



1. Application for New Business Permit

This applies to any person or entity who desires to engage or conduct in any business, trade or activity within the City, shall first secure a business permit and pay corresponding fees and other impositions as required by the Local Revenue Code and other City tax ordinances. It shall be unlawful for any person or entity to conduct or engage in any business, trade or occupation within the territorial jurisdiction of the City without first having secured a permit from the City Mayor.

Office or Division:	CMO – Business Permit and Licensing Section	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business G2C – Government to Citizens	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:		
Business Application Form (Original Form)		Business Permit and Licensing Section
Barangay Clearance (1 photocopy only and original must be presented)		Barangay Hall where the business located
Occupancy Permit (1 photocopy and original must be presented)		City Engineering Office
Locational Clearance (1 photocopy and original must be presented)		City Planning and Development Office
Government Issued Identification Card (1 photocopy ; present original)		SSS, GSIS, Driver's License, TIN Card, DFA, PRC, PAG-IBIG, COMELEC, Post Office
Business Name: For Single Proprietorship -Certificate of Registration For Partnership -Partnership -Certificate of Registration For Corporation -Approved Articles of Incorporation Certificate of Registration or Board Resolution For Cooperative		Department of Trade and Industry (DTI) Securities and Exchange Commission (SEC) Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA)



<ul style="list-style-type: none"> -Cooperation -Certificate of Registration or Board Resolution authorizing the filing of the application (1 photocopy and electronic copy must be presented) 	
<ul style="list-style-type: none"> For Property Owner <ul style="list-style-type: none"> -Real Property Tax Clearance For No Landholding Assessor's Certification (Original copy) 	<p>City Treasurer's Office</p> <p>City Assessor's Office</p>
Certified List of Employees and Capitalization (notarized) (Original copy)	Client
Fire Safety Inspection Certificate (Duplicate copy)	Bureau of Fire Protection
CENRO Certificate (1 photocopy and original must be presented)	City Environment and Natural Resources Office
Sanitary Permit (1 photocopy and original must be presented)	City Health Office
Situational Requirements:	
<ul style="list-style-type: none"> For Lessee: <ul style="list-style-type: none"> -Mayor's Permit of the building owner / landlord as a Real Estate Lessor (1 photocopy) -Contract of Lease (Original copy) 	Client
For business activity that requires clearance/certificate from National Agencies: present original copy thirty (30) days after the release of business permit (1 photocopy)	PCA, DENR, ICP, DOLE, BFAD, POEA, CHED, TESDA, DepEd, PNP, DOE, DOH, FDA, and other regulatory national agencies
<ul style="list-style-type: none"> For business located at any government facilities: <ul style="list-style-type: none"> -Market Clearance (1 photocopy and original must be presented) 	City Economic Enterprise Management and Development Office
<ul style="list-style-type: none"> For business within the private markets, talipapas or other similar buildings and structures: <ul style="list-style-type: none"> -Legislative franchise or Mayor's Business Permit (1 photocopy and original must be presented) 	SangguniangPanlungsod / Business Permit and Licensing Section



For representative/s:				
-Single Proprietorship: Special Power of Attorney (SPA) (Original copy)		Citizen or Client being represented		
- Corporation/Cooperatives: Board Resolution or Secretary Certificate (Original copy)		Citizen or Client being represented		
- one valid ID of the authorized representative (1 photocopy)		SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA, PAG-IBIG, Company ID		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements and fill-out application form to the Business Permit and Licensing Section *Make sure to secure Order of Payment that will be issued	1. Receive and validate submitted requirements then routes the document/s to other regulatory offices	None	10 minutes	<i>Administrative Aide IV (Bookbinder II)</i> CMO – BPLS
	Backroom Activities: 1.1 Prepare and issue certification/clearances as to the compliance of existing laws, rules and regulations		1 hour	CEO CENRO CHO BFP Personnel
	1.2 Encode profile into the BPLS System		15 minutes	Licensing Officer II CMO-BPLS
	1.3 Endorse application to the City Treasurer's Office for assessment.		10 minutes	<i>Administrative Aide I</i> CMO-BPLS



	<p>1.4 The City Treasurer's Office issue assessment form /order of payment and approves the same.</p> <p>1.5 Endorse assessment form/ order of payment to BPLS</p> <p>1.6 Endorse assessment form/order of payment to the client and direct client to pay necessary fees to the City Treasure's Office.</p>		<p>1 hour</p> <p>10 minutes</p> <p>10 minutes</p>	<p><i>Local Revenue Collection Officer II</i> CTO</p> <p><i>Administrative Aide I</i> CTO</p> <p><i>Administrative Aide I</i> CMO-BPLS</p>
<p>2.Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure official receipt that will be issued upon payment</p> <p>2.1 Present O.R. with photocopy of documents and secure claim stub at</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the order of payment and issue the official receipt</p> <p>2.2 Issue official receipt and FSI Certification</p> <p>2.3 Receive and checks the completeness of the document</p>	<p>Based on the Local Tax Code depending on the gross receipts and classification of business (Article 8, Section 77 of the City Ordinance No.04-09, series of 2009 "Enacting of Revised</p>	<p>10 minutes</p> <p>35 minutes</p> <p>35 minutes</p> <p>10 minutes</p>	<p><i>Administrative Aide I</i> CTO</p> <p><i>Revenue Collection Clerk III</i> CTO</p> <p><i>Personnel Bureau of Fire Protection</i></p> <p><i>Administrative Aide I</i> CMO –BPLS</p>



BPLS window no. 3	<p>submitted and issue claim stub to the applicant</p> <p>2.4 Print business permit</p> <p>2.5 Review and initially signed the business permit</p> <p>2.6 Endorse the business permit to the City Mayor's or City Administrator's Office for approval</p>	<p>Revenue Code of 2009 of Panabo City" (Please refer to the Annex as per attached by CTO)</p>	<p>10 minutes</p> <p>30 minutes</p> <p>2 hours</p>	<p><i>Administrative Aide VI (Clerk III)</i> CMO –BPLS</p> <p><i>Licensing Officer III</i> CMO-BPLS</p> <p><i>Administrative Aide I</i> CMO-BPLS</p>
3. Receive the approved new business permit with business plate and sign the logbook	3. Release approved business permit and business plate	None	10 minutes	<i>Administrative Aide I</i> CMO – BPLS
	TOTAL:	<p>Based on the Local Tax Code depending on the gross receipts and classification of business (Article 8, Section 77 of the City Ordinance No.04-09, series of 2009 "Enacting of Revised Revenue</p>	7 hours, 15 minutes	



		Code of 2009 of Panabo City” (Please refer to the Annex as per attached by CTO)		
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Issuance of New Business Permit qualified for multi-stage processing.

2. Renewal of Business Permit

This applies to existing and operational businesses within the City’s jurisdiction, business permit renewal is mandatory yearly for the proper supervision and enforcement of existing laws and ordinances governing the sanitation, security, welfare of the public and health of the employees engaged in the business, trade or occupation and other ordinances that may be enacted.

Office or Division:	CMO – Business Permit and Licensing Section		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business G2C – Government to Citizens		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Standard Requirements:			
Barangay Clearance (1 photocopy and original must be presented)		Barangay Hall where the business is located	
Declaration of Gross Sales / Receipts (Original copy)		Client	
Community Tax Certificate (1 photocopy and original must be presented)		City Treasurer’s Office	
Real Property Tax Clearance (for property owner) / Assessor’s Certification (no property) (Original copy)		City Treasurer’s Office / City Assessor’s Office	



<p>*Make sure to secure Order of Payment that will be issued</p>	<p>rules and regulations</p> <p>1.2 Encode profile into the BPLS System</p> <p>1.3 Endorse application to the City Treasurer's Office for assessment</p> <p>1.4 The City Treasurer's Office prepares assessment form /order of payment and approves the same</p> <p>1.5 Endorse assessment form/ order of payment to BPLS</p> <p>1.6 Endorse assessment form/order of payment to the client and direct client to pay necessary fees to the City Treasurer's Office..</p>		<p>15 Minutes</p> <p>10 Minutes</p> <p>1 Hour</p> <p>10 Minutes</p> <p>10 Minutes</p>	<p><i>Licensing Officer II</i> CMO – BPLS</p> <p><i>Administrative Aide I</i> CMO – BPLS</p> <p><i>Local Revenue Collection Officer II</i> CTO</p> <p><i>Administrative Aide I</i> CTO</p> <p><i>Administrative Aide I</i> CMO-BPLS</p>
<p>2.Proceed to the City Treasurer's Office to secure priority number at queuing</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept</p>	<p>Based on the Local Tax Code depending on the</p>	<p>10 Minutes</p> <p>35 Minutes</p>	<p><i>Administrative Aide I</i> CTO</p> <p><i>Revenue Collection</i></p>



<p>machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure official receipt that will be issued upon payment</p> <p>2.1 Present O.R. with photocopy of documents and secure claim stub at BPLS window no. 3</p>	<p>payment based on the order of payment and issue the official receipt</p> <p>2.2 Issue official receipt and FSI Certification</p> <p>2.3 Receive and checks the completeness of the document submitted and issue claim stub to the applicant</p> <p>2.5 Print business permit</p> <p>2.5 Review and initially signed the business permit</p> <p>2.6 Endorse the business permit to the City Mayor's or City Administrator's Office for approval</p>	<p>gross receipts and classification of business (Article 8, Section 77 of the City Ordinance No.04-09, series of 2009 "Enacting of Revised Revenue Code of 2009 of Panabo City" (Please refer to the Annex as per attached by CTO)</p>	<p>35 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p> <p>30 Minutes</p> <p>2 Hours</p>	<p><i>Clerk III</i> CTO</p> <p><i>Personnel</i> Bureau of Fire Protection</p> <p><i>Administrative Aide I</i> CMO –BPLS</p> <p><i>Administrative Aide VI (Clerk III)</i> CMO –BPLS</p> <p><i>Licensing Officer III</i> CMO-BPLS</p> <p><i>Administrative Aide I</i> CMO-BPLS</p>
<p>3. Receive the approved business permit with the sticker after signing the logbook</p>	<p>3. Release approved business permit with sticker</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Administrative Aide I</i> CMO – BPLS</p>
	<p>TOTAL:</p>	<p>Based on the Local Tax Code depending</p>	<p>7 Hours, 15 Minutes</p>	



		<p>on the gross receipts and classification of business (Article 8, Section 77 of the City Ordinance No.04-09, series of 2009</p> <p>“Enacting of Revised Revenue Code of 2009 of Panabo City”</p> <p>(Please refer to the Annex as per attached by CTO)</p>		
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Renewal of Business Permit qualified for multi-stage processing.



