City Mayor's Office

External Services

1. Application for New Business Permit (Walk-in)

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.

The Business Permit is granted for a period of not more than one (1) year and shall expire on the thirty-first (31st) of December following the date of issuance unless revoked or surrendered earlier. The business permit shall be renewed within the month of January. It shall have a continuing validity only upon renewal thereof and payment of the corresponding fee.

Application of business permit is subject to assessment and validation of regulatory offices such as Bureau of Fire Protection, City Planning and Development Office, City Health Office, City Environmental and Natural Resources Office, City Mayor's Office-City Building Official Office and City Assessor's Office.

Pursuant to City Ordinance No. 33 – 2023, barangay clearance for business permit shall be secured from the Business Permit and Licensing Section of the City of Panabo. This will be released together with the business permit, sanitary permit, and locational clearance for business compliance.

Office or Division:	CMO – Business Permit and Licensing Section
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
Business Application Form (1 original)	Business Permit and Licensing Section
Location plan or sketch of the location, clearly showing where business premises is located (1 original)	Client
Any Government Issued Identification Card (1 photocopy; present original)	Any Government Agency
Business Name: For Single Proprietorship - Certificate of Registration	Department of Trade and Industry (DTI) or Panabo City Negosyo Center

For Partnerships/Corporations - Certificate of Registration with Cover Sheet, By-Laws and Articles For Cooperative - Certificate of Registration (1 photocopy, present original/electronic copy)	Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA)
Proof of right of the applicant to use location as business address (as applicable): I) If owned: - Transfer Certificate of Title - Tax declaration - Deed of Sale/Deed of Donation/Deed of Conveyance/Extrajudicial Settlement of Estate (1 photocopy; present original) II) If not owned by the applicant: - Contract of Lease/Memorandum of Agreement/Affidavit of Consent of property owner (notarized) (1 original)	 ROD City Assessor's Office Law firm/office Law firm/office
Certified List of Employees/Certification of No Employee and Capitalization (notarized) (1 original)	Law firm/office
BFP Requirement: For FSIC issued within the last 9 months: - FSIC for Occupancy (1 photocopy) For FSIC issued beyond 9 months: - FSIC for Occupancy (1 photocopy) - Affidavit of Undertaking, that there had been no substantial changes made on the building / establishment since the FSIC was given (1 original)	 Bureau of Fire Protection Bureau of Fire Protection Law Firm/office
Situational Requirements:	
For Lessee:	Lessor

- Mayor's Permit of the building owner / landlord as a Real Estate Lessor (1 photocopy) - Contract of Lease (1 photocopy, present original)	Law firm/office
For business located at any government facilities: -Market Clearance (1 photocopy; present original)	City Economic Enterprise Management and Development Office
For Leasing Activity and For Proprietor with Consent to Use Property without Rent: -Tax clearance of the business location (1 photocopy; present original)	City Treasurer's Office
For Trucking Services: - Valid OR/ CR of Vehicle (1 photocopy each vehicle) -Notarized Consent to use vehicle if not owned by the applicant (1 original)	Client Law firm/office
For Online Gaming Activities: -PAGCOR License (1 photocopy, present original)	PAGCOR
For Broadcasting Stations: -License to Operate (1 photocopy, present original)	National Telecommunications Commission
For Service and Repair Enterprises: - DTI Accreditation or Affidavit of Undertaking (1 photocopy, present original)	Department of Trade and Industry
For Liquid Fuels Retails Outlets and Technology Solution Retail Outlets: - Certificate of Compliance or Endorsement Letter (1 photocopy, present original)	Department of Energy
For LPG Dealer: - License to Operate or Endorsement Letter (1 photocopy, present original)	Department of Energy
For Contractors and Construction-Related Businesses: - License (1 photocopy, present original)	Philippine Contractors Accreditation Board
For Lending Institutions: - Certificate of Authority and	Security and Exchange Commission

