

Business Permits and Licensing Office

External Services





1. Application for a New Business Permit

Issuance of New Business Permit to eligible Business Owner or Business Entity.

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Office or	Business Permits and Licensing Office			
Division:	0:			
Classification:	Simple			
Type of	G2B - Government	to Business Entity		
Transaction:	5 · • •	D		
Who may avail:	Business Owner or	-		
	REQUIREMENTS	WHERE TO SECURE		
(Duplicate)	ed Application Form	Business Permits and Licensing Office		
2. Valid Governmer Original)	nt-Issued ID (1	Applicant		
3. Business Registr	ation (1 Original Cop	y or Certified True Copy and One Photocopy)		
	prietorship - BNRS	Department of Trade and Industry		
b. If Partnership		Securities and Exchange Commission		
Articles of	•			
Partnership/I	ncorporation and			
Certificate of	Registration with			
the				
c. If Cooperativ	e - Articles of	Cooperative Development Authority		
Cooperation	and Certificate of			
Registration				
d. If Homeowne	er - Registration	Department of Human Settlements and Urban		
with the Department of Human		Development		
Settlements	_			
Developmen				
4. Franchise Agree	ment (if franchise)	Franchisor		
(1 Original Copy)				
5. Barangay Tax Or	der of Payment	Barangay Hall (where the business is located)		
(1 Original Copy)				
6.Proof of Right ov		Applicant		
location (1 Origina	l or Certified			
True Copy)				
a. If Owned				
	CTC/Tax			
	ration under			
	me of the			
applic				
	ent to use sign			
	Owner			
b. If rented - C				
	Lessor's Proof			
of Right and	a Lessor's			
Permit	0			
	se - Consent to Use			
signed by the	ne Owner			





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7. If applying through a representative:	Applicant
(1 Original Copy)	
a.Single Proprietorship -	
Typewritten/Printed	
authorization letter signed	
by the business proprietor	
(1 Original Copy) with	
attached copy of valid	
government-issued ID with	
3 specimen signatures of	
the principal and the	
representative (1 Copy)	
b.Corporation/Cooperative -	
Notarized Secretary's	
Certificate authorizing	
representative to act in	
behalf of the	
Corporation/Cooperative (1	
Original Copy) and copy of	
valid government-issued ID	
with 3 specimen signatures	
of the representative (1	
Copy)	
8. Sketch of Business Location	Applicant
(1 Original Copy)	
9. Unified Clearance (Duplicate)	Business Permits and Licensing Office
10. Statement of Account (SOA) (3	Business Permits and Licensing Office
Copies)	
11. Community Tax Certificate (1	City Treasurer's Office
Original Copy)	
12. Official Receipt (1 Original Copy)	City Treasurer's Office
13. Fire Security Inspection Certificate	Bureau of Fire Protection
(1 Original Copy)	
Other Requirements depending on the	ne Nature of Business:
Hotels/Inn Tourist Accommodation,	Department of Tourism
Travel Agency, Resort, Restaurant:	
1. Department of Tourism	
Accreditation (1 Original Copy)	
Dealer of Rice:	National Food Authority
2. National Food Authority License-	
(1 Original Copy)	
Off-Track Betting:	National Gaming Control Board – National
3. Off-Track Betting Certificate	Accreditation
(1 Original Copy)	
	Sangguniang Panlungsod Resolution
Drugstore/Bakery/Food Supplement:	Food and Drug Administration
4. Food and Drug Administration	-
License (1 Original Copy)	
Contractor:	Philippine Contractors Accreditation Board
5. Contractor's License General	





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Specialty and Engir	neering Contractor			
(1 Original Copy)				
Casino and Gamino 6. Casino and Othe Certificate (1 Original Copy)		 National Ac 		ming Corporation
Banking Institution,	Money Changer.	Bangko Senti	al ng Pilipinas	
Money Remittance		Danight Cont.	arrig r inpiriae	
7. Central Bank Lice				
(1 Original Copy)	-			
Educational Instituti		Department of	of Education	
8. Educational Instit	tution Certificate			
(1 Original Copy)	ining (CCTV):	La sitina ata Co	OTV Dravidan	
Close-Circuit Televi 9. CCTV Certificate		Legitimate C0	JIV Provider	
(1 Original Copy)				
Animal Facilities		Animal Welfa	re Division, Burea	u of Animal
10. License to Opera	ate Animal		partment of Agric	
Facility/Certificate of				
Original Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO PROCESSING PERSON BE PAID TIME RESPONSIBL		
1. Submit accomplished application form, unified clearance, and requirements, accommodate inspection of Joint Inspection Assessment Team (JIAT) (only for application which require Occupancy Permit), and undergo Interview for Capitalization.	1. Receive accomplished application form and unified clearance, check requirements, and verify records. a. Application which do not require Occupancy Permit (Post Audit/ Inspection).	None	5 minutes	Clerk (Job Order) Or Inspector (Job Order) BPLO
	a.1 B.O.S.S. support offices evaluate application and requirements.	None	15 minutes	JIAT Team CPDCO, OBO, CHO, CENRO OBO





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a.2 Evaluate application form, unified clearance and requirements, encode application details and print system generated application form.	None	10 minutes	Clerk (Job Order) Or Inspector (Job Order) BPLO
a.3 Assess Capital.	None	10 minutes	Local Assessment Operations Officer III Or Budgeting Asst. BPLO
a.4 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). b. Application which require Occupancy Permit (For schedule of Joint Inspection Assessment Team (JIAT) inspection / Pre Audit / Inspection)	None	5 minutes	Assessment Clerk (Job Order) Or Admin Asst. (Job Order) Or Clerk (Job Order) BPLO
b.1 Conduct On- Site inspection and accomplish Unified Clearance.	None	1 day	JIAT Team BPLO, CPDCO, OBO, CHO, CENRO





b.2 Evaluate application form, unified clearance and requirements, encode application details and print system generated application form.	None	10 minutes	<i>Clerk</i> BPLO
b.3 Assess Capital.	None	10 minutes	Local Assessment Operations Officer III Or Budgeting Asst. BPLO
b.4 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account(SOA).	None	5 minutes	Assessment Clerk (Job Order) BPLO
2. Receive payment and issue Official Receipt and Community Tax Certificate.	B. Mayor's Permit C. Other Fees Fire Safety Inspection Fee: (Php 500.00 or 15% of Mayor's Permit Fee and Regulatory Fees whichever is higher)	15 minutes	Revenue Collection Clerk City Treasurer's Office BFP (Backroom)
	application form, unified clearance and requirements, encode application details and print system generated application form. b.3 Assess Capital. b.4 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account(SOA). 2. Receive payment and issue Official Receipt and Community Tax	application form, unified clearance and requirements, encode application details and print system generated application form. b.3 Assess Capital. b.4 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account(SOA). 2. Receive payment and issue Official Receipt and Community Tax Certificate. C. Other Fees Fire Safety Inspection Fee: (Php 500.00 or 15% of Mayor's Permit Fee and Regulatory Fees whichever	application form, unified clearance and requirements, encode application details and print system generated application form. b.3 Assess Capital. None 10 minutes 5 minutes 5 minutes 4 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account(SOA). 2. Receive payment and issue Official Receipt and Community Tax Certificate. A. Business Tax B. Mayor's Permit C. Other Fees Fire Safety Inspection Fee: (Php 500.00 or 15% of Mayor's Permit Fee and Regulatory Fees whichever is higher)