3. Retirement of Business Permit

This applies to existing business establishment who wishes to discontinue or terminate his/her business operation/s, the same is subject to the taxes, fees and charges on business. Within the period of thirty (30) days of the retirement of business, the taxpayer or corporation shall surrender to the Business Permit and Licensing Section (BPLS). Any tax due must first be paid before any business or undertaking is finally terminated. Failure on the part of the permittee to retire the business within the period stated above shall be construed that the business is still operational and continues to be liable for all taxes, fees and charges.

Office or Division:	CMO – Business Permit and Licensing Section	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business G2C – Government to Citizens	
Who may avail:	Business owner who wants to retire his/her business	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	Application Form (Original Form)	Business Permit and Licensing Section
	Affidavit of Retirement of Business Permit (Original Form)	Client
	Audited Financial Statements for 3 calendar years for verification of the gross sales or receipts of the business	Bureau of Internal Revenue
	Original Mayor's Permit/License for the current year	Client
	Business Plate	Client
	Barangay Certification stating therein that the said business is no longer operational (Original copy)	Barangay Hall where business is located
	Board Resolution/Secretary's Certificate (Corporation / Partnership) (Photocopy)	Client
	Affidavit of Non-operation in case of no sales/operation (Sole Proprietorship) (Original copy)	Client



Situational Requirements:				
For business located at any government facilities: Market Clearance (1 photocopy and original copy must be presented)		City Economic Enterprise Management and Development Office		
For representative/s:				
-Special Power of Attorney (SPA) for single proprietor or Board of Resolution or Secretary Certificate for Corporation or Cooperatives(Original copy)		Citizen or Client being represented		
- one valid ID of the authorized representative (1 photocopy)		Company ID, SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA,PAG-IBIG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete documentary requirements to the Business Permit and Licensing Section *Make sure to secure Order of Payment/Assessment that will be issued	1. Receive and validate submitted requirements	None	10 Minutes	<i>Administrative Aide I</i> CMO –BPLS
	1.1 Secure contact number of the client for notification purposes		Inspection Or Verification – 2 Days	<i>Licensing Inspector</i> CMO –BPLS <i>Administrative Aide I</i> CTO
	1.2 Forward the documents to the assigned inspector who will conduct the inspection and verify the actual business status			10 Minutes
	1.3 Provide two (2) copies of the inspection report to the person-in-charge		10 Minutes	
	1.4 Notify the client regarding the status of his			



	<p>application</p> <p>1.5 Endorse the verified application and direct client to proceed to the City Treasurer's Office for assessment and payment</p>			
<p>2. Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure official receipt that will be issued upon payment</p> <p>2.1 Present O.R. with photocopy of documents and secure claim stub at BPLS window no. 3</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the order of payment and issue the official receipt</p> <p>2.2 Issue official receipt and FSI Certification</p> <p>2.3 Receive and checks the completeness of the document submitted and issue claim stub to the applicant</p> <p>2.6 Print business permit</p> <p>2.5 Review and initially signed the business permit</p>	<p>Based on the Local Tax Code depending on the gross receipts and classification of business (Article 8, Section 77 of the City Ordinance No.04-09, series of 2009 "Enacting of Revised Revenue Code of 2009 of Panabo City" (Please refer to the Annex as per attached by CTO)</p>	<p>10 Minutes</p> <p>35 Minutes</p> <p>35 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p> <p>30 Minutes</p>	<p><i>Administrative Aide I</i> CTO</p> <p><i>Revenue Collection Clerk III</i> CTO</p> <p><i>Personnel Bureau of Fire Protection</i></p> <p><i>Administrative Aide I</i> CMO –BPLS</p> <p><i>Administrative Aide VI (Clerk III)</i> CMO –BPLS</p> <p><i>Licensing Officer III</i> CMO-BPLS</p>



	2.6 Endorse the business permit to the City Mayor's or City Administrator's Office for approval		2 Hours	<i>Administrative Aide / CMO-BPLS</i>
3. Receive the approved action taken / request after signing the logbook	3. Release approved request	None	10 Minutes	<i>Administrative Aide / CMO – BPLS</i>
	TOTAL:	PHP 80.00 with additional penalties if applicable	2 Days, 5 Hours	

Period	Penalty
1 month after the 6 months period	PHP 100.00
2 months to 3 months	PHP 200.00
4 months to 6 months after the 6 months period	PHP 300.00
After 6 months but not exceeding 1 year	PHP 500.00
After 1 year	PHP 1,000.00



4. Transfer of Ownership / Change Location

This applies to transfer / change in ownership, management and/or name or location of an existing business. Unless stated otherwise, assumption of the business by any new owner or manager or re-registration of the same business under a new name or location will only be considered for record purposes in the course of the renewal of the permit or license to operate the business.

Office or Division:	CMO – Business Permit and Licensing Section	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business G2C – Government to Citizens	
Who may avail:	New owner / Existing Business Owner	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	For Change Location : Comply Items 1 – 5 only	
	Business Application Form (Original Form)	Business Permit and Licensing Section
	Barangay Clearance (1 photocopy only and original must be presented)	Barangay Hall where the business is located or to be transferred
	Occupancy Permit (1 photocopy and original must be presented)	City Engineering Office
	Government Issued Identification Card (1 photocopy ; present original)	SSS, GSIS, Driver's License, TIN Card, DFA, PRC, PAG-IBIG, COMELEC, Post Office
	Locational Clearance (1 photocopy and original must be presented)	City Planning and Development Office
	Board Resolution / Secretary Certificate-Corporation/Cooperative (original copy)	Client
	Business Name Registration :	
	For Single Proprietorship -Certificate of Registration	Department of Trade and Industry (DTI)
	For Partnership -Partnership -Certificate of Registration	Securities and Exchange Commission (SEC)



For Corporation -Approved Articles of Incorporation Certificate of Registration or Board Resolution	Securities and Exchange Commission (SEC)
For Cooperative -Cooperation -Certificate of Registration or Board Resolution authorizing the filing of the application	Cooperative Development Authority (CDA)
For Property Owner -Real Property Tax Clearance	City Treasurer's Office
For No Landholding Assessor's Certification (Original copy)	City Assessor's Office
Certified List of Employees and Capitalization (notarized) (Original copy)	Client
Fire Safety Inspection Certificate (Duplicate copy)	Bureau of Fire Protection
CENRO Certificate (1 photocopy and original must be presented)	City Environment and Natural Resources Office
Sanitary Permit (1 photocopy and original must be presented):	City Health Office
Situational Requirements:	
For business located at any government facilities: Market Clearance is required	City Economic Enterprise Management and Development Office
For representative: -Special Power of Attorney (SPA) for single proprietor - Board Resolution or Secretary Certificate	Citizen or Client being represented



For Corporation / Cooperatives is required - one valid ID of the authorized representative (1 photocopy)		Company ID, SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA,PAG-IBIG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to the Business Permit and Licensing Section *Make sure to secure Order of Payment that will be issued	1. Receive and validate submitted requirements Conditional Steps: *For non- compliant as to New Location, advise client to proceed to CEO or CPDO	None	10 Minutes	<i>Administrative Aide VI (Clerk III) CMO –BPLS</i>
	1.1 Issue order of payment		10 Minutes	
	1.2 Direct client to pay at the City Treasurer's Office		10 Minutes	
2.Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees *Make sure to secure official receipt that will be issued upon payment 2.1 Present OR with the verified	2. Provide priority number from the queuing machine 2.1 Accept payment based on the order of payment and issue the official receipt 2.2 Issue official and FSI Certification	For Transfer of Location : Php180.00 *For Transfer of Ownership: *Single Proprietorsh ip to Single Proprietorsh ip Php180.00	10 Minutes 35 Minutes 35 Minutes	<i>Administrative Aide I CTO Revenue Collection Clerk III CTO Personnel Bureau of Fire Protection</i>



documents and secure claim stub at BLS window no.3	2.3 Receive and check the completeness of the document submitted and issue claim stub to the applicant	*Single Proprietorship to Corporation Php360.00	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	2.4 Print the request/action taken re: change location /ownership	*Corporation to Single Proprietorship Php500.00	10 Minutes	<i>Administrative Aide VI (Clerk III)</i> CMO-BPLS
	2.5 Review and initially signed the request/ action taken document		30 Minutes	<i>Licensing Officer III</i> CMO-BPLS
	2.6 Encode profile into the BPLS System		15 Minutes	<i>Administrative Aide VI (Clerk III)</i> CMO –BPLS
	2.7 Endorse the request/ action taken re: change location / ownership to the City Mayor's or City Administrator's Office for approval		2 Hours	<i>Administrative Aide I</i> CMO – BPLS
3. Receive the approved request / action taken after signing the logbook	3. Release approved business permit and request	None	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	TOTAL:	For Transfer of Location : Php180.00 *For	5 Hours, 5 Minutes	



		Transfer of Ownership : *Single Proprietorship to Single Proprietorship Php180.00 *Single Proprietorship to Corporation Php360.00 *Corporation to Single Proprietorship Php500.00		
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5. Motorized Tricycle Operators Permit – Franchise (New Application / Grantee)

This applies to new grantee/applicant of motorized vehicles operators permit-franchise of which the City grants depending on the vacancy/availability of franchise/ slot. Currently, the City has 3,000 active franchise, Business Permit and Licensing Section conducts quarterly inventory of these 3,000 franchise so as to keep track of those who are active, non-operational and delinquent franchise holders.