- Authority to Operate (1 photocopy, present original)	Bangko Sentral ng Pilipinas
For Real Estate Developers: Certificate of Registration and License to Sell (1 photocopy, present original)	Department of Human Settlements and Urban Development
For Animal Facilities: (i.e., Animal Control Facility, Aviary Cattery, Animal/Farm Circus/Carnival Show, Corral, Grooming Facility, Kinne, Lab. Animal Facility, Pet Shop, Poultry Farm, Racetrack Equestrian Establishment, slaughter House, Stock Farm, Stockyard, Shed Farm, Veterinary Clinic, Veterinary Hospital, Wildlife Rescue Center, Zoo and Other Animal Facilities) - Certificate of Registration (1 photocopy, present original)	Department of Agriculture – Bureau of Animal Industry
Representative/s: For Single Proprietorship: -Special Power of Attorney (issued within the last three years) (1 original) For Corporation/Partnerships/Cooperatives: -Board Resolution or Secretary Certificate (1 original) - one valid ID of the authorized representative (1 photocopy)	Law Firm/office Law Firm/office Any Government Agency
Other Requirements Depending on the Business Activity Declared	Concerned Agency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to the Business Permit and Licensing Section (BPLS) *Make sure to secure the issued Assessment Form	1. Receive, validate and route submitted documentary requirements to concerned regulatory offices **Backroom Activities:**	None	15 minutes	*Licensing Officer III / II & I / Administrative Aide VI* CMO –BPLS

and Order of Payment	1.1 Evaluate application, prepare, and issue certification / clearance as to the compliance of existing laws, rules and regulations *Business application will be subject for inspection within 1 day, if: -the issuance of FSIC for Occupancy is more than 9 months already (BFP) -there is alteration/modification /change of occupancy of business establishment (BFP) -business application is within residential building (CPDO)	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" and Identified Barangay	1 hour	Admin Aide I CMO-CBOO Admin Aide VI- CENRO Sanitary Inspector II- CHO Fire Officer I- BFP Zoning Officer II- CPDO Assessment Clerk III- CASSO
	1.2 Encode profile into the BPLS System		20 minutes	*Licensing Officer II & I / Administrative Aide VI* CMO –BPLS
	1.3 Endorse application for assessment		10 minutes	*Administrative Aide I* CMO – BPLS
	1.4 Approve and prepare the assessment form and order of payment		1 hour, 15 minutes	*Local Revenue Collection Officer II & Asst. City Treasurer* CTO

	1.5 Endorse assessment form and order of payment 1.6 Release the assessment form and order of payment and direct the client to pay necessary fees	Ordinance on Corresponding Barangay Clearance Fee (Please see attached annexes)	10 minutes 10 minutes	*Administrative Aide I* CTO *Administrative Aide I* CMO – BPLS
2. Proceed to the City Treasurer's Office to secure a priority number at queuing machine and wait for the number to be called to pay assigned fees *Make sure to secure an official receipt that will be issued upon payment	2. Provide a priority number from the queuing machine	None	10 minutes	*Administrative Aide I* CTO
2.1 Present O.R. with photocopy of documents and secure claim stub at BPLS window no. 3	2.1 Accept payment based on the assessment form and order of payment; issue the official receipt		35 minutes	*Local Revenue Collection Officer I -* CTO
	2.2 Receive and prepare Business Permit and barangay clearance		45 minutes	*Administrative Aide VI (Clerk III)* CMO –BPLS
	2.3 Review and recommend for approval of the Business Permit		1 hour	*Licensing Officer III* CMO-BPLS

	*Printed barangay clearance with e-signature of barangay captain will also be reviewed by LO III Approve and sign the business permit		2 hours	*Local Chief Executive*
3. Receive business permit, business plate, barangay clearance, sanitary permit and locational clearance for business compliance; sign logbook	3. Release Business Permit, business plate, barangay clearance, sanitary permit and locational clearance for business compliance.	None	10 minutes	*Administrative Aide I* CMO – BPLS
	TOTAL:	**City Ordinance No.04-09 and Identified Barangay Ordinance on Corresponding Barangay Clearance Fee**	**8 hours**	

Issuance of New Business Permit qualified for multi-stage processing.

(Annex A)
BUSINESS AND CITY TAXES

Section 78. *Computation of Tax for Newly-Started Business*. — In the case of a newly-started business, the initial tax for the year shall be one-twentieth of one percent (1/20 of 1%) of the capital investment or paid up capital.

In the succeeding calendar year, regardless of when the business started to operate, the tax shall be based on the gross sales or receipts for the preceding calendar year, for any fraction thereof, as provided in the same pertinent schedules.

For purposes of determining the capital investment or capitalization of a corporation, resort shall be made to the paid-up capital as appearing in the records of the Securities and Exchange Commission without prejudice in the increase in assessment if actual inspection of the establishment shows that total investment, including receipts of loan proceeds, is more than the declared paid-up capital.

PERMIT AND REGULATORY FEES

ARTICLE 19. *Mayor's Permit Fees*

Section 131. *Mayor's Permit Fee on Business.* — 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 and pay the necessary fees in the City Treasury, which permit is required 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,.