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		(for Single: P30.00)		
		(for Corporation : P500.00)		
		In accordance with the following:		
		Revised Revenue Code of the City of San Pedro, Laguna		
		Fire Code of the Philippines		
		National Building Code		
		Sanitation Code		
3. Final submission of required documents and claiming of Business Permit.	3. Receive required documents and print Business Permit for approval and releasing.	None	5 minutes	Data Controller BPLO
	3.1 Conduct final check of required documents for Recommending Approval of BPLO Head.	None	15 minutes	Local Assessment Operations Officer III BPLO
	3.2 Sign and recommend the	None	5 minutes	City Government





approval of Business Permit (Digitized Signature of the City Mayor).			Department Head I BPLO
3.3 Scan Business Permit and supporting documents for filing.	None	5 minutes	Clerk (Job Order) BPLO
3.4 Release Business Permit together with supporting documents and Business Plate.	None	5 minutes	Clerk (Job Order) Or Tax Mapping Aide (Job Order) BPLO
TOTAL:	Business Tax + Mayor's Permit + Other Fees + Fire Safety Inspection Fee + CTC Fee	Post Audit/ Inspection Business: 1 Hour and 35 Minutes Pre Audit/ Inspection Business:	
		1 Hour and 20 Minutes (1 Day Inspection)	





2. Renewal of Business Permit

Issuance of Renewal Business Permit to eligible Business Owner or Business Entity.

Office or	Rusiness Permits a	nd Licensing Office			
Division:	Business Permits and Licensing Office				
Classification:	Simple				
Type of	G2B - Government	to Business Entity			
Transaction:	022 0010111110111	,			
Who may avail:	Business Owner or	Business Entity			
	REQUIREMENTS	WHERE TO SECURE			
1. System Generate	ed Application Form	Business Permits and Licensing Office			
(3 Copies)		-			
2. Valid Governmer	nt-Issued ID (1	Applicant			
Original)					
3. Sworn declaratio		Applicant			
Sales/Gross Receip					
preceding taxable	year (1 Original				
Copy)	- - - 	Down on of laterary of Device (DID)			
4. Quarterly VAT R		Bureau of Internal Revenue (BIR)			
immediately preced (January-September					
received by the BIF					
Copy)	(1 Certified True				
5. Monthly VAT Ref	turns (October-	Bureau of Internal Revenue (BIR)			
November) (1 Certi		Buroda of internal Noverlae (Birt)			
6. Financial Statem		Bureau of Internal Revenue (BIR)			
Return covering the	e taxable year 2	,			
years prior to renewal period (1					
Original Copy or Ce	rtified True Copy)				
For business	ses with branches/offi	ces outside the City of San Pedro, Laguna			
7. Breakdown of gr		Applicant			
receipts per city/mu	ınicipality (1				
Original Copy)		D 1011			
	ts and/or application	Respective LGU			
from respective citie					
current taxable yea		or Lessors			
9. Sworn declaratio		Applicant			
properties for rent v		Лерпости			
duration of lease lis					
Original Copy)					
J FJ/	If applying through a representative				
10a. Single Proprie		Applicant			
	l authorization letter				
signed by the busin					
Original Copy) with					
	ID with 3 specimen				
signatures of the pr	incipal and the				