Office or Division:	CMO – Business Permit and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All MTOP- Franchise New Grantee/Applicant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Verified Application (Notarized 4 copies) (Original form)		Business Permit and Licensing Section		
Picture of the unit beside the Owner (front view only)		Client		
Insurance Policy(1 photocopy only and original must be presented)		Insurance Company		
Certificate of Registration (CR) and Official Receipt (OR) (1 photocopy each and original must be presented)		Land Transportation Office		
Traffic Clearance (Original clearance)		Philippine National Police (PNP) and Traffic Management Unit (TMU)		
Two (2) Government Issued Identification Cards (1 photocopy)		SSS, GSIS, Driver's License, TIN Card, DFA, PRC, PAG-IBIG, COMELEC, Post Office		
Residential Sketch (Original copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Fill-out application form and submit complete documentary requirements at Business Permit and Licensing Section</p> <p>*Make sure to secure Order of Payment that will be issued</p>	<p>1. Receive and validate attached requirements</p> <p>1.1 Issue order of payment</p> <p>1.2 Return the verified documents and direct client to the City Treasurer's Office for payment</p>	<p>None</p>	<p>10 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p>	<p><i>Administrative Aide I</i> CMO – BPLS</p>
<p>2. Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure official receipt (OR) that will be issued upon payment</p> <p>Present OR with the verified documents then secure claim stub at BPLS window no.2</p>	<p>1. Provide priority number from the queuing machine</p> <p>1.2 Accept payment based on the order of payment and issue Official Receipt</p> <p>1.3 Receive and check the completeness of the document submitted and issue claim stub to the applicant</p> <p>1.4 Print the MTO Permit – Franchise</p> <p>1.5 Review and initially signed the MTO permit</p>	<p>Franchise Fee (every 3 years) – PHP 325.00</p> <p>Filing Fee (every 3 years) – PHP 400.00</p> <p>Mayor's Permit Fee – PHP 100.00</p> <p>Traffic Clearance – PHP 50.00</p> <p>Cost of the Sticker – PHP 75.00</p> <p>Service Fee – PHP 50.00</p>	<p>10 Minutes</p> <p>35 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p> <p>30 Minutes</p>	<p><i>Administrative Aide I</i> CTO</p> <p><i>Revenue Collection Clerk III</i> CTO</p> <p><i>Administrative Aide I</i> CMO – BPLS</p> <p><i>Licensing Officer III</i> CMO – BPLS</p>



	1.6 Endorse the MTO Permit to the City Mayor's or City Administrator's Office for approval		2 Hours	<i>Administrative Aide / CMO – BPLS</i>
3. Receive approved permit and sign in the logbook upon receipt	3. Release approved MTO - Franchise	None	10 Minutes	<i>Administrative Aide / CMO - BPLS</i>
	TOTAL:	Franchise Fee (every 3 years) – PHP 325.00 Filing Fee (every 3 years) – PHP 400.00 Mayor's Permit Fee – PHP 100.00 Traffic Clearance – PHP 50.00 Cost of the Sticker – PHP 75.00 Service Fee – PHP 50.00	4 Hours, 15 Minutes	



6. Motorized Tricycle Operators Permit – Franchise (Renewal of Franchise)

This applies to active MTOP - Franchise holders which is valid for 3 years, subject to renewal. The MTOP-Franchise shall be co-terminus with the MCHs registration with the LTO as indicated in the last digit of its plate number.

Office or Division:	CMO – Business Permit and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All MTOP-Franchise Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Verified Application (Notarized 4 copies) (Original form)		Business Permit and Licensing Section		
Approved Insurance Coverage for property damage and physical injuries (1 photocopy only and original must be presented)		Insurance Company		
Certificate of Registration (CR) and Official Receipt (OR) (1 photocopy each and original must be presented)		Land Transportation Office		
Traffic Clearance (Original copy)		Philippine National Police (PNP) and Traffic Management Unit (TMU)		
Two (2) Government Issued Identification Cards (1 photocopy)		SSS, GSIS, Driver's License, TIN Card, DFA, PRC, PAG-IBIG, COMELEC, Post Office		
Situational Requirements:				
For representative:				
Special Power of Attorney (SPA) original copy		Citizen or Client being represented		
One (1) valid ID of the authorized representative		Company ID, SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA, PAG-IBIG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Fill out application and submit complete documentary requirements at Business Permit and Licensing Section</p> <p>*Make sure to secure Order of Payment that will be issued</p>	<p>1. Receive and validate attached requirements</p> <p>1.1 Issue order of payment</p> <p>1.2 Endorse verified documents and direct client to the City Treasurer's Office for payment</p>	<p>None</p>	<p>10 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p>	<p><i>Administrative Aide I</i> CMO -BPLS</p>
<p>2.Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure official receipt (OR) that will be issued upon payment</p> <p>2.1 Present OR with the verified documents and secure claim stub at BPLS window no.2</p>	<p>2.Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the order of payment and issue Official Receipt</p> <p>2.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant</p> <p>2.3 Print the MTO Permit – Franchise</p> <p>2.4 Review and initially signed the MTO permit</p>	<p>Franchise Fee (every 3 years) – PHP 325.00</p> <p>Filing Fee (every 3 years) – PHP 400.00</p> <p>*Failure to renew franchise: Php 300.00 (surcharge)</p>	<p>10 Minutes</p> <p>35 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p> <p>30 Minutes</p>	<p><i>Administrative Aide I</i> CTO</p> <p><i>Revenue Collection Clerk III</i> CTO</p> <p><i>Administrative Aide I</i> CMO – BPLS</p> <p><i>Licensing Officer III</i> CMO – BPLS</p>



	2.5 Endorse the MTO permit to the City Mayor's or City Administrator's Office for approval		2 Hours	<i>Administrative Aide / CMO – BPLS</i>
3. Receive the approved permit and sign in the logbook upon receipt	3. Release approved MTO- Franchise	None	10 Minutes	<i>Administrative Aide / CMO – BPLS</i>
	TOTAL:	Franchise Fee (every 3 years) – PHP 325.00 Filing Fee (every 3 years) – PHP 400.00 *Failure to renew franchise: Php 300.00 (surcharge	4 Hours, 15 Minutes	



7. Motorized Tricycle Operators Permit (Annual Mayor's Permit)

This applies to all active MTOP-Franchise Holders that operates within the City, the same is registered with the Traffic Division of the PNP Station in the City as well as with the Traffic Management Unit (CMO-POSS-TMU) and the corresponding fee is fully paid.

Office or Division:	CMO – Business Permit and Licensing Section	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	All MTOP-Franchise Holders	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	Certificate of Registration (CR) and Official Receipt (OR) (1 photocopy each and original must be presented)	Land Transportation Office
	Traffic Clearance (Original copy)	Philippine National Police (PNP) and Traffic Management Unit (TMU)
	Insurance Policy (1 photocopy only)	Insurance Company
	Latest MTOP (1 Photocopy only)	Client
	Situational Requirements:	
	For representative:	
	Special Power of Attorney (SPA) (original copy)	Citizen or Client being represented
	One (1) valid ID of the authorized representative (1 photocopy)	Company ID, SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA,PAG-IBIG



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Business Permit and Licensing Section *Make sure to secure Order of Payment that will be issued	1. Receive and validate attached requirements	None	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	1.1 Issue order of payment		10 Minutes	
	1.2 Endorse verified documents and direct client to the City Treasurer's Office for payment		10 Minutes	
2. Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees *Make sure to secure official receipt (OR) that will be issued upon payment Present OR with the verified documents and secure claim stub at BPLS window no.2	2. Provide priority number from the queuing machine	Mayor's Annual Permit Fee – PHP 100.00	10 Minutes	<i>Administrative Aide I</i> CTO
	2.1 Accept payment based on the order of payment and issue Official Receipt	Traffic Clearance – PHP 50.00	35 Minutes	
	2.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant	Sticker Fee – PHP 75.00	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	2.3 Print the MTOP-Mayor's Permit	Service Fee – PHP 50.00	10 Minutes	
	2.4 Review and initially signed the	*Failure to renew every year : Php 200.00 (surcharge)	10 Minutes	
			30 Minutes	<i>Licensing Officer III</i> CMO – BPLS



	permit 2.5 Endorse the MTOP- mayor's permit to the City Mayor's or City Administrator's Office for approval		2 Hours	<i>Administrative Aide I</i> CMO – BPLS
3. Received the approved permit and sign in the logbook upon receipt	3. Release approved MTOP- Mayor's Permit	None	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	TOTAL:	Mayor's Annual Permit Fee – PHP 100.00 Traffic Clearance – PHP 50.00 Sticker Fee– PHP 75.00 Service Fee – PHP 50.00 *Failure to renew every year : Php 200.00 (surcharge	4 Hours, 15 Minutes	



8. Motorized Tricycle Operators Permit (Dropping of Franchise)

This applies to active MTOP-Franchise holders who wish to drop/terminate their franchise/operation and submit the same to concern national agency to avoid surcharges and penalties.