The permit is payable for every separate or distinct establishment or place where the business trade or activity is conducted. All business establishments enjoying tax incentive, tax exemption or tax relief operating within the territorial jurisdiction of the City shall be subject to pay Mayor's Permit and other regulatory fees under this Chapter.

Section 132. *Business Categories Based on Asset Size* - For purpose of the Mayor's Permit Fee, the following categories of business based on business asset size are hereby adopted:

Categories	*Asset Size*
(a) Cottage	P500,000 and below
(b) Small	Over P500,000 to P2M
(c) Medium	Over P2M to P10M
(d) Large	Over P10M

Section 133. *Applicable Rates* - There shall be collected an annual fee at the rate provided hereunder, for the issuance of a Mayor's Permit to every person who shall conduct business, trade or activity within the City:

	Rates
(a) On Manufacturers/Importers/Producers/Exporters	
Cottage	P 1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(b) On Banks	
Rural, Thrift and Savings Banks	5,000.00
Commercial, Industrial and Development Banks	10,000.00
Universal Banks	15,000.00
(c) On Other Financial Institutions	
Cottage	1,000.00
Small	3,000.00
Medium	5,000.00
Large	7,000.00
(d)On Contractors/Service Establishments	
Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(e) On Wholesalers/Retailers/Dealers or Distributors	
Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(f) On Transloading Operations	
Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(g) On gasoline	
Cottage	5,000.00
Small	10,000.00
Medium	15,000.00
Large	25,000.00
(h) On Other Businesses	
Cottage	500.00

Small	1,000.00
Medium	3,000.00
Large	5,000.00
(i) Sari-Sari Store	200.00

ARTICLE 50. ***Health Certificate Fees***

Section 271*. Health Certificate*. — No person who exercises profession, occupation, and/or calling, within the jurisdictional limits of the City, whether working on a contractual, casual, temporary, probationary or permanent basis, regardless of his/her position shall be employed without a health certificate issued by the City Health Officer. This certificate shall be issued only after submitting the required physical and medical examinations.

Section 272*. Imposition of Fees*. — All persons required by existing laws, rules and regulations to secure health certificate from the City Health Office shall pay an annual fee of Sixty (P60.00) Pesos, except the following persons / workers who shall pay the corresponding fees stated hereunder:

FEES PER ANNUM

(a) Food Service personnel	70.00
(b) Entertainment service personnel	100.00
(c) Managerial / supervisory personnel	100.00

Article 52. ***Sanitary Inspection and Permit Fees***

Section 280. *Imposition of Fees*. — There shall be collected an annual sanitary inspection and permit fees from every/each business establishment in the City, in accordance with the following schedule:

A) Sanitary Inspection Fees	
(a) Building	250.00
(b) Poultry Projects	350.00
(c) Piggery Projects	350.00
(d) Food Processing	
(1) Small	100.00
(2) Medium	300.00
(3) Large	500.00
(e) Other business, industrial, commercial agricultural establishments	500.00
(f) Sea Transportation	500.00
(g) Land Transportation	500.00
(h) Air Transportation	500.00
B) Sanitary Permit Fees	

(a) Sanitary permit of cleaning of septic vaults 300.00
(b) Transfer of cadaver permit fee 200.00
(c) Exhumation permit fee 200.00
(d) Annual permit fee for cellsite 500.00
(e) Certificate of water potability 60.00
(f) Designated Smoking Area Sticker 100.00
(g) Annual permit fee for a Designated Smoking Area 100.00
(h) Any certified true copy document 60.00

C) Sanitary Permits Issued to Different Establishments
(a) Airline and/or shipping companies 5,000.00
(b) Banks and other financial institutions 750.00
(c) Gasoline service / filling stations 500.00
(d) Private hospitals, animal hospitals
(1) Tertiary 1,000.00
(2) Secondary 500.00
(3) Primary 200.00
(e) Medical / Dental / Veterinary Clinic 500.00
(f) Dwellings and spaces for rent
(1) Hotels, per room accommodation 60.00
(2) Building, per office/residential space 60.00
(3) Appartels, pensions, drive-inns per room accommodation 45.00
(4) Commercial apartments/ Condominiums, per space 500.00
(5) Residential apartments/ Condominiums per unit 45.00
(6) Dormitories, lodging or boarding houses, per boarder Accommodation 30.00
(7) Residential houses for rent, per house
(7.1) With garage and/or swimming pools 750.00
(7.2) Without garage and/or swimming pools 300.00
(7.3) With rooms occupied by different tenants with common kitchen and/or comfort facilities 150.00