Tepresentative (1 Copy) 10b. Corporation/Cooperative - Notarized Secretary's Certificate authorizing representative to act in behalf of the Corporation/Cooperative (1 Original Copy) and copy of valid government-issued ID with 3 specimen signatures of the representative (1 Copy) 11. Statement of Account (SOA) (3 Copies) 12. Community Tax Certificate (1 Original Copy) 13. Official Receipt (1 Original Copy) 14. Fire Security Inspection Certificate (1 Original Copy) 15. Barangay Tax Order of Payment (1 Original Copy) 16. Submit requirements (Include Barangay Tax Order of Payment if applicable), and undergo interview for gross assessment. 18. Submit requirements (Include Barangay Tax Order of Payment if applicable), and undergo interview for gross assessment. 19. Sales Staxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Receipt and Community Tax Cofffice. 2. Receive payment and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Community Tax Cofffice. Applicant Account (SOA) (3 Core authorizing permit and Licensing Office Covides and other charges at the City Treasurer's Office Cother (Job Order) Brangay Hall (where the business is located) Person RESPONSIBLE FEES TO PROCESSING PERSON RESPONSIBLE None 5 minutes Cierk (Job Order) Inspector (Job Order)				PHILI	
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Signatures of the representative (1 Copy) 11. Statement of Account (SOA) (3 Copies) 12. Community Tax Certificate (1 Original Copy) 13. Official Receipt (1 Original Copy) 14. Fire Security Inspection Certificate (1 Original Copy) 15. Barangay Tax Order of Payment (1 Original Copy) 16. Submit requirements (include Barangay Tax Order of Payment if applicable), and undergo interview for gross assessment. 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's Office Bureau of Fire Protection FEES TO PROCESSING PERSON RESPONSIBLE PROCESSING PERSON RESPONSIBLE None 5 minutes Clerk (Job Order) Inspector (Job Order) Or Budgeting Asst. BPLO 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's Permit Community Tax Certificate City Treasurer's Office					
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13. Official Receipt (1 Original Copy) 14. Fire Security Inspection Certificate (1 Original Copy) 15. Barangay Tax Order of Payment (1 Original Copy) 15. Barangay Tax Order of Payment (1 Original Copy) 16. Submit requirements (include Barangay Actions and print system generated applicable), and undergo interview for gross assessment. 17. Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 27. Pay assessed taxes, fees and other charges at the City Receipt and Community Tax 28. Agency Actions Barangay Hall (where the business is located) 38. Barangay Hall (where the business is located) 49. PROCESSING PERSON RESPONSIBLE 89. PROCESSING PERSON RESPONSIBLE 89. PROCESSING PERSON RESPONSIBLE 80. Processing Person Responsible 90. Processing Person	-	Certificate	City Treasure	er's Office	
14. Fire Security Inspection Certificate (1 Original Copy)		<u> </u>		1 0 55	
Interest					
If there is a revision of Barangay Revenue Code or if applicable: 15. Barangay Tax Order of Payment (1 Original Copy)		spection Certificate	Bureau of Fi	re Protection	
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CLIENT STEPS CLIENT STEPS ACTIONS ACTIONS ACTIONS ACTIONS 1. Submit requirements (include Barangay Tax Order of Payment if applicable), and undergo interview for gross assessment. 1. 1. Assess Gross Sales/Gross Receipts. 1. 2 Assess taxes, fees and other charges using BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's CLIENT STEPS ACTIONS ACTIONS BE PAID None S minutes Assessment Clerk (Job Order) B PLO Mayoris B Mayoris S minutes S minutes Assessment Operations Office Ill Or B PLO S minutes S minutes Assessment Operations Office Ill Or B PLO S minutes Order) Inspector (Job Order)					
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1. Submit requirements (include Barangay Tax Order of Payment if applicable), and undergo interview for gross assessment. Sales/Gross Receipts. 1. 2 Assess taxes, fees and other charges at the City Treasurer's 2. Pay assessed taxes, fees and other charges at the City Treasurer's Treasurer's 1. Evaluate requirements, None tequirements, verify records, and print system generated applicable), and print system generated application form. Inspector (Job Order) Inspector (Job Order) None 15 minutes S minutes Local Assessment Operations Officer Ill Or Budgeting Asst. BPLO To Budgeting Asst. BPLO Assessment Clerk (Job Order) BPLO S minutes Assessment Clerk (Job Order) BPLO S minutes Assessment Clerk (Job Order) BPLO Assessment Clerk (Job Order) BPLO S minutes Assessment Clerk (Job Order) BPLO Corder) BPLO Assessment Clerk (Job Order) BPLO Corder) BPLO Corder) BPLO Corder) BPLO Corder) Budgeting Asst. BPLO Assessment Clerk (Job Order) BPLO Corder) Corder) Corder) BPLO Corder) BPLO Corder) BPLO Corder) BPLO Corder) BPLO Corder) BPLO Corder) Corder) BPLO Corder) Corder) Corder Cord	CLIENT STEDS	AGENCY	FEES TO	PROCESSING	PERSON
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(include Barangay Tax Order of Payment if applicable), and undergo interview for gross assessment. verify records, and print system generated application form. Or Inspector (Job Order) BPLO 1.1 Assess Gross assessment. 1.1 Assess Gross Sales/Gross Receipts. None 15 minutes Local Assessment Operations Officer IIII Or Budgeting Asst. BPLO 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). None 5 minutes Assessment Clerk (Job Order) BPLO 2. Pay assessed taxes, fees and other charges at the City Treasurer's Beceipt and Community Tax A. Business Tax Office B. Mayor's Permit Community Tax C. Other	1. Submit	1. Evaluate	None	5 minutes	Clerk (Job
Tax Order of Payment if applicable), and undergo interview for gross assessment. 1.1 Assess Gross Sales/Gross Receipts. 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's 2. Pay assessed taxes, fees and other charges at the City Treasurer's 3 and print system generated application form. Inspector (Job Order) BPLO 1.1 Assess Gross Sales/Gross Receipts None 15 minutes Assessment Operations Officer III Or Budgeting Asst. BPLO 5 minutes Assessment Clerk (Job Order) BPLO 5 minutes Assessment Clerk (Job Order) BPLO 5 minutes Assessment Clerk (Job Order) BPLO 6 minutes Assessment Clerk (Job Order) BPLO 6 minutes Clerk (Job Order) BPLO 6 minutes Assessment Clerk (Job Order) BPLO 6 minutes Clerk (Job Order) BPLO 6 minutes Clerk (Job Order) BPLO 7 minutes Collection Clerk City Treasurer's Office	requirements	requirements,			Order)
Payment if applicable), and undergo interview for gross assessment. 1.1 Assess Gross Sales/Gross Receipts. 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's Payment if applicable), and application form. 1.1 Assess Gross Sales/Gross Receipts. None Sominutes Assessment Operations Officer Ill Or Budgeting Asst. BPLO 1.2 Assess taxes, fees and other Clerk (Job Order) BPLO Assessment Clerk (Job Order) BPLO 1.5 minutes Assessment Clerk (Job Order) BPLO 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Freasurer's City Treasurer's Office	(include Barangay	verify records,			Or
Payment if applicable), and undergo interview for gross assessment. 1.1 Assess Gross Sales/Gross Receipts. 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's 2. Pay assessed taxes, fees and other charges at the City Treasurer's 3. Assess Gross None To minutes Assessment Operations Officer Ill Or Budgeting Asst. BPLO 5 minutes Assessment Clerk (Job Order) BPLO 4. Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). A. Business Tax B. Mayor's Permit City Treasurer's Office Community Tax C. Other	Tax Order of	and print system			Inspector (Job
applicable), and undergo interview for gross assessment. 1.1 Assess Gross Sales/Gross Receipts. 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's 2. Pay assessed taxes, fees and other charges at the City Treasurer's 3 Application form. None 15 minutes 4 Assessment Operations Officer IIII Or Budgeting Asst. BPLO 5 minutes 4 Assessment Clerk (Job Order) BPLO 5 minutes 5 minutes 6 Assessment Clerk (Job Order) BPLO 7 Assessment Clerk (Job Order) BPLO 8 BPLO 15 minutes 6 Assessment Clerk (Job Order) BPLO 7 Account (SOA). 8 Business Tax 9 BRLO 15 minutes 6 Collection Clerk City Treasurer's Office Clerk City Treasurer's Office Clerk City Treasurer's Office Clerk City Treasurer's Office Clerk City Treasurer's City Treasurer'	Payment if				Order)
undergo interview for gross assessment. 1.1 Assess Gross Sales/Gross Receipts. 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's 1.2 Assess taxes, fees and other charges at the City Treasurer's 1.3 Mone 1.4 Sasess Gross Sales/Gross Receipts. None 1.5 minutes 1.7 min	_	application form.			BPLÓ
for gross assessment. 1.1 Assess Gross Sales/Gross Receipts. 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's 1.2 Assess taxes, fees and other charges at the City Treasurer's 1.3 Assess taxes, None To minutes None Sominutes Assessment Clerk (Job Order) Assessment Operations Officer III Or Budgeting Asst. BPLO Assessment Clerk (Job Order) BPLO Assessment Clerk (Job Order) BPLO Tax B. Mayor's Permit Community Tax C. Other					
assessment. Sales/Gross Receipts. Assessment Operations Officer III Or Budgeting Asst. BPLO 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's Assessment Operations Officer III Or Budgeting Asst. BPLO Assessment Clerk (Job Order) BPLO Assessment Clerk (Job Order) BPLO Tax B. Mayor's Permit C. Other Office	_	1.1 Assess Gross	None	15 minutes	Local
Receipts. Receipt and Community Tax	_				Assessment
1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's III Or Budgeting Asst. BPLO					
1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's 1.2 Assess taxes, None 5 minutes					· •
1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's 1.2 Assess taxes, None 5 minutes Assessment Clerk (Job Order) BPLO 4 Assessment Clerk (Job Order) BPLO 5 minutes Assessment Clerk (Job Order) BPLO 4 Assessment Clerk (Job Order) BPLO 5 minutes Assessment Clerk (Job Order) BPLO 6 Account (SOA). 7 Assessment Clerk (Job Order) BPLO 6 Account (SOA). 7 Brevenue Collection Clerk City Treasurer's Office					
1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's 1.2 Assess taxes, None None 5 minutes Assessment Clerk (Job Order) BPLO Assessment Clerk (Job Order) BPLO 4 Assessment Clerk (Job Order) BPLO Assessment Clerk (Job Order) BPLO 5 minutes Assessment Clerk (Job Order) BPLO 6 Account (SOA). 2. Receive payment and issue Official Receipt and Community Tax Community Tax Community Tax					_
1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's 1.2 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). A. Business Tax Is minutes Tax Collection Clerk City Treasurer's Office C. Other					
fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). A. Business 15 minutes Revenue Collection Clerk City Treasurer's Office					
fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's fees and other charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). A. Business 15 minutes Revenue Collection Clerk City Treasurer's Office		12 Assess tayes	None	5 minutes	Assassment
charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's Community Tax Charges using Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). A. Business Tax Fevenue Collection Clerk City Treasurer's Office		· ·	INOTIE	J Hilliules	
Business Permits Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's BPLO BPLO BPLO BPLO BPLO BPLO BPLO BPLO BPLO A. Business Tax Fevenue Collection Clerk City Treasurer's Office C. Other					· '
Licensing System (BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's Licensing System (BPLS) and issue Statement of Account (SOA). A. Business 15 minutes Collection Clerk City Treasurer's Permit City Treasurer's Office					,
(BPLS) and issue Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's (BPLS) and issue Statement of Account (SOA). A. Business Tax Tax B. Mayor's Permit City Treasurer's Office Community Tax C. Other					BPLO
Statement of Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's Statement of Account (SOA). A. Business Tax Tax B. Mayor's Permit City Treasurer's Office Community Tax C. Other					
Account (SOA). 2. Pay assessed taxes, fees and other charges at the City Treasurer's Account (SOA). A. Business 15 minutes Collection Clerk City Treasurer's Community Tax C. Other		, ,			
2. Pay assessed taxes, fees and other charges at the City Treasurer's 2. Receive payment and issue Official Receipt and Tax Tax Permit Community Tax A. Business Tax B. Mayor's Permit Coffice Community Tax C. Other					
taxes, fees and other charges at the City Treasurer's payment and issue Official Receipt and Community Tax Description Tax B. Mayor's Permit Community Tax C. Other Collection Clerk City Treasurer's Office		` ,			
other charges at the City	_			15 minutes	
the City Receipt and Permit Office Treasurer's Community Tax C. Other	taxes, fees and	payment and	Tax		Collection Clerk
Treasurer's Community Tax C. Other	other charges at	issue Official	B. Mayor's		City Treasurer's
Treasurer's Community Tax C. Other	•	Receipt and			
	-	•	C. Other		
	Office		Fees		