Office or Division:	CMO – Business Permit and Licensing Section	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	All MTOP Holders	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	BIR Clearance / Certification for Dropping (Original)	Bureau of Internal Revenue
	Certificate of Registration (CR) and Official Receipt (OR) (1 photocopy each and original must be presented)	Land Transportation Office
	Two (2) Government Issued Identification Cards (1 photocopy)	SSS, GSIS, Driver's License, TIN Card, DFA, PRC, PAG-IBIG, COMELEC, Post Office
	Situational Requirements:	
	For representative:	
	Special Power of Attorney (SPA) (original copy)	Citizen or Client being represented
	One (1) valid ID of the authorized representative (1 photocopy)	Company ID, SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA, PAG-IBIG



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit complete documentary requirements at Business Permit and Licensing Section</p> <p>*Make sure to secure Order of Payment that will be issued</p>	<p>1. Receive and validate attached requirements</p> <p>1.1 Issue order of payment</p> <p>1.2 Endorse verified documents and direct client to the City Treasurer's Office for payment</p>	None	<p>10 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p>	<i>Administrative Aide I</i> CMO – BPLS
<p>2. Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure official receipt (OR) that will be issued upon payment</p> <p>Present OR with the verified documents and secure claim stub at BPLS window no.2</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the order of payment and issue Official Receipt</p> <p>2.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant</p> <p>2.3 Print the MTOP-Mayor's Permit</p> <p>2.4 Review and initially signed the</p>	Dropping Fee – PHP 200.00	<p>10 Minutes</p> <p>35 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p> <p>30 Minutes</p>	<p><i>Administrative Aide I</i> CTO</p> <p><i>Revenue Collection Clerk III</i> CTO</p> <p><i>Administrative Aide I</i> CMO – BPLS</p> <p><i>Licensing Officer III</i> CMO – BPLS</p>



	permit 2.5 Endorse the MTOP- mayor's permit to the City Mayor's or City Administrator's Office for approval		2 Hours	<i>Administrative Aide I</i> CMO – BPLS
3. Received the approved permit and sign in the logbook upon receipt	3. Release approved document	None	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	TOTAL:	Dropping Fee – PHP 200.00	4 Hours, 15 Minutes	



9. Motorized Tricycle Operators Permit (Substitution of Unit)

This applies to active holders of MTOP-Franchise who wishes to replace their existing motorcycle unit due to wear and tear reasons. This substitution of unit is subject to existing laws and City Ordinances as well as of the national agencies concerned.

Office or Division:	CMO – Business Permit and Licensing Section	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	All MTOP-Franchise Holders	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	Certificate of Registration (CR) and Official Receipt (OR) (1 photocopy and original must be presented) – old	Land Transportation Office
	Certificate of Registration (CR) and Official Receipt (OR) (1 photocopy and original must be presented)– new	Land Transportation Office
	Situational Requirements:	
	For representative:	
	Special Power of Attorney (SPA) (original copy)	Citizen or Client being represented



One (1) valid ID of the authorized representative (1 photocopy)		Company ID, SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA, PAG-IBIG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Business Permit and Licensing Section *Make sure to secure Order of Payment that will be issued	1. Receive and validate attached requirements	None	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	1.1 Issue order of payment		10 Minutes	
	1.2 Endorse verified documents and direct client to the City Treasurer's Office for payment		10 Minutes	
2. Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees *Make sure to secure official receipt (OR) that will be issued upon payment 2.1 Present OR with the verified documents and secure claim stub at BPLS window no.2	2. Provide priority number from the queuing machine	Substitution Fee – PHP 300.00/unit	10 Minutes	<i>Administrative Aide I</i> CTO
	2.1 Accept payment based on the order of payment and issue Official Receipt		35 Minutes	
	2.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant		10 Minutes	<i>Administrative Aide I</i> CMO – BPLS



	2.3 Print the MTOP-Mayor's Permit		10 Minutes	
	2.4 Review and initially signed the permit		30 Minutes	<i>Licensing Officer III CMO – BPLS</i>
	2.5 Endorse the MTOP- mayor's permit to the City Mayor's or City Administrator's Office for approval		2 Hours	<i>Administrative Aide I CMO – BPLS</i>
3. Received the approved permit and sign in the logbook upon receipt	3. Release approved document	None	10 Minutes	<i>Administrative Aide I CMO – BPLS</i>
	TOTAL:	Substitution Fee – PHP 300.00/unit	4 Hours, 15 Minutes	



10. Motorized Tricycle Operators Permit (Transfer of Ownership)

This applies to active MTOP-Franchise holders who wishes to transfer the ownership of unit with assumption of franchise of which may be allowed upon payment of transfer of ownership fee/s.

Office or Division:	CMO – Business Permit and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All MTOP Franchise Holder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Approved Application for Dropping of franchise by the grantee of MTOP (Original form)		Business Permit and Licensing Section		
Affidavit of consent executed by the grantee of MTOP for the transfer of ownership (Original copy)		Client		
Deed of Sale (Photocopy and original must be presented)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete documentary requirements at Business Permit and Licensing Section *Make sure to secure Order of Payment that will be issued	1.Receive and validate attached requirements	None	10 Minutes	<i>Administrative Aide /</i> CMO – BPLS
	1.1 Issue order of payment		10 Minutes	
	1.2 Endorse verified documents and direct client to the		10 Minutes	



	City Treasurer's Office for payment			
<p>2. Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure official receipt (OR) that will be issued upon payment</p> <p>2.1 Present OR with the verified documents and secure claim stub at BPLS window no.2</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the order of payment and issue Official Receipt</p> <p>2.2 Record the transaction and release the stamped document</p>	<p>Transfer of Ownership – PHP 5,000.00/unit</p>	<p>10 Minutes</p> <p>35 Minutes</p> <p>10 Minutes</p>	<p><i>Administrative Aide I</i> CTO <i>Revenue Collection Clerk III</i> CTO</p> <p><i>Administrative Aide I</i> CMO – BPLS</p>
	TOTAL:	<p>Transfer of Ownership – PHP 5,000.00/ unit</p>	<p>1 Hours, 25 Minutes</p>	



11. Motorized Tricycle / Trisikad Driver's Identification Card

This applies to drivers of motorized tricycle with active MTOP-Franchise and trisikad drivers with renewed TOP for proper identification and record purposes.

Office or Division:	CMO – Business Permit and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle and Trisikad Drivers with MTOP/TOP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Application Form (Original form)		Business Permit and Licensing Section		
Professional Driver's License (1 photocopy only)		Client		
Residence Certificate (1 photocopy only and original must be presented)		Barangay Hall / City Treasurer's Office		
Latest MTOP/TOP (1 photocopy only)		Client		
Traffic Clearance (Original copy)		Philippine National Police (PNP) and Traffic Management Unit (TMU)		
2x2 ID Picture (2 pieces)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out application form and submit complete documentary requirements at Business Permit and Licensing Section *For Trisikad Drivers: Professional Driver's License is not required	1.Receive and validate attached requirements	None	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	1.1 Issue order of payment		10 Minutes	
	1.2 Endorse fill out form and verified documents then direct client to the		10 Minutes	



<p>*Make sure to secure Order of Payment that will be issued</p>	<p>City Treasurer's Office for payment</p>			
<p>2. Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure official receipt (OR) that will be issued upon payment</p> <p>2.1 Present OR with the verified documents and secure claim stub at BPLS window no.2</p>	<p>1. Provide priority number from the queuing machine</p> <p>1.1 Accept payment based on the order of payment and issue Official Receipt</p> <p>1.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant</p> <p>1.3 Print the driver's Identification Card</p> <p>1.4 Review and initially signed the printed identification card</p> <p>1.5 Endorse the identification card to the City Mayor's or City Administrator's Office for approval</p>	<p>ID's Fee – PHP 75.00</p>	<p>10 Minutes</p> <p>35 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p> <p>30 Minutes</p> <p>2 Hours</p>	<p><i>Administrative Aide I</i> CTO</p> <p><i>Revenue Collection Clerk III</i> CTO</p> <p><i>Administrative Aide I</i> CMO – BPLS</p> <p><i>Licensing Officer III</i> CMO – BPLS</p> <p><i>Administrative Aide I</i> CMO – BPLS</p>



3. Receive the approved ID and sign in the logbook upon receipt	3. Release approved ID	None	10 Minutes	<i>Administrative Aide / CMO-BPLS</i>
	TOTAL:	ID's Fee – PHP 75.00	4 Hours, 15 Minutes	



12. Trisikad Operators Permit (TOP)

This applies individuals whose ages are not below 18 years old and who are holders of Certificate of Attendance of Traffic Rules and Regulations conducted by Local Traffic Enforcers of CMO-POSS-TMU, can operate a Trisikad .For bicycle acquired after the first twenty (20) days of January, the permit fee shall be paid without the penalty within the first twenty (20) days of the quarter following the date of purchase. Failure to register within the period specified shall be subject to the penalty.