G) Institution of learning, per room teaching accommodation 30.00
H) Media facilities 600.00
I) Telegraphs, teletypes, cable and wireless communication companies, telephone/electric power plant 1,000.00
J) Restaurants / fast foods/ cocktail lounges / family clubs/ night clubs / bars / disco houses / beer houses 500.00
K) Breweries 350.00
L) Confectioneries 300.00
M) Exporters of food and other products 500.00
N) Food processing/ canning 500.00
O) Theaters / movie houses 350.00

P) Beach resorts	350.00	
Q) Funeral parlors	500.00	
R) Barber shops / massage parlors / sauna bath		250.00
S) Supermarkets	500.00	
T) Terminals	250.00	
U) Slaughterhouse	500.00	
V) Cockpits	500.00	
W) Bakeries / bakeshops	350.00	
X) carenderias/ kitchenettes / cafeterias/refreshment parlors / food catering / sumsuman	200.00	
Y) Distributors / wholesalers of drugs	500.00	
Z) Pharmacy / drugstores (retailer of drugs)	250.00	
AA) Retailers and independent wholesalers of gen. merchandise		250.00
BB) Repacking		200.00
CC) Ships handler	350.00	
DD) Rice and corn mills		350.00
EE) Agricultural supplies and veterinary products	350.00	
FF) Dancing schools / finishing schools / gym		200.00
GG) Barber shops / beauty parlors / dress shops		150.00
HH) Retailer of gen. merchandise (sari-sari store)	200.00	
II) Meal / fish / vegetables / tuba / fruit vendors		150.00
JJ) Billiard halls		150.00
KK) Cottages	100.00	
LL) Others not mentioned	100.00	
MM) Peddlers	30.00	
NN) All other business, industrial, commercial, agricultural establishments not specifically mentioned above:		
(1) With an area of 1,000 sq.m. or more	1,000.00	
(2) 500 or more but less than 1,000 sq.m	500.00	
(3) 200 or more but less than 500 sq.m	300.00	
(4) 100 or more but less than 200 sq.m.	200.00	
(5) 50 or more but less than 100 sq.m.	100.00	
(6) 25 or more but less than 50 sq.m.	50.00	
(7) Less than 25 sq.m.	25.00	

ARTICLE 54. *Environmental Fees*

Section 287. *Environmental Hazard Fee.*- An environmental hazard fee shall be imposed against all industrial, commercial and other types of businesses, including transportation business, whose activities are potential sources of land, air, and water pollution. No business permit shall be issued without payment of this fee.

Section 288*. Schedule of Fees.* – The following shall be the prescribed environmental hazard fees:

(a) Industrial / Manufacturer	500.00
(b) Quarrying / Mining	500.00
(c) Agro-Industrial	500.00
(d) Hospitals	500.00
(e) Funeral Parlors	500.00
(f) Private Cemeteries/ Memorial Parks	500.00
(g) Private Slaughterhouse/ Abattoir	500.00
(h) Animal Farms (Piggery/ Poultry)	500.00
(i) Gasoline Stations/ Fuel Depot	500.00
(j) Recycling/ Treatment And Disposal of toxic wastes	500.00
(k) Resorts/ Recreation & Leisure Parks	300.00
(l) Other Business & Activities Not Mentioned	300.00

ARTICLE 55. *Solid Waste Management Fees and Garbage Fees*

Section 293*. Schedule of Garbage Fees* - There shall be collected an annual garbage fee before a permit or license for business, trade or occupation, including lodging and boarding houses, in places where garbage collection and disposal services by the City Government be issued, in accordance with the following schedule of fees:

A) Banks	
(1) Banks, Banking Institutions, Savings, Loan Associations, Investment Houses and other financial institutions	500.00
B) Insurance Companies	
(1) Insurance Companies, agencies, adjusters	500.00
C) Bars	500.00
D) Clubs	
(1) Day and Night Club	500.00
(2) Night Club only	300.00
(Family/super or cocktail lounges	500.00
E) Booking Offices	
(1) Airlines and establishments of booking offices and shipping Agencies	500.00
(2) Stevedoring or arrastre with operating equipment less than P500,000.00 or without equipment	300.00
(3) Stevedoring or arrastre with operating equipment valued at P500,000.00 or more	500.00
F) Funeral Parlors	
(1) With embalming establishments and depositing corpse in their funeral parlor and rendering funeral services by any kind	