	PHILI	
Fire Safety		BFP
Inspection		(Backroom)
Fee:		, ,
(Php 500 or		
15% of		
Mayor's		
Permit Fee		
plus		
Regulatory		
Fees		
whichever		
is higher)		
CTC Fee:		
(for Single:		
Gross Sales		
/Receipts		
divided by		
1,000.00 +		
5.00)		
,,		
(for		
Corporation		
:		
Gross Sales		
/Receipts		
divided by		
2,500.00 +		
500.00)		
000.00)		
In		
accordance		
with the		
following:		
Davisad		
Revised		
Revenue		
Code of the		
City of San		
Pedro,		
Laguna		
Fire Code		
of the		
Philippines		
National		
Building		
Code		





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		Sanitation Code		
3. Final submission of required	3. Receive required documents and	None	5 minutes	Clerk BPLO
documents and claiming of Business Permit	print Business Permit for approval and releasing.			Dave Ritchelle P. Mercado (Clerk - Job Order)
				James Alexander Z. Deocaris (Inspector - Job Order)
	3.1 Conduct final check of required documents for Recommending Approval of BPLO Head.	None	15 minutes	BPLO Local Assessment Operations Officer III
	Di Lo rieau.			Jesselyn A. Plondriz (Local Assessment Operations Officer III)
	3.2 Sign and recommend the approval of Business Permit (Digitized Signature of the	None	5 minutes	City Government Department Head I BPLO
	City Mayor).			Elsa A. Santos (Head, BPLO)
	3.3 Scan Business Permit and supporting	None	5 minutes	<i>Clerk</i> BPLO
	documents for filing.			Jennifer C. Tumamao (Clerk - Job Order)
	3.4 Release	None	5 minutes	Clerk





Business Permit together with supporting documents.			BPLO Maria Evangeline N. Mijares (Tax Mapping Aide - Job Order)
TOTAL:	Business Tax + Mayor's Permit + Other Fees + Fire Safety Inspection Fee + CTC Fee	1 Hour and 15 Minutes	





3. Retirement of Business Registration

Approval of Business Retirement of Business Owner or Business Entity

0.00	D : D :				
Office or	Business Permits and Licensing Office				
Division:	Cimanla				
Classification:	Simple				
Type of	G2B - Government to Business Entity				
Transaction:	D	Designation of Fuells			
Who may avail:	Business Owner or	1			
	REQUIREMENTS	WHERE TO SECURE			
1	ed Application Form	Business Permits and Licensing Office			
(Duplicate)	at leaved ID /1	Applicant			
2. Valid Governmer	it-issued iD (i	Applicant			
Original)	1 Original)	Applicant			
3. Request Letter (*4a. If Corporation		Applicant Applicant			
Resolution or Seci		Applicant			
showing decision of	•				
retire the business					
	ietorship - Affidavit				
of showing no inte					
business (1 Origin					
5. Certificate of Clo		Barangay Hall (where the business is located)			
Barangay showing date of cessation of		Darangay man (milere the baemees to recate a)			
business operation					
6. Original Business		Applicant			
Copy) If lost, Affida	` •				
7. Sworn declaratio	n of gross	Applicant			
sales/gross receipts	s for the current				
taxable year (1 Orig					
8. Income Tax Retu		Bureau of Internal Revenue (BIR)			
Financial Statemen					
taxable year if avail					
(1 Certified True Co					
9. Breakdown of gro	•	Applicant			
receipts per city/mu	inicipality (1				
Original Copy)	liohmant chavring	Pusiness Permits and Licensing Office			
10. Picture of Estat	•	Business Permits and Licensing Office			
no business operat	ion and no signage				
(1Original Copy) 11. Location sketch	from main road (1	Applicant			
Copy)	i iioiii iiiaiii iuau (I	Applicant			
12. Certificate of CI	osure from	Applicant			
Lessor/Mall/Building		/ Applicant			
Original Copy)	g / tarriiriisti ator (i				
13. Affidavit of No (Operation (if	Applicant			
applicable) (1 Origin		, the same			
14. Statement of Ac		Business Permits and Licensing Office			
. i. Statement of At	200411 (00/1) (0	Dading office			