Office or Division:	CMO – Business Permit and Licensing Section	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	All TOP Applicants / Grantees	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	Traffic Clearance (Original copy)	Philippine National Police (PNP) and Traffic Management Unit (TMU)
	Insurance Policy (1 photocopy and original must be presented)	Insurance company
	Residence Certificate (1 photocopy and original must be presented)	Barangay Hall / City Treasurer's Office
	One (1) Valid ID of the operator (1 photocopy)	Company ID, SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA, PAG-IBIG
	Residential Sketch (Original)	Client
	Situational Requirements:	
	For representative:	
	Special Power of Attorney (SPA) original copy	Citizen or Client being represented
	One (1) valid ID of the authorized representative	Company ID, SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA, PAG-IBIG



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Business Permit and Licensing Section	1. Receive and validate attached requirements	None	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	1.1 Issue order of payment		10 Minutes	
	1.2 Endorse verified documents and direct client to the City Treasurer's Office for payment		10 Minutes	
2. Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees *Make sure to secure official receipt (OR) that will be issued upon payment 2.1 Present OR with the verified documents and secure claim stub at BPLS window no.2	2. Provide priority number from the queuing machine	Mayor's Permit Fee – PHP 200.00	10 minutes	<i>Administrative Aide I</i> CTO
	2.1 Accept payment based on the order of payment and issue Official Receipt	Traffic Clearance – PHP 50.00	35 minutes	<i>Revenue Collection Clerk III</i> CTO
	2.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant	Cost of the Plate – PHP 75.00	10 minutes	<i>Administrative Aide I</i> CMO -BPLS
	2.3 Print the Trisikad Operator's permit	*Failure to renew every year : Php 100.00 (surcharge)	10 minutes	
	2.4 Review and initially signed the		30 minutes	<i>Licensing Officer III</i> CMO -BPLS



	TOP		2 hours	<i>Administrative Aide / CMO -BPLS</i>
	2.5 Endorse the TOP to the City Mayor's or City Administrator's Office for approval			
3. Receive approved TO permit and sign in the logbook upon receipt	3. Release approved TOP	None	10 minutes	<i>Administrative Aide / CMO – BPLS</i>
	TOTAL:	Mayor's Permit Fee – PHP 200.00 Traffic Clearance – PHP 50.00 Cost of the Plate – PHP 75.00 *Failure to renew every year : Php 100.00 (surcharge)	4 Hours, 15 Minutes	



13. Occupational Permit

There shall be collected an annual fee of One Hundred Pesos (P100.00) for the issuance of a Mayor's Permit to every worker or employee, whether working on a temporary, contractual, casual or permanent basis, regardless of his/her position with the exemption of those individuals who are subject to the professional tax imposed under Article F, Chapter III of the The Local Revenue Code of 2009, and the government employees.

Office or Division:	CMO – Business Permit and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Hired Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Barangay Clearance (1 photocopy and original must be presented)		Barangay Hall (residence of the employee)		
Residence Certificate (1 photocopy and original must be presented)		Barangay Hall / City Treasurer's Office		
Police Clearance (1 photocopy and original must be presented)		Philippine National Police		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Business Permit and Licensing Section	1. Receive and validate attached requirements	None	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	1.1 Issue order of payment		10 Minutes	
	1.2 Endorse verified documents and direct client to the City Treasurer's Office for payment		10 Minutes	



<p>2. Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure official receipt (OR) that will be issued upon payment</p> <p>2.1 Present OR the photocopy documents at BPLS window no. 5</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the order of payment and issue Official Receipt</p> <p>2.2 Issue claim stub to the applicant</p> <p>2.3 Print occupational permit and forward the same to the City Mayor's Office for approval</p>	<p>Mayor's Occupational Permit Fee – PHP 100.00</p>	<p>10 minutes</p> <p>35 minutes</p> <p>10 minutes</p> <p>2 hours</p>	<p><i>Administrative Aide I</i> CTO</p> <p><i>Revenue Collection Clerk III</i> CTO</p> <p><i>Administrative Aide I</i> CMO – BPLS</p> <p><i>Administrative Aide IV (Bookbinder II)</i> CMO – BPLS</p>
<p>3. Receive the approved occupational permit and sign in the logbook upon receipt</p>	<p>3. Record the O.R and release the approved occupational permit</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Clerk</i> CMO – BPLS</p>
	<p>TOTAL:</p>	<p>Mayor's Occupational Permit Fee – PHP 100.00</p>	<p>3 hours, 35 minutes</p>	



14. Mayor's Special Permit

This applies to any person, whether natural or juridical, desiring to engage in any special activities and/or events on a specified or limited period of time in a particular location within the jurisdiction of the City, shall first submit a written application to the City Mayor for a Special Permit. For that purpose, a written application in a prescribed form shall indicate the name and address of the applicant, the description of the activity, the time and date/s and the particular place or places where the same will be conducted and such other pertinent information and data as may be required.

Office or Division:	CMO – Business Permit and Licensing Section	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	Letter Request (1 original)	Client
	Barangay Clearance (1 original)	Barangay Hall
	Community Tax Certificate (1 photocopy and original must be presented)	City Treasurer's Office
	Situational Requirements:	
	For application related to ambulant and itinerant amusement operators: CENRO Clearance, Sanitary Permit and Electrical Fee (Official Receipt) is required (Original form)	City Environment and Natural Resource/ City Health Office / City Engineering Office
	For application related in conducting group activities: One (1) copy of Mayor's Permit shall be furnished to the Chief of Police of the Philippine National Police of the City who will assign police personnel to the venue to help maintain peace and order	Philippine National Police / Traffic Management Unit



For operation and establishing a gun club/s: Memorandum of Agreement from Office of the City Mayor must be complied		Office of the City Mayor		
For lease: Attach Mayor's Permit of the building owner / landlord as a Real Estate Lessor and Contract of Lease between the lessor and the lessee (Original copy)				
For business located at any government facilities: Market clearance (1 photocopy and original must be presented)		City Economic Enterprise Management and Development Office		
For business located at night market: Affidavit of No Stallholdings in any public market in Panabo City must be presented (original copy)		Client		
For business activity conducted at Panabo Multi-Purpose Tourism, Cultural & Sports Center (PMTSC) and other government recreational facilities: Official Receipt for the gym rental and electricity fee must be presented (original copy)		City Economic Enterprise Management and Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Business Permit and Licensing Section	1. Receive, check and validate attached requirements	None	10 Minutes	<i>Administrative Aide I</i> CMO – BPLS
	1.1 Prepares order of payment		10 Minutes	
	1.2 Endorse verified documents and direct client to the City Treasurer's Office for payment		10 Minutes	



<p>2. Proceed to the City Treasurer's Office to secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure official receipt (OR) that will be issued upon payment</p> <p>2.1 Present OR the photocopy documents at BPLS window no. 1</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the order of payment and issue Official Receipt</p> <p>2.2 Issue claim stub to the applicant</p> <p>2.3 Print special permit and forward the same to the City Mayor's Office for approval</p>	<p>Base on the classification of business activity and event (Refer to the table below)</p>	<p>10 minutes</p> <p>35 minutes</p> <p>10 minutes</p> <p>2 hours</p>	<p><i>Administrative Aide I</i> CTO</p> <p><i>Revenue Collection Clerk III</i> CTO</p> <p><i>Administrative Aide I</i> CMO – BPLS</p> <p><i>Administrative Aide IV (Bookbinder II)</i> CMO – BPLS</p>
<p>3. Claim approved permit and sign in the logbook upon receipt</p>	<p>3. Release approved permit</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Administrative Aide I</i> CMO – BPLS</p>
	<p>TOTAL:</p>	<p>Base on the classification of business activity and event (Refer to the table below)</p>	<p>3 hours, 35 minutes</p>	



There shall be collected a permit fee on parades and other street activities held in the City:

Parades/Motorcades	PHP 200.00
Recoreda	PHP 200.00
Float Parade	PHP 200.00
Street Dancing	PHP 200.00
Circus Parade	PHP 300.00

There is hereby imposed a special permit fee on ambulant and itinerant amusement operators, during fiestas and fairs at the following rates, subject to the payment of amusement tax, whenever applicable:

Special Permit	Fee
Circus, Carnivals, or the like per day	PHP 100.00/day for the first ten days and PHP 10.00/day thereafter.
Merry-Go-Round, roller coaster, ferries wheel, swing shooting gallery and other similar contrivances	PHP 50.00/day for the ten days and PHP 10.00/day thereafter per unit of contrivances

The following Regulatory Fees shall be collected for each day from any person except those specifically exempted by law which shall conduct any special activity and/or event within the City:

House to House Sales	PHP 200.00/month
To participate public bidding in this city	
• Business located in Panabo	PHP 300.00/year
• Business not located in Panabo	PHP 400.00/year
Fee to Extract Sand & Gravel	PHP 500.00/year
Raffle Draws	
• Promotional	PHP 200.00/draw
• Fund Raising	PHP 150.00/draw
Promotional Sales	
• without selling of products	PHP 200.00/month
• with selling of products	PHP 300.00/month
Solicitation	PHP 100.00/year
Movie Premiere/Advance Screening/ Film Festival and Others	PHP 300.00/day



Fashion Show	PHP 300.00/day
Painting and Art Exhibitions	PHP 300.00/day
Flower Shows, Car Shows and Other similar shows	PHP 200.00/day
Bingo Social Raffle	PHP 200.00/day
Pop/Rock Concerts or Other similar concerts	PHP 500.00/day
Boxing Tournament and Other similar tournaments	PHP 500.00/day
Product Sampling/Launching	PHP 500.00/day
Special Sale (Midnight Madness)	PHP 500.00/day
Other Special Activities or Fund Raising Activities not mentioned	PHP 200.00/activity

The following regulatory fees shall be collected during the duration of every special occasion such as Arawng Panabo, City Fiestas and other celebration or similar occasions, with the following fees:

