

**BUSINESS PERMIT AND LICENSING OFFICE**

<b>SERVICE NAME: APPLYING FOR NEW AND RENEWAL BUSINESS PERMIT</b>	
Classification: Simple	
Type of Transaction: G2B - Government to Business Entity	
Who may avail: All Business Owners	
<b>CHECKLIST OF REQUIREMENT (for Renewal) All one copy each</b>	<b>WHERE TO SECURE</b>
Document # 1 Secure Business License Application Form	Business Permit & Licensing Office
Document # 2 Secure Community Tax Certificate (INDIVIDUAL – For Single Proprietorship and CORPORATION – For Corporations)	Municipal Treasurer's Office
Document # 3 Barangay Business Clearance	Barangay where business is located
Document # 4 Certificate of Business Name Registration	Department of Trade & Industry
<b>CHECKLIST OF REQUIREMENT (for New Business) All one copy each</b>	<b>WHERE TO SECURE</b>
Document # 1 Secure Community Tax Certificate (INDIVIDUAL – For Single Proprietorship and CORPORATION – For Corporations)	Municipal Treasurer's Office
Document # 2 Barangay Business Clearance	Barangay where business is located
Document # 3 Certificate of Business Name Registration (for Sole Proprietorship)	Department of Trade & Industry
Document # 4 Articles of Incorporation (for Corporations)	Securities & Exchange Commission
Document # 5 Cooperative Development Authority Registration (for Cooperatives)	Cooperative Development Authority
Document # 6 Medical Certificate of Employees (for food related establishment)	Rural Health Center (or other Medical Clinics)
Document # 7 Environmental Compliance Cert. (for selected business types)	PENRO
Document # 8 SSS Number	SSS Office
Document # 9 Philhealth Number	Philhealth Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Filling-Out the Application Form	1.Give the application form to the officials/employees	NONE	3 minutes	NEIL VILLA AAIV /BPLO Designate
2. Present the application form and all the necessary requirements.	2.Receive the application form and check for the completeness	NONE	2 minutes	BERNARD BACTAD BPLO Staff
	2.1 Start the processing request	NONE	5 minutes	NEIL VILLA AAIV/BPLO Designate
3.Pay the required amount for the permit to the Collection Clerk	3.Assessment and acceptance of payment	Based on gross sales tax (renewal) or capitalization (new)	5 minutes	Collection Clerk
4.Receives the printed Mayor's Permit	2.Releasing of Mayor's Permit	NONE	5 minutes	NEIL VILLA Admin Aide IV /BPLO Designate
<b>TOTAL</b>			<b>20 minutes</b>	
-End of Transaction-				

<b>SERVICE NAME: ISSUANCE OF SANITARY INSPECTION CERTIFICATE</b>				
Classification: Simple				
Type of Transaction: G2G - Government to MHO				
Who may avail: Business Owners				
CHECKLIST OF REQUIREMENT (All in one copy)		WHERE TO SECURE		
Document # 1 Receipt for the payment of mayor's permit		In charge of collection for mayor's permit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Payment of the Sanitary	1. Receive the OR by the Sanitary Inspector	Based on the	2 minutes	Ronnie Padua Sanitary

Inspection Certificate included in the Business One Stop Process	1.1 Schedule the Inspection	<i>assessment of the mayor's permit</i>	<i>Processing time will be based on the procedure of inspection by the Sanitary Inspector</i>	Inspector  Ronnie Padua Sanitary Inspector  Ronnie Padua Sanitary Inspector
	1.2.Issuance of Sanitary Inspection Certificate		<i>To be scheduled within 3 days</i>  <i>3 minutes</i>	
2.Receive the printed Mayor's Permit	2.Releasing of printed Mayor's Permit	<i>NONE</i>	<i>10 minutes</i>	BERNARD BACTAD BPLO Staff
TOTAL			<b><i>1-3 days and 10 minutes</i></b>	
-End of Transaction-				

<b>SERVICE NAME: SECURING CERTIFICATIONS (Business Retirement, Temporary Closure, No Business)</b>				
Classification: Simple				
Type of Transaction: G2G – Government to Business Entity				
Who may avail: All person who needs such certifications				
CHECKLIST OF REQUIREMENT (All in one copy)		WHERE TO SECURE		
Document # 1 Barangay Certification		Barangay where business is located		
Document # 2 Surrender the latest mayor's permit & business plate (for business retirement)		From the owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present the Barangay Certification	1. Recieve the Barangay Certificate and evaluate	<i>NONE</i>	<i>10 minutes</i>	NEIL VILLA AA IV,BPLO Designate