Copies)					
15. Official Receipt	(for Retirement)	City Treasurer's Office			
(1 Original Copy)	. t!	City Treasurer's Office			
16. Certificate of Retirement of		City Treasure	er's Office		
Business Record (1					
		hrough a repres	sentative		
17a. Corporation/Co	-	Applicant			
Notarized Secretary	/'s Certificate				
authorizing represe	ntative to act in				
behalf of the					
Corporation/Coope	rative (1 Original				
Copy) and copy of	valid government-				
issued ID with 3 spe					
of the representativ	•				
17b. Typewritten/F	, , ,	Applicant			
authorization letter		''			
	r (1 Original Copy)				
with attached copy					
issued ID with 3 sp					
signatures of the p					
representative (1 C					
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Receive	None	5 minutes	Clerk (Job	
accomplished	accomplished	None	O minutes	Order)	
application form	application form			Or Or	
and requirements,	and schedule for			Inspector (Job	
and undergo	Inspection.			Order)	
interview for gross	mspection.			BPLO	
assessment.				BPLO	
assessifietti.	1.1 Conduct	None	1 dov	License	
		None	1 day		
	inspection to			Inspector	
	verify closure of			BPLO	
	business.				
		Nama	40	Olaylı (Jah	
	1.2 Evaluate	None	10 minutes	Clerk (Job	
	1.2 Evaluate application form	None	10 minutes	Order)	
	1.2 Evaluate application form and	None	10 minutes	<i>Order)</i> Or	
	1.2 Evaluate application form and requirements,	None	10 minutes	Order) Or Inspector (Job	
	1.2 Evaluate application form and requirements, and verify	None	10 minutes	Order) Or Inspector (Job Order)	
	1.2 Evaluate application form and requirements,	None	10 minutes	Order) Or Inspector (Job	
	1.2 Evaluate application form and requirements, and verify records.			Order) Or Inspector (Job Order) BPLO	
	1.2 Evaluate application form and requirements, and verify records. 1.3 Assess	None None	10 minutes 10 minutes	Order) Or Inspector (Job Order) BPLO Local	
	1.2 Evaluate application form and requirements, and verify records. 1.3 Assess Gross Sales/			Order) Or Inspector (Job Order) BPLO Local Assessment	
	1.2 Evaluate application form and requirements, and verify records. 1.3 Assess			Order) Or Inspector (Job Order) BPLO Local	
	1.2 Evaluate application form and requirements, and verify records. 1.3 Assess Gross Sales/			Order) Or Inspector (Job Order) BPLO Local Assessment Operations Officer III	
	1.2 Evaluate application form and requirements, and verify records. 1.3 Assess Gross Sales/			Order) Or Inspector (Job Order) BPLO Local Assessment Operations Officer	
	1.2 Evaluate application form and requirements, and verify records. 1.3 Assess Gross Sales/			Order) Or Inspector (Job Order) BPLO Local Assessment Operations Officer III	
	1.2 Evaluate application form and requirements, and verify records. 1.3 Assess Gross Sales/			Order) Or Inspector (Job Order) BPLO Local Assessment Operations Officer III Or	





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	1.4 Assess taxes and fees, and issue Statement of Account (SOA).	None	5 minutes	Assessment Clerk (Job Order) BPLO
2. Pay assessed taxes and fees at the City Treasurer's Office.	2. Receive payment and issue Official Receipt and Certification.	A. Business Tax Certification Fee: Php100.00 In accordance with: Revised Revenue Code of the City of San Pedro, Lagun	15 minutes	Revenue Collection Clerk City Treasurer's Office)
3. Final submission of required documents and claiming of Certification for Retirement of	3. Evaluate required documents for approval and releasing.	None	5 minutes	Clerk (Job Order) Or Inspector (Job Order) BPLO
Business Registration.	3.2 Conduct final check of required documents for approval of BPLO Head.	None	5 minutes	Local Assessment Operations Officer III BPLO
	3.3 Sign and approve retirement of business registration.	None	5 minutes	City Government Department Head I BPLO
	3.4 Scan Certification for Retirement of Business Registration and supporting documents for	None	5 minutes	Clerk (Job Order) BPLO





filing. 3.5 Release Certification for Retirement of Business Registration together with supporting documents.	None	5 minutes	Clerk (Job Order) Or Tax Mapping Aide (Job Order) BPLO
TOTAL:	Business Tax + Certification Fee	1 Hour and 15 Minutes (1 Day Inspection)	





4. Amendment of Business Registration

Approval of Application for Amendment of Business Registration by Business Owner or Business Entity.

Office or	Business Permits and Licensing Office				
Division:		-			
Classification:	Simple				
Type of	G2B - Government to Business Entity				
Transaction:					
Who may avail:	Business Owner or				
	REQUIREMENTS	WHERE TO SECURE			
1. Duly Accomplish	ed Application	Business Permits and Licensing Office			
Form					
(1 Copy)	- Dit /4 OiiI	Annilaana			
_	s Permit (1 Original	Applicant			
Copy)	at leaved ID /1	Applicant			
3. Valid Governme	nt-issued iD (1	Applicant			
Original) 4. Request Letter (1 Original Copy)	Applicant			
4. Nequest Letter (rough a representative			
4a. Single Proprieto		Applicant			
	l authorization letter	Applicant			
signed by the busin					
Original Copy) with					
valid government-is					
specimen signature					
and the representa					
4b. Corporation/Co		Applicant			
Notarized Secretar	y's Certificate				
authorizing represe					
behalf of the Corpo	•				
(1 Original Copy) a					
	ID with 3 specimen				
signatures of the re	presentative (1				
Сору)	If Observation	Duais a a Maria			
Fo Now DTUCEOU		ng Business Name			
5a. New DTI/SEC/O	•	Department of Trade and Industry/			
Original Copy or Ce	eruneu True Copy)	Securities and Exchange Commission/ Cooperative Development Authority			
5b. Amended Bara	ngay Clearance (1	Barangay Hall (where the business located)			
Original Copy)	ngay Olcarance (1	Darangay Haii (where the business located)			
Criginal Copy)	If Changing	g Business Address			
5c. Amended DTI/S		Department of Trade and Industry/			
Registration (1 Orig		Securities and Exchange Commission/			
Certified True Copy		Cooperative Development Authority			
5d. Amended Bara		Barangay Hall (where the business is located)			
Original Copy)	3				
5e. Board Resolution	on or Secretary's	Applicant			
Certificate showing	•				