Merchandise	Permit Fee / Stall
Used Clothing	PHP 500.00
Fruit Shake with refreshment	PHP 300.00
Plastic wares/curtains/utensils/ceramics native products/house wares and the like	PHP 500.00
Shoes/sandals/slippers/RTW/bags novelties & other fashion accessories	PHP 500.00
Plants/ornamentals	PHP 350.00
Herbal products	PHP 350.00
VCD / Tapes	PHP 350.00
Motor / Appliances	PHP 500.00
Fast foods (Jollibee/Greenwich)	PHP 1,500.00
Appliances, furniture, motorcycle	PHP 1,500.00
Any other permit not mentioned above	PHP 300.00



There shall be collected the following ambulant vending fees for the privilege of selling in designated vending areas within the City:

Merchandise	Permit Fee / Stall
Barbecue (w/ eatery during night time only)	PHP 1,000.00
Crispy Chicken (Rolling Stand)	PHP 800.00
LechonManok (Rolling Stand)	PHP 800.00
Tinap-anan	PHP 500.00
Kakanin/Siopao/NilagangMais/Balut/Banana que etc.	PHP 300.00
PritoSaging w/ juice	PHP 300.00
Fruits	PHP 800.00
Vegetables	PHP 800.00
Shoes/Nipper/Umbrella Repair/Services	PHP 300.00
Salted Fish	PHP 300.00
Dried Fish	PHP 300.00
Herbal Products	PHP 300.00
Cigarette Stand	PHP 200.00
Cigarette Stand w/ Newspaper, Magazine, etc.	PHP 300.00
Watch repair	PHP 200.00
Cellphone Repair/Services	PHP 300.00
Other Ambulant vending activity not mentioned	PHP 300.00

There shall be collected the following permit fees for commercial film-making:

Local Filming	PHP 3,000.00
International Filming	PHP 5,000.00

Fees shall be imposed to any person, group or organization, who will conduct or hold any program or activity, for not more than twenty-four (24) hours, involving group of people, on the following schedule of fees:

Particulars	Fee
Assembly/Seminars/Conventions/ Meetings/ Crusades	PHP 200.00/day
Rallies/Demonstration	
i. Political rallies for local candidates	PHP 1,000.00/day
ii. Political rallies with national candidates	PHP 2,000.00/day



Athletic Competitions	PHP 300.00/day
Car/Motorcycle/Bicycle Competition/ Show/Races	PHP 500.00/day
Animal Show	PHP 200.00/day
Stage Show/Vaudeville/Drama/ Coronation/Ball	PHP 200.00/day
Amateur Singing Contests	PHP 200.00/day
Concerts/Cultural Shows/Fashion and Accessories Shows/Beauty and Popularity Contests, DISCO/Variety Shows	PHP 1,000.00/day

Every person or entity who shall establish, operate and maintain gun clubs within the City shall first secure a permit from the City Mayor through the Business Permit and Licensing Section and pay the corresponding annual fees:

1– 5 firing range	PHP 1,500.00
6 – 10 firing range	PHP 3,000.00
more than 10 firing range	PHP 5,000.00

The fees and charges of night market

Area	2.50 per square meter
Annual Fee	PHP 150.00



15. Emergency Medical Services

Emergency Medical Services include the provision of first aid and basic life support to victim/s under serious events or life-threatening conditions that requires immediate intervention such as but not limited to road crash incidents, crime related incidents (i.e. gunshot), day to day emergencies such as trauma, medical cases (cardiac/respiratory arrest) and natural or man-made disasters especially with mass casualty incidents.

Office or Division:	City Mayor's Office (CMO) – City Disaster Risk Reduction and Management Office (CDRRMO)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Call CDRRM Operations Center through hotline number (09302385937) or radio (REACTOR 156.350MHz)	1. Receive the call and log the details of the emergency	None	2 Minutes	<i>Officer of the Day</i> CDRRMO
2. Wait for dispatch of Patient Transport Vehicle (PTV)	2. Dispatch the Patient Transport Vehicle (PTV)	None	3 Minutes	<i>Officer of the Day</i> CDRRMO
	2.1 Provide first aid to the victim/s and fill up Individual Treatment Record (ITR)		15 Minutes	<i>Responding Unit</i> CDRRMO
	2.2 Transport to the nearest healthcare facility, if needed		10 Minutes	<i>Responding Unit</i> CDRRMO
TOTAL:		None	30 minutes	



16. Request for Disaster Preparedness Training/Seminar

Disaster Preparedness Training and Seminars include a various techniques and principles in providing first line treatment to sick/injured victims as well as disaster planning and management which can be requested by both public and private sector.

Office or Division:	City Mayor's Office (CMO) – City Disaster Risk Reduction and Management Office (CDRRMO)			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government G2B-Government to Business			
Who may avail:	Government agencies, Educational Institutions and Private establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Formal request letter addressed to the CDRRM Officer (2 original copy)		Requesting client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a formal request letter stating the training needed, location, and the number of participants	1. Receive the letter and forward it to Admin and Training Section	None	1 Minute	<i>Receiving Clerk</i> CDRRMO
2. Receive a confirmation through phone call the schedule of the training and the list of materials / equipment to be prepared	2. Inform client the confirmed schedule of training through phone call/text and provide a list of materials/ equipment to be prepared	None	9 Minutes	<i>LDRRMO III</i> CDRRMO
3. Participate in the scheduled training/seminar	3. Conduct the training -First Aid	None	See training list below	<i>LDRRMO III</i> CDRRMO and Other Invited



	-Basic Life Support -Basic Water Safety - Basic Rope Rescue -Disaster Risk Reduction and Management 3.1 Issue Certificate			instructors <i>LDRRMO III</i> <i>CDRRMO</i>
4. Receive Certificate of Completion/ Attendance	4. Release Certificate of Completion/ Attendance		5 Minutes	<i>LDRRMO III</i> <i>CDRRMO</i>
	TOTAL:	None	15 Minutes + Selected Training Time	

LIST OF TRAINING/SEMINAR	PROCESSING TIME
1. First Aid	1 Day
2. Basic Life Support	2 Days
3. Basic Water Safety	4 Days
4. Basic Rope Rescue Training	7 Days
5. Disaster Risk Reduction and Management Seminar	2 Days



17. Issuance of Certificate (Hazard Assessment)

Hazard Assessment is done to identify the hazard, assess risks and develop plans to respond to potential safety hazards present in the community and/or establishments.

Office or Division:	City Mayor's Office (CMO) – City Disaster Risk Reduction and Management Office (CDRRMO)			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen G2B-Government to Business G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirement:				
Formal request letter addressed to the CDRRM Officer (2 original)		Requesting client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a formal request letter indicating the purpose of the certificate and location of the hazard *Wait for the confirmation schedule	1. Receive the letter and forward to Operations and Early Warning Unit	None	2 Minutes	<i>Receiving Clerk CDRRMO</i>
2. Receive schedule of assessment confirmation through phone call/text	2. Schedule the conduct of assessment and notify client through phone call/text.	None	10 Minutes	<i>LDRRMO I CDRRMO</i>
3. Accompany the team who shall conduct the assessment	3. Conduct assessment	None	1 Day	<i>LDRRMO I CDRRMO</i>
	3.1 Prepare Inspection report		1 Day	<i>Building Inspector CEO</i>
	3.2 Prepare Hazard		1 Day	<i>Fire Safety Inspector</i>



	Assessment Certificate			BFP
	3.3 Approve the Hazard Assessment Certificate		3 Minutes	LDRRMO / CDRRMO
4. Return to CDRRM Office to receive the Hazard Assessment Certificate and fill out the logbook	4. Release the certificate and advise to sign logbook	None	10 Minutes	LDRRMO / CDRRMO
	TOTAL:	None	3 Days, 25 Minutes	



18. Issuance of Certificate of Tax Exemptions

To promote the growth and welfare of registered cooperatives the LGU has strictly adhered the tax exemption from real property taxes pursuant to Republic Act 9520.

Office or Division:	City Mayor's Office - Cooperative Development Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Registered Cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Written application to the City Mayor (1 original)		Client		
Certificate of Registration (1 original, 1 photocopy)		Cooperative Development Authority (CDA)		
Certificate of Compliance (1 original)		Cooperative Development Authority (CDA)		
Mayor's Permit (1 photocopy)		Business Permits and Licensing Section		
Certified True Copy of Land Title or any proof of ownership (1 original)		Registry of Deeds		
Community Tax Certificate for Cooperatives (1 original)		Barangay Hall		
Situational Requirement				
Proof of payment rentals for use of government facilities (1 original)		City Economic Enterprise Management and Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Receive and verify submitted requirements	None	15 Minutes	<i>Clerk</i> CMO - CDS
	1.1 Issue Acknowledgement Receipt of completeness of requirement		15 Minutes	
	1.2 Endorse to the Evaluation Committee Chairperson		3 Days	



	<p>*Schedule for evaluation from the endorsement of Secretariat not later than fifteen (15) calendar days</p> <p>1.3 Conduct of Evaluation</p> <p>1.4 Prepare of resolution containing the recommendation for Tax Exemption to the City Mayor</p> <p>1.5 Sign and approve resolution</p> <p>Conditional Steps:</p> <p>1.6 In case of disapproval the Committee shall issue a resolution containing the grounds for disapproval furnished to the applicant within 3 days from the issuance.</p>		<p>3 Hours</p> <p>3 Days</p> <p>10 Minutes</p> <p>15 Minutes</p>	<p><i>Evaluation Committee</i> Committee On Applicable Local Taxes, Fees, And Charges</p>
2. Received Certificate of Tax Exemption	Release approved Tax Exemption		5 Minutes	<i>Clerk</i> CMO - CDS
	TOTAL:	None	5 Days, 4 Hours	



19. Issuance of Certificate of Legitimate/Bonafide Beneficiary

The document is requested as a pre-requisite document required by utility companies for installation of Electricity and Water, and for any other legal purposes. Issuance of Certificate as found compliant with the Administrative Order No.23 City Government of Panabo, Revenue Code of 2009 (Section 2, Republic Act 7160).

