  
 Service Description **Identification card and pre-paid reloadable cash card for residents of city of Bacoor.**  
 Client **Boni-fide residents of Bacoor**  
 Maximum Duration of Process **Less than Fifteen (15) Minutes**  
 Requirements **Any government issued ID's and/or company ID**

**How to Avail Service**

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Client proceed to the employee-in-charge together with the requirement and fill out the Special Resident's Card Application form.	Check details and verify requirements	SBR Staff	3 Minutes	None	
2		Encoding of the verified details of the client	SBR Staff	5 Minutes	None	
3		Photo capturing of the client	SBR Staff	1 Minute	None	
4		Releasing of the SBR Card	SBR Staff	5 Minutes	None	

**Note: The releasing of the SBR Card depends upon the delivery of the provider.**