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company to change (1 Original Copy or				
Copy)				
5f. Proof of right to use property (1 Original Copy)		Applicant		
If address to reloca applicant - TCT/De				
(1 Original Copy)				
If address to reloca Contract of Lease (Lessor's Permit (Or	1 Original Copy) and			
5g. Picture of esta	,	Applicant		
exterior) with location				
		hanging Line o	of Business	
5h. DTI/SEC/CDA F			of Trade and Indu	ustrv/
Original Copy or Ce	•	•	nd Exchange Com	-
(if necessary)	runea rrue copy,		Development Aut	
5i. Amended Baran	gav Clearance (1		lall (where the busi	
Original Copy) (if necessary)			•	,
If Changing Business Owner				
5j. Notarized Deed		Applicant		
Ównership or other		''		
(acknowledged before				
(1 Original Copy)	,			
5k. Amended Barar	ngay Clearance (1	Barangay H	all (where the busi	ness is located)
Original Copy)	`		,	,
, , ,	If Changing	Form of Busine	ess Entity	
5I. DTI/SEC/CDA R	<u> </u>		of Trade and Indu	ıstry/
Original Copy or Co		•	nd Exchange Com	-
	. 37		Cooperative Development Authority	
5m. Amended Bara	ngay Clearance (1		Barangay Hall (where the business is located)	
Original Copy)			<u> </u>	· .
6. Request Slip/Ord	ler of Payment (1	Business Pe	ermits and Licensi	ng Office
Original Copy)				
7. Official Receipt (City Treasu		
	Change of Bus			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit	1. Receive and	None	10 minutes	Clerk (Job
accomplished	evaluate			Order)
application form	application and			Or
and documentary	documents,			Inspector (Job
requirements.	verify records.			Order)
				BPLO
	1.1. Assess	None	10 minutes	Local
	documents.			Assessment





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				Operations Officer III BPLO
	1.2 Approve application.	None	5 minutes	City Government Department Head I BPLO
	1.3 Issue Request Slip/Order of Payment.	None	3 minutes	Clerk (Job Order) Or Inspector (Job Order) BPLO
2. Pay corresponding fee at the City Treasurer's Office.	2. Receive payment and issue official receipt.	P 150.00 In accordance with the Revised Revenue Code of the City of San Pedro, Laguna	5 minutes	Revenue Collection Clerk City Treasurer's Office
3. Final submission of required documents and claiming of Amended Business Permit.	3. Receive documents and amend records.	None	15 minutes	Clerk (Job Order) Or Inspector (Job Order) BPLO
	3.1 Print amended Business Permit for signature.	None	5 minutes	Clerk (Job Order) BPLO
	3.2 Conduct final check of required documents, affix signature and recommend the approval of Amended Business Permit (Digitized Signature of the	None	5 minutes	City Government Department Head I BPLO





	City Mayor).			
	3.3 Scan Amended Business Permit and supporting documents for filing.	None	5 minutes	Clerk (Job Order) BPLO
	3.4 Release Amended Business Permit together with supporting documents.	None	5 minutes	Tax Mapping Aide (Job Order) BPLO
Changa	of Business Address	/ Adding or C	honging Line of P	u oino oo
	of Business Address			
1. Submit accomplished application form	Receive and evaluate application and	None	10 minutes	Clerk (Job Order) Or
and documentary requirements.	documents, and verify records.			Inspector (Job Order) BPLO
	1.1 Conduct On- Site inspection and accomplish Unified Clearance.	None	1 day	JIAT Team BPLO, CPDCO, OBO, CHO, CENRO
	1.2 Assess documents and evaluate JIAT findings.	None	10 minutes	Local Assessment Operations Officer III BPLO
	1.3 Approve application.	None	5 minutes	City Government Department Head I BPLO
	1.4 Issue Request Slip/Order of Payment.	None	3 minutes	Clerk (Job Order) Or Inspector (Job Order) BPLO
2. Pay	2. Receive	P 150.00	5 minutes	Revenue
corresponding fee	payment and			Collection Clerk





			A, PHILIF	
at the City Treasurer's Office.	issue official receipt.	In accordance with the Revised Revenue Code of the City of San Pedro, Laguna		City Treasurer's Office
3. Final submission of required documents and claiming of Amended Business Permit.	3. Receive documents and amend records.	None	15 minutes	Clerk (Job Order) Or Inspector (Job Order) BPLO
	3.1 Print amended Business Permit for signature.	None	5 minutes	Clerk (Job Order) BPLO
	3.2 Conduct final check of required documents, affix signature and recommend the approval of Amended Business Permit (Digitized Signature of the City Mayor).	None	5 minutes	City Government Department Head I BPLO
	3.3 Scan Amended Business Permit and supporting documents for filing.	None	5 minutes	Clerk (Job Order) BPLO
	3.5 Release Amended Business Permit together with supporting documents.	None	5 minutes	Tax Mapping Aide (Job Order) BPLO
	TOTAL:	P 150.00	Change of Business Name /	





Owner / Form:
1 Hour and 18 minutes
Change of Business Address / Adding or Changing Line of Business:
1 Hour and 18 minutes (1 Day Inspection)





5. Issuance of Certified True Copy of Business Permit

Issuance of Certified True Copy to Business Owner or Business Entity.

Office or	Business Permits and Licensing Office				
Division:					
Classification:	Simple				
Type of	G2B - Government to Business Entity				
Transaction:					
Who may avail:	Business Owner or		•		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Business Permit 1 Photocopy)	(Original Copy and	Applicant			
2. Valid Governmer Original)	nt-Issued ID (1	Applicant			
3. Request Letter (1	l Original Copy)	Applicant			
·	If requesting to		sentative		
3a. Single Proprieto		Applicant			
Typewritten/Printed	•				
letter signed by the	business				
proprietor (1 Origina	al Copy) with				
attached copy of va	lid government-				
issued ID with 3 spe	ecimen signatures				
of the principal and	the representative				
(1 Copy)					
3b. Corporation/Co		Applicant			
Notarized Secretary					
authorizing represe					
behalf of the Corpo	-				
(1 Original Copy) ar					
government-issued					
specimen signature					
representative (1 C				0.55	
4. Request Slip/Ord	ler of Payment(1	Business Per	mits and Licensin	g Office	
Original Copy)	4.0.1.1.0		\ O.55		
5. Official Receipt (City Treasure		DEDOON	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
Submit request letter and	1. Receive	None	5 minutes	Clerk (Job	
	request letter with documentary			<i>Order)</i> Or	
documentary requirements.	requirements and			Inspector (Job	
requirements.	conduct			Order)	
	verification of			BPLO	
	records.			טו נט	
	records.				
	<u> </u>		<u> </u>		