Office or Division:	City Mayor's Office – City Housing Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Beneficiaries of existing Housing Program and; Identified qualified Beneficiaries Of Socialized Housing Program			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the registry Logbook at the Receiving Desk	1. Receive and verify information of the requestor	None	5 minutes	<i>Clerk</i> CMO-City Housing Section
*Wait for the name to be called	1.1 Verify Aging of Accounts /Electronic Records		5 minutes	<i>Clerk</i> CMO-City Housing Section
	1.2 Prepare Certificate of Legitimate/ Bonifide Beneficiary		5 minutes	<i>Clerk</i> CMO-City Housing Section
	1.3 Review and Approve the certificate		10 minutes	<i>OIC Head</i> CMO-City Housing Section
2. Receive the Certificate of Legitimate/ Bonifide Beneficiary	2. Release the Certificate of Legitimate/ Bonifide Beneficiary	None	5 minutes	<i>Clerk</i> CMO-City Housing Section
TOTAL:		None	30 Minutes	



20. Issuance of Billing Statement for Socialized Housing Projects

The document is requested as a pre-requisite document required by City Treasurer's Office. Issuance of Service Records as found compliant with the Administrative Order No.23 City Government of Panabo, Revenue Code of 2009 (Section 2, Republic Act 7160).

Office or Division:	City Mayor's Office – City Housing Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Beneficiaries of existing Housing Program			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Billing Notice Form (1 original)		CMO-City Housing Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the Billing Notice Form at Receiving Desk	1. Receive and verifies information of the requestor	None	5 Minutes	<i>Clerk</i> CMO-City Housing Section
*Wait for name to be called	1.1 Check /Verify Aging of Accounts /Electronic Records and issue the Order of Payment if all required documents were given	Payment will be based on Generated Aging of Accounts/ Electronic Records	3 Minutes	<i>Clerk</i> CMO-City Housing Section
*Make sure to secure Order of Payment that will be issued	1.2 Review and approve the certificate		8 Minutes	<i>Clerk</i> CMO-City Housing Section
	1.3 Direct client to the City Treasurer's Office for payment		2 Minutes	



<p>2. Go to the City Treasurer's Office – Window 1,2,3, secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the Order of payment</p> <p>2.2 Issue the Official Receipt</p>	<p>None</p>	<p>1 Hour</p>	<p>Clerk CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to City Housing Section and present Official Receipt</p>	<p>3. Record Official Receipt from client</p>	<p>None</p>	<p>2 Minutes</p>	<p>Clerk CMO-City Housing Section</p>
	<p>TOTAL:</p>	<p>Payment will be based on Generated Aging of Accounts</p>	<p>1 Hour, 15 Minutes</p>	



21. Issuance of Traffic Clearance

Issuance of Traffic Clearance is hereby given to the client from this office in compliance with roadworthiness requirements of the motorized tricycle for hire as well as the triad for hire serving the city with the provisions of the city ordinance No.04-09 Article 34 Section 211 for the Motorized Temporary Operator Permit and for the Trisikad Operator Permit Article 32 Section 201.

Office or Division:	City Mayor's Office – Traffic Management Unit	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Motorized Temporary Operators (MTO) Operators and Drivers; Trisikad Operators Permit (TOP) Operators and Drivers	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	For MTO Holder / Driver	
	Approved / valid MTO(1 original)	Business Permit Licensing Section
	Government Issued Identification Card of Operator (1 photocopy)	SSS, GSIS, Driver's License, TIN Card, DFA, PRC, PAG-IBIG, COMELEC, Post Office
	Motorized Tricycle for Hired Current Official Receipt/Certificate of Registration (1 photocopy)	Client
	Current Professional Driver's License (1 photocopy)	Client
	Driver's ID (1 photocopy)	Client
	Tricycle/Vehicle/Unit (1 unit)	Client
	For TOP Holder / Driver	
	Approved / valid TOP (1 original)	Business Permit Licensing Section
	Government Issued Identification Card of Operator (1 photocopy)	SSS, GSIS, Driver's License, TIN Card, DFA, PRC, PAG-IBIG, COMELEC, Post Office
	2 x 2 photo ID (1 piece)	Client



Mayor's Permit (1 original, 1 photocopy)		Business Permit Licensing Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements	1. Receive and verify the documentary requirements	None	10 Minutes	<i>Clerk</i> CMO – Traffic Management Unit
	1.1 Assess the unit as to its compliance to the standards of Motorized Tricycle for Hire and road worthiness.		5 Minutes	<i>Motorized Vehicle Inspector Officer</i> CMO – Traffic Management Unit
2. Present unit for inspection	2. Prepare Traffic Clearance	None	5 Minutes	<i>Motorized Vehicle Inspector Officer</i> CMO – Traffic Management Unit
	2.1 Approve the Traffic Clearance		5 Minutes	
3. Receive the vehicle and certificate	3. Release the vehicle and Certificate	None	5 Minutes	<i>Clerk</i> CMO - Traffic Management Unit
	TOTAL:	None	30 Minutes	



22. Releasing of Impounded Vehicle

The process of releasing of the impounded vehicle upon apprehension that the operator and driver committed running traffic violation and he/she must secure certain documents/requirements with the provisions of the city ordinance No. 31-17 also known as the Revised Traffic Code of Panabo City.

Office or Division:	City Mayor's Office – Traffic Management Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Colorum: 4-Wheeled Vehicle, Tricycle, Single Motorcycle, Trisikad Owners/Proprietors.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Citation ticket / Impounding Receipt (1 photocopy)		City Mayor's Office - Traffic Management Unit (TMU)		
Driver's License Official Receipt/Payment and Undertaking (1 photocopy)		Client		
Official Receipt/Certificate of Registration or any proof of ownership of Impounded unit (1 photocopy)		Client		
Situational Requirements:				
For Single Motorcycle: Helmet (1 piece)		Client		
For Trisikad Drivers: Mayor's Permit (1 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements	1. Receive and verify the requirements	None	10 Minutes Schedule of the seminar will be every Tuesday and Thursday	Clerk CMO – TMU



<p>2. Attend scheduled seminar</p> <p>2.1 Fill out the Attendance Sheet and wait for the name to be called</p>	<p>2. Conduct seminar/lecture about the City Traffic Code</p> <p>2.1 Sign in client the Attendance Sheet</p>	<p>None</p>	<p>1 Hour</p> <p>5 Minutes</p>	<p><i>Administrative Aide VI(Clerk)</i> CMO – TMU</p> <p><i>Motorized Vehicle Inspector Officer</i> CMO – TMU</p>
<p>3. Receive the impounded unit and sign the logbook</p>	<p>3. Release the impounded vehicle and advise the client to sign the logbook</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Clerk</i> CMO- Traffic Management Unit</p>
	<p>TOTAL:</p>	<p>None</p>	<p>1 Hour, 20 Minutes</p>	



23. Pet Registration and Rabies Vaccination of Dogs and Cats

Rabies vaccination of dogs and cats is the inoculation of animal rabies vaccine starting at the age of 3 months old and up and should be done yearly thereafter to prevent Rabies virus infection. Pet registration is a pre-requisite for vaccination and should be renewed annually for purpose of keeping accurate records of immunized dogs and cats in the City as required under Republic Act 9482 also known as the Anti-Rabies Act of 2007.

Office or Division:	City Mayor's Office – City Veterinary Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All pet owners in Panabo City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirement:				
Pet health card (1 original)		City Veterinary Section/Private Veterinary Clinic		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the animal and pet health card	1. Conduct an assessment of the animal	None	3 minutes	<i>Veterinarian III</i> CMO-Vet Section
	1.1 Enroll the animal in the dog registry		5 minutes	<i>Clerk</i> CMO-Vet Section
	1.2 Issue order of payment		2 minutes	<i>Clerk</i> CMO-Vet Section
	1.3 Direct client to the City Treasurer's Office for payment		3 minutes	<i>Clerk</i> CMO-Vet Section
2. Pay the corresponding amount of fee indicated in the order	2. Provide priority number from the queuing machine	Dog/Cat Registration Fee- PhP50.00	2 hour	<i>Clerk</i> CTO <i>Revenue Collection</i>



of payment	2.1 Accept payment based on the Order of Payment 2.2 Issue the Official Receipt			<i>Clerk III</i> CTO
3. Return to the CMO- City Vet and present the Official Receipt for the administration of Rabies vaccine	3. Receive, verify and record the official receipt 3.1 Administer the Rabies vaccine 3.2 Sign the Pet Health Card	None	2 minutes 5 minutes 2 minutes	<i>Clerk</i> CMO-Vet Section <i>Veterinarian III</i> CMO-Vet Section <i>Veterinarian III</i> CMO-Vet Section
4. Receive the registration card/pet health card	4. Release the registration card/validated pet health card	None	3 minutes	<i>Clerk</i> CMO- Vet Section
	TOTAL:	Dog/Cat Registration Fee- PhP50.00	2 hours, 25 minutes	



24. Dog Impounding Services

Dog impounding is the seizing or capturing of unwanted stray dogs that pose a potential threat to public health and safety. This is strictly enforced as part of the stray dog management provided under RA 9482 (Anti-Rabies Act of 2007) and City Ordinance No. 34-03.