	1.2 Start the processing of the certification  1.3 Print the certification requested by the client			BPLO Staff
2. Payment for the certification	2. Issuance of receipt	<i>Php 100.00 (plus 2pcs. documentary stamp Php 20.00 each)</i>	<i>3 minutes</i>	EILEEN E. BUENO RCC I
3. Receive the printed Certificate	3. Releasing of the Certificate	<i>NONE</i>	<i>2 minutes</i>	Bernard Bactad BPLO Staff
<b>TOTAL</b>			<b><i>15 minutes</i></b>	
-End of Transaction-				

<b>SERVICE NAME: SECURING OF MAYOR'S PERMIT FOR BANCA</b>				
Classification: Simple				
Type of Transaction: G2B - Government to Business Entity				
Who may avail: All Banca Owners for Business				
<b>CHECKLIST OF REQUIREMENT</b> (All in one copy)		<b>WHERE TO SECURE</b>		
Document # 1 Community Tax Certificate		Municipal Treasurer's Office		
Document # 2 Barangay Business Clearance		Barangay where business is located		
Document # 3 PBOA Registration Certificate		Barangay Pundaquit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the complete requirements	1. Verification of documents 1.1 Start the processing	<i>NONE</i>	<i>5 minutes</i>	Neil Villa AA IV ,BPLO Designate  Juliet Alegado / MAA II

2. Pay the required amount	2. Issuance of Official Receipt	<i>Based on the Revenue Code</i>	<i>2 minutes</i>	Neil Villa AA IV, BPLO Designate  Juliet Alegado MAA II
3. Receive the printed Mayor's Permit	3. Releasing of printed Mayor's Permit	<i>NONE</i>	<i>5 mins.</i>	Bernard Bactad BPLO Staff
<b>TOTAL</b>			<b>8 minutes</b>	
-End of Transaction-				

<b>SERVICE NAME: SECURING MAYOR'S PERMIT FOR MOTORIZED TRICYCLE</b>				
Classification: Simple				
Type of Transaction: G2G – Government to Business Entity				
Who may avail: All Tricycle Operators with complete documents				
<b>CHECKLIST OF REQUIREMENT</b> (All in one copy)		<b>WHERE TO SECURE</b>		
Document # 1 Community Tax Certificate		Municipal Treasurer's Office		
Document # 2 Endorsement letter with body number		Parking President		
Document # 3 Barangay Business Clearance		Barangay where parking area is located		
Document # 4 Franchise		Sangguniang Bayan Office		
Document # 5 Updated Driver's License (Xerox copy)		Land Transportation Office		
Document # 6 OR/CR (Xerox copy)		Land Transportation Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filling-Out of application form at the office	1. BPLO staff gives application form and explains the things to be done.	<i>NONE</i>	<i>5 minutes</i>	Neil Villa AA IV, BPLO Designate  Juliet Alegado MAA II BPLO Staff
2. Proceed to PNP Headquarters for inspection. Make sure the	2. PNP in charge signs the application form if found to be in good condition.	<i>NONE</i>	<i>Processing time will be based on the procedure of inspection</i>	PNP in charge

motorized tricycle is in good condition			<i>from the PNP</i>	
3. Proceed to Municipal Treasurer's Office for payment of corresponding fees.	3.1 Issuance of Official Receipt after paying the corresponding fees	<i>Php 849.00 (for renewal) Php 929.00 (for new)</i>	<i>3 minutes</i>	EILEEN BUENO RCC I
	3.2 Encoder will print the Mayor's Permit to be signed by the Mayor before releasing.	<i>NONE</i>	<i>10 mins.</i>	MAY ANN BAUTISTA AA IV
4. Receive the printed Mayor's Permit	4. Releasing of printed Mayor's Permit	<i>NONE</i>	<i>5 mins.</i>	BERNARD BACTAD BPLO Staff
<b>TOTAL</b>			<b><i>18 minutes</i></b>	
-End of Transaction-				