	1.1 Issue Request Slip/Order of Payment.	None	3 minutes	Clerk (Job Order) Or Inspector (Job Order) BPLO
2. Pay corresponding fee at the City Treasurer's Office.	2. Collect payment and issue Official Receipt.	P 150.00	5 minutes	Revenue Collection Clerk City Treasurer's Office
3. Final submission of required documents and claiming of Certified True Copy.	3. Receive required documents and stamp certified true copy.	None	5 minutes	Clerk (Job Order) Or Inspector (Job Order) BPLO
	3.1 Evaluate documents and affix initials.	None	5 minutes	Local Assessment Operations Officer III BPLO
	3.3 Approve request and affix signature	None	5 minutes	City Government Department Head I BPLO
	3.3 Release Certified True Copy.	None	5 minutes	Tax Mapping Aide (Job Order) BPLO
	TOTAL:	P 150.00	33 Minutes	





6. Issuance of Certification

Issuance of Certification to Business Owner, Business Entity, Institution, Individual and others.

	Τ			
Office or	Business Permits and Licensing Office			
Division:				
Classification:	Simple			
Type of	G2B - Government to Business Entity			
Transaction:	G2C - Government to Client			
	G2G - Government to Government			
Who may avail:	Business Owner, Business Entity, Client, Government Agency, and			
	others.	1		
	REQUIREMENTS	_	WHERE TO SEC	URE
1. Request Letter (Applicant		
2. Valid Governmer	nt-Issued ID (1	Applicant		
Original)				
		rough a repres	sentative	
3a. Single Proprieto	•	Applicant		
Typewritten/Printed				
letter signed by the				
proprietor (1 Origina	,			
attached copy of va				
issued ID with 3 sp	<u> </u>			
of the principal and	the representative			
(1 Copy)		A 12 (
3b. Corporation/Co		Applicant		
Notarized Secretary				
authorizing represe				
behalf of the Corpo	•			
(1 Original Copy) as				
government-issued				
specimen signature				
representative. (1 C 4. Request Slip/Ord		Business Permits and Licensing Office		
Original Copy)	ici di Fayillelli (1	Dusiness Fermilis and Licensing Office		
5. Official Receipt (1 Original Copy)	City Tropeuro	ar's Office	
	AGENCY	City Treasurer's Office FEES TO PROCESSING PERSON		
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit request	1. Receive	None	10 minutes	Clerk (Job
letter and	request letter with	. 10110		Order)
documentary	documentary			Or
requirements.	requirements and			Inspector (Job
	conduct			Order)
	verification of			BPLO
	records.			
	1.1 Issue request	None	3 minutes	Clerk (Job





				,
	slip/order of payment.			Order) Or Inspector (Job Order) BPLO
2. Pay corresponding fee at the City Treasurer's Office.	2. Collect payment and issue Official Receipt.	P 150.00 In accordance with the Revised Revenue Code of the City of San Pedro, Laguna	5 minutes	Revenue Collection Clerk City Treasurer's Office
3. Final submission of required documents and claiming of	3. Receive required documents and print certification.	None	10 minutes	Clerk (Job Order) BPLO
Certification.	3.1 Review certification, evaluate required documents and affix initials.	None	5 minutes	Local Assessment Operations Officer III BPLO
	3.2 Approve certification and affix signature.	None	5 minutes	City Government Department Head I BPLO
	3.3 Release certification.	None	5 minutes	Tax Mapping Aide (Job Order) BPLO
	TOTAL:	P 150.00	43 Minutes	





7. Handling of Complaints in Connection with Business Permit

Receiving and addressing a complaint in connection with business permit.

Office or	Business Permits and Licensing Office				
Division:					
Classification:	Complex				
Type of	G2B - Government to Business Entity				
Transaction:	G2C - Government to Client				
		G2G - Government to Government			
Who may avail:	Business Owner, Business Entity, Client, Government Agency, and				
	others.				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
		inspection/tax drive			
1.a Complaint Lette	er (1 Original Copy)	Business Owner/ Business Entity/ Government Agency/ Client/ others			
1.b Complaint Forn	n (Duplicate)	Business Permits and Licensing Office			
1.c Phone Call		Client/Complainant			
1.d Electronic Com	munication	Client/Complainant			
Valid Government		Client/Complainant			
Original and Copy	`				
Signatures)					
3. Inspection Slip (Triplicate)	Business Permits and Licensing Office			
4. Notice for Comp		Business Permits and Licensing Office			
Copy and Receivin	g Copy)				
5. Advice to Cease	and Desist	Business Permits and Licensing Office			
Operation Notice (7	Triplicate)				
6. Closure Order (1	Original Copy and	Office of the City Mayor			
Receiving Copy)					
7. Lifting of Suspen		Office of the City Mayor			
Notice/Cancellation Order (1 Original					
Copy and Receivin					
		valid complaint and violation			
1.a Complaint Lette	er (1 Original Copy)	Business Owner/ Business Entity/ Government			
		Agency/ Client/ others			
1 h Complaint Farm	n (Dunlingto)	Business Dermits and Licensing Office			
1.b Complaint Form (Duplicate)		Business Permits and Licensing Office			
1.c Phone Call		Client/Complainant			
1.d Electronic Com		Client/Complainant			
2. Inspection Slip (Triplicate)		Business Permits and Licensing Office			
3. Joint Written Report and		Interface Regulatory Offices (BPLO, Zoning,			
Recommendations	(1 Original and	OZA, OBO, Sanitation, CENRO)			
Receiving Copy)					
4. Technical Meeting Letter (1 Original Business Permits and Licensing Office					





Copy and Receiving Copy)		D : 000			
5. Highlights of the Technical Meeting		Business Permits and Licensing Office			
(1 Original Copy and Receiving Copy)		000			
6. Closure Order (1 Original Copy and		Office of the City Mayor			
Receiving Copy)		Office of the City Mayor			
7. Lifting of Suspension Notice/Cancellation Order (1 Original		Office of the	e City Mayor		
Copy and Receiving	, ,				
Copy and Necelving	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
	1	inspection/ta		INEOI ONOIDEE	
1. Submit the	1. Receive the	None	5 minutes	Clerk (Job	
complaint	complaint	140110	o minatos	Order)	
letter/duly	letter/duly			BPLO	
accomplished	accomplished			5. 20	
Complaint Form.	Complaint Form.				
	1.1 Verify records.	None	5 minutes	Clerk (Job	
				Order)	
				BPLO	
	1.2 Evaluate	None	30 minutes	Local	
	complaint and			Assessment	
	assign to Area			Operations	
	Inspector.			Officer III	
				BPLO	
	1.3	Nama	4 4	Araa Inanaatar	
	Inspect/validate	None	1 day	Area Inspector BPLO	
	complaint and			BPLO	
	issue Inspection				
	Slip.				
	Olip.				
	1.4 Prepare	None	30 minutes	Local	
	Notice for	. 10.10	33 111113133	Assessment	
	Compliance for			Operations	
	signature of BPLO			Officer III	
	Head (if			BPLO	
	necessary) 3			5, 20	
	working days after				
	issuance of				
	Inspection Slip.				
	1.5 Issue Notice	None	1 day	Area Inspector	
	for Compliance (if		,	BPLO	
	necessary).				