Office or Division:	City Mayor's Office – City Veterinary Section			
Classification:	Highly Technical			
Type of Transaction:	G2G– Government to Government G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
For the Barangay: Barangay Resolution (1 original)		Barangay Local Government Unit		
For the Local Residents: Request Letter (1 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirement and wait for confirmed schedule	1. Receive and verify submitted document	None	2 minutes	<i>Clerk</i> CMO-Vet Sec
	1.1 Set the schedule of dog impounding	None	1. minutes BLGU request - every Tuesday Local resident's request - depending on the availability of schedule	<i>Veterinarian III</i> CMO-Vet Sec



2. Coordinate with impounding crew	2. Conduct the dog impounding operation	None	3 hours	<i>Impounding Crew</i> CMO-Vet Sec
	Conditional Steps:			
	2.1 BLGU, prepare and furnish copy of impounding report		30 minutes	<i>Clerk</i> CMO-Vet Sec
	2.2 Local residents, issue citation tickets to violator/s		3 minutes	<i>Impounding Crew</i> CMO-Vet Sec
3. Receive the Citation Ticket/Impounding Report	3. Release Citation Ticket/ Impounding Report	None	2 minutes	<i>Clerk</i> CMO-Vet Sec
	TOTAL (BLGU request):	None	3 hours, 37 minutes	
	TOTAL (Local Residents):	None	3 hours, 10 minutes	



25. Redemption/Adoption of Impounded Dogs

Redemption or claiming of impounded dogs shall be allowed within the allowable impounding period to reunite with pet owners. Meanwhile, those unclaimed dogs may be subject for adoption to qualified persons as provided under RA 9482 (Anti-Rabies Act of 2007) and City Ordinance No. 34-03.

Office or Division:	City Mayor's Office – City Veterinary Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All pet owners in Panabo City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Citation Ticket (1 original)		Client		
Government/Private Issued Identification Card (1 photocopy)		SSS, GSIS, Driver's License, TIN Card, DFA, PRC, PAG-IBIG, COMELEC, Post Office, Company ID		
Dog Collar and Leash		Pet Supply Store		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirement	1. Receive and verify submitted document	None	2 Minutes	<i>Clerk</i> CMO-Vet Sec
	1.1 Conduct assessment and orientation of claimant/adopter		5 Minutes	<i>Clerk</i> CMO-Vet Sec
	*Impounded dogs will be kept until 3 days			
	1.2 Prepare the Memorandum of Undertaking/ Adoption Certificate		3 Minutes	<i>Clerk</i> CMO-Vet Sec
	1.3 Issue order of Payment		2 Minutes	<i>Clerk</i> CMO-Vet Sec
	1.4 Direct client to		3 Minutes	<i>Clerk</i>



	City Treasurer's Office for payment			CMO-Vet Sec
	1.5 Prepare the Memorandum of Undertaking/ Adoption Certificate		2 Minutes	
	1.6 Issue order of Payment		2 Minutes	
2. Pay the corresponding amount of fee indicated in the order of payment	2. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of Payment 2.2 Issue the Official Receipt	Dog Impounding Fee- PhP100.00 /day Adoption Fee- PhP100.00	2 Hours	Clerk CTO Revenue Collection Clerk III CTO
3. Return to the CMO- City Vet and present the Official Receipt	3. Receive, verify and record the official receipt	None	3 Minutes	Clerk CMO-Vet Section
3.1 Receive the Memorandum of Undertaking (MOU) or Adoption Certificate	3.1 Release the MOU and the dog for redemption or adoption		2 Minutes	Veterinary Personnel CMO-Vet Section
	TOTAL:	Dog Impounding Fee- PhP100.00 /day Adoption Fee- PhP100.00	2 Hours, 25 Minutes	



26. Castration (Neutering) in Dogs and Cats

Provide low-cost castration/neutering as an option to all dog/cat owners in order to prevent overpopulation and further control unwanted stray animals in Panabo City as provided under RA 9482, Section 10 and City Ordinance No. 34-03.

Office or Division:	City Mayor's Office – City Veterinary Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All pet owners in Panabo City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the animal for surgical sterilization	1. Conduct an assessment of the animal	None	3 minutes	<i>Veterinarian III</i> CMO-Vet Sec
	1.1 Issue order of payment		2 minutes	<i>Clerk</i> CMO-City Vet
	1.2 Direct client to the City Treasurer's Office for payment		3 minutes	
2. Pay the corresponding amount of fee indicated in the order of payment	2. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of Payment 2.2 Issue the Official Receipt	Castration/ Neutering Fee PhP150.00	2 Hours	<i>Clerk</i> CTO <i>Revenue Collection</i> <i>Clerk III</i> CTO
3. Return to the CMO- City Vet and present the Official	3. Receive, verify and record the official receipt	None	2 minutes	<i>Clerk</i> CMO-City Vet



Receipt	3.1 Perform induction of anesthesia, pre-operative preparation and actual surgery (castration/ neutering)	None	20 minutes	<i>Veterinarian III</i> CMO-Vet Sec
4. Receive the vet prescription and discharged patient	4. Issue vet prescription for home medication and discharge the patient	None	5 minutes	<i>Veterinarian III</i> CMO-Vet Sec
	TOTAL:	Castration/ Neutering Fee PhP150.00	2 hours, 35 minutes	



27. Issuance of Meat Inspection Certificate

Safe and wholesome meat and meat products fit for human consumption and intended for sale or distribution within the locality should first undergo proper meat inspection and should be accompanied by a Meat Inspection Certificate (MIC) as stipulated under RA 9296 or also known as the Meat Inspection Code of the Philippines.

Office or Division:	City Mayor's Office – City Veterinary Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All meat vendors and consumers in Panabo City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Veterinary Health Certificate (1 Original)		City Vet Section, Private Farm		
Livestock Credential (1 Original)		City Treasurer's Office		
Situational Requirements:				
If Sourced Outside Davao Province: Livestock Shipping Permit (1 Original)		Bureau of Animal Industry - National Veterinary Quarantine Service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the animal and submit the documentary requirements	1. Receive and verify submitted requirement	None	3 Minutes	<i>Meat Inspector</i> CMO-Vet Sec/ CEEMDO
	1.1 Conduct physical examination of the livestock	None	5 Minutes	<i>Meat Inspector</i> CMO-Vet Sec/ CEEMDO
	*If female cattle/carabao, check the Pregnancy Diagnosis Report			
	1.2 Issue order of payment		2 Minutes	<i>Clerk</i>



	1.3 Direct client to the City Treasurer's Office for payment		3 Minutes	CMO-City Vet/ CEEMDO
2. Pay the corresponding amount of fee indicated in the order of payment	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the Order of Payment</p> <p>2.2 Issue the Official Receipt</p>	<p><u>Ante-Mortem</u> <u>Fee:</u> Swine – PhP5.00 /hd Cattle / Carabao PhP10.00 /hd</p> <p><u>Post-Mortem</u> <u>Fee:</u> Swine – PhP20.00 /hd Cattle/Cara bao PhP70.00 /hd</p>	2 Hours	<p><i>Clerk</i> CTO</p> <p><i>Revenue Collection</i> <i>Clerk III</i> CTO</p>
3. Return to the CMO- City Vet and present the Official Receipt	<p>3. Receive, verify and record the official receipt</p> <p>3.1 Conduct ante-mortem inspection</p> <p>3.2 Conduct post-mortem inspection of carcass and offal</p> <p>3.3 Issue the Meat</p>	None	2 Hours	<p><i>Meat Inspector</i> CMO-Vet Sec/ CEEMDO</p> <p><i>Meat Inspector</i> CMO-Vet Sec/ CEEMDO</p> <p><i>Meat Inspector</i> CMO-Vet Sec/ CEEMDO</p> <p><i>Meat Inspector</i></p>



	Inspection Certificate			CMO-Vet Sec/ CEEMDO
4. Receive Meat Inspection Certificate	4. Release Meat Inspection Certificate	None	2 Minutes	
	TOTAL:	Ante-Mortem Fee: Swine – PhP5.00/hd Cattle/ Carabao- PhP10.00/hd Post-Mortem Fee: Swine – PhP20.00/hd Cattle/ Carabao PhP70.00/hd	4 Hours, 15 Minutes	



28. Issuance of Review of Findings and Recommendations

The issuance is required by the Office of the City Budget, thereby directing all Sangguniang Kabataan Chairperson to submit first their Comprehensive Barangay Youth Development Plan (CBYDP) and Annual Barangay Youth Investment Program (ABYIP) to the Office of Youth Development In-Charge for review in order to ensure that both plans are hereby anchored to the Philippine Youth Development Plan and as found compliant with the provisions of the RA 10742. Thus, a certificate of review and endorsement is hereby recommended.

Office or Division:	City Mayor's Office – City Youth Development Section			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Sangguniang Kabataan Chairperson			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Comprehensive Barangay Youth Development Plan (CBYDP) (1 original)		Office of the SK Chairperson		
Annual Barangay Youth Investment Program (ABYIP) (1 original)		Office of the SK Chairperson		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the prescribed documentary requirements as required under RA 10742.	1. Receive and verify the submitted complete requirements if it's anchored to Philippine Youth Development Plan, Provincial Youth Development Plan and City Youth Development Plan	None	30 minutes	Clerk CMO-CYDS
	1.1 Review the		3 days	



	<p>submitted plan</p> <p>*For documents with corrections issue feedback form and return to CYDS for the submission of revise plan</p> <p>1.2 Issue the certificate</p>		30 minutes	<p><i>Assistant Youth Development Officer</i> CMO-CYDS</p> <p><i>Assistant Youth Development Officer</i> CMO-CYDS</p>
2. Receive the Certificate of Review of Findings and Recommendation	2. Release review of findings and recommendations	None	5 minutes	<i>Assistant Youth Development Officer</i> CMO-CYDS
	TOTAL:	None	3 days, 1 hour	