		MA, PHILIP	
1.6 Issue Advice to Cease and Desist Operation Notice (if necessary) 7 working days after issuance of Notice for Compliance.	None	1 day	Area Inspector BPLO
1.7 Prepare Closure Order for signature of the City Mayor/City Administrator (if necessary) 3 working days after issuance of Advice to Cease and Desist Operation Notice.	None	30 minutes	Local Assessment Operations Officer III BPLO
1.8 Implement Closure Order (If necessary) after duly signed by the City Mayor/City Administrator.	None	1 day	Inspector (Job Order) BPLO
1.9 Prepare Lifting of Suspension Notice/ Cancellation Order for signature of the City Mayor/City Administrator (if necessary).	None	30 minutes	Local Assessment Operations Officer III BPLO
1.10 Issue Lifting of Suspension Notice/ Cancellation Order and remove Closure Order Tarpaulin, Stickers, Padlock and Chain (if necessary).	None	1 day	Inspector (Job Order) BPLO





	PHILIP			
	In accordance with Resolution No. 2013-487 Municipal Ordinance No. 2013-121.			
	For business with v			
1. Submit the complaint letter/duly accomplished Complaint Form	Receive the complaint letter/duly accomplished Complaint Form.	None	5 minutes	Clerk (Job Order) BPLO
and attend Technical Meeting (if necessary).	1.1 Verify records.	None	5 minutes	Clerk (Job Order) BPLO
	1.2 Evaluate complaint.	None	30 minutes	Local Assessment Operations Officer III BPLO
	1.3 Inspect/validate complaint and issue Inspection Slip/Notice of Violations from other Members of JIAT	None	1 day	Interface Regulatory Offices BPLO, CPDCO, OBO, CHO, CENRO
	(Assignment of inspector is a prerogative of the Interface Regulatory Office Head and inclusion of Interface Regulatory Office to the inspection is depending on the nature of complaint.)			Interface
	1.4 Prepare joint written report with recommendations address to the City Mayor/City	None	1 day	Regulatory Offices BPLO, CPDCO, OBO, CHO, CENRO





Administrator.			
1.5 Prepare Technical Meeting Letter for signature of BPLO Head and City Administrator (If	None	1 hour	Local Assessment Operations Officer III BPLO
1.6 Conduct Technical Meeting (if necessary).	None	2 hours	Interface Regulatory Offices BPLO, CPDCO, OBO, CHO, CENRO
1.7 Prepare Highlights of the Technical Meeting (if necessary).	None	1 hour	Local Assessment Operations Officer III BPLO
1.8 Prepare Notice for Compliance for signature of BPLO Head (if necessary).	None	30 minutes	Local Assessment Operations Officer III BPLO
1.9 Issue Notice for Compliance (if necessary).	None	1 day	Inspector (Job Order) BPLO
1.10 Prepare Closure Order for signature of the City Mayor/City Administrator (if necessary).	None	30 minutes	Local Assessment Operations Officer III BPLO
1.11 Implement Closure Order (If necessary) after duly signed by the City Mayor/City Administrator.	None	1 day	Inspector (Job Order) BPLO
	Technical Meeting Letter for signature of BPLO Head and City Administrator (If necessary). 1.6 Conduct Technical Meeting If necessary). 1.7 Prepare Highlights of the Technical Meeting If necessary). 1.8 Prepare Notice for Compliance for signature of BPLO Head (if necessary). 1.9 Issue Notice for Compliance (if necessary). 1.10 Prepare Closure Order for signature of the City Mayor/City Administrator (if necessary). 1.11 Implement Closure Order (If necessary) after duly signed by the City Mayor/City Mayor/City Mayor/City Mayor/City Compliance of the City Mayor/City Closure Order (If necessary) after duly signed by the City Mayor/City	Technical Meeting Letter for signature of BPLO Head and City Administrator (If necessary). 1.6 Conduct Technical Meeting (if necessary). 1.7 Prepare Highlights of the Technical Meeting (if necessary). 1.8 Prepare None None Compliance for Signature of BPLO Head (if necessary). 1.9 Issue Notice for Compliance (if necessary). 1.10 Prepare Closure Order for Signature of the City Mayor/City Administrator (if necessary). 1.11 Implement Closure Order (If necessary) after duly signed by the City Mayor/City Mayor/City Mayor/City Mayor/City Closure Order (If necessary) after duly signed by the City Mayor/City Mayor/City Mayor/City Mayor/City Mayor/City Mayor/City Mayor/City Mayor/City	Technical Meeting Letter for signature of BPLO Head and City Administrator (If necessary). 1.6 Conduct Technical Meeting if necessary). 1.7 Prepare Highlights of the Technical Meeting if necessary). 1.8 Prepare Notice for Compliance for signature of BPLO Head (if necessary). 1.9 Issue Notice for Compliance (if necessary). 1.10 Prepare Closure Order for signature of the City Mayor/City Administrator (if necessary). 1.11 Implement Closure Order (If necessary) after duly signed by the City Mayor/City Mayor/City Mayor/City Compliance (If necessary) after duly signed by the City Mayor/City Closure Order (If necessary) after duly signed by the City Mayor/City





		PHILIP	
1.12 Prepare Lifting of Suspension Notice/ Cancellation Order for signature of the City Mayor/City Administrator (if necessary).	None	30 minutes	Local Assessment Operations Officer III BPLO
1.13 Issue Lifting of Suspension Notice/ Cancellation Order and remove Closure Order Tarpaulin, Stickers, Padlock and Chain (if necessary). In accordance with Resolution No. 2013-487 Municipal Ordinance No. 2013-121	None	1 day	Inspector (Job Order) BPLO
TOTAL:	None	For Normal Inspection/Tax Drive: 2 Hours and 10 Minutes (5 Days Inspection) For Business with Valid Complaint and Violation: 6 Hours and 10 Minutes (5 Days Inspection)	