of transportation: every branch thereof.	1,000.00
(2) Rendering funeral service only	500.00
G) Hotels/Cottages/Motels/Dormitories	
a) Dormitories, Lodging Houses, Boarding Houses	
(1) Accommodation of 15 or less	200.00
(2) More than 15 persons to 20 persons	300.00
(3) Accommodation of 21 to 25 persons	500.00
(4) Accommodation of 26-50 persons	600.00
(5) Accommodation of 51 or more persons	800.00
b) Hotels/ Cottages/ Motels/Pension Houses	
(1) Those having 15 or less rooms	250.00
(2) Those having 16 to 25 rooms	500.00
(3) Those having 26 to 50 rooms	600.00
(4) Those having 51 to 80 rooms	800.00
(5) Those having 81 to 100 rooms	1,000.00
(6) Those having more than 100 rooms	1,200.00
H) Hospitals/Clinics	
a) Private Hospitals, Clinic, Maternity Clinics, etc.	
(1) With a bed capacity of 300 persons or more	1,500.00
(2) With a bed capacity of 250 to less than 300 persons	1,300.00
(3) With a bed capacity of 200 to less than 250 persons	1,000.00
(4) With a bed capacity of 150 to less than 200 persons	800.00
(5) With a bed capacity of 100 to less than 150 persons	650.00
(6) With a bed capacity of 50 to less than 100 persons	500.00
(7) With a bed capacity of less than 50 persons	300.00
I) Laundry Services	
a) Laundry and dry cleaning establishments	
(1) With machinery or steam	450.00
(2) Ordinary laundry without machinery or steam	250.00
J) Lumberyard/Corn and/or Rice Mills	500.00
K) Manufacturing	
a) Candle and/ or soap factory	
(1) With machinery	1,000.00
(2) Without machinery	500.00
b) Manufacturer of paints, posters, inks, dyes and other similar Products	
(1) With machinery	1,000.00
(2) Without machinery	500.00
c) Manufacturer of coconut oil	
(1) With machinery	1,000.00
(2) Without machinery	500.00
d) Manufacturer of lard or boiling fats, butter, sauce, soy sauce, sausages,	

hotdogs, bologna and other similar products	
(1) With machinery	500.00
(2) Without machinery	300.00
e) Manufacturing of Biscuits	
(1) Biscuit factory or bakery	300.00
f) Manufacturer of coffee and chocolates candies and other confectioneries or similar products	
(1) With machinery	300.00
(2) Without machinery	500.00
g) Manufacturer of Ice Creams or Ice Products	
(1) With machinery	300.00
(2) Without machinery	500.00
h) Manufacturer of Ice or Ice Factory	500.00
i) Manufacturer of Batteries or Recharging Batteries	500.00
j) Manufacturer of cigars, cigarette or mascada	
(1) Without machinery	300.00
(2) With machinery	500.00
k) Manufacturer of mattresses, beds and all kinds of furniture	
(1) Without machinery	300.00
(2) With machinery	500.00
l) Manufacturer and repair of shoes	
(1) Without machinery	300.00
(2) With machinery	500.00
m) Manufacturer of Boxes	
(1) With machinery	300.00
(2) With machinery 20 or less HP	500.00
(3) With machinery 21 to 50 HP	600.00
(4) With machinery more than 50 HP	800.00
n) Manufacturer of Cigar boxes and other similar boxes	250.00
o) Manufacturer of bricks, hollow blocks, tiles and other similar products	
(1) Without machinery	300.00
(2) With machinery	500.00
p) Manufacturer of Mike, Bijon, Sotanghon, Misua and other similar products	500.00
L) Printing Presses	
a) Printing press with hand set type	300.00
b) Printing press with linotype	500.00
M) Photo Studios	
a) Lithographers/ engravers	
(1) Without machinery	300.00
(2) With machinery	500.00
b) Photo engravers	500.00

c) Photo studio/ establishments	500.00
N) Recreation, Billiard, Bowling Centers	
a) Billiard and pool halls	
(1) With one table	300.00
(2) With 2 to 3 tables	500.00
(3) With 4 to 5 tables	600.00
(4) With 6 to 8 tables	800.00
(5) With 8 or more tables	1,000.00
b) Bowling Lanes	
(1) With 4 lanes	250.00
(2) With 6 to 11 eleven lanes	500.00
(3) With 12 to 20 lanes	600.00
(4) With 21 to 30 lanes	800.00
(5) With 31 or more lanes	1,000.00
c) Cockpits	500.00
O) Restaurants and Eateries	
a) Restaurants, panciterias, cafes or cafeterias, carenderias, kitchenettes, refreshments, parlors or any other public eating places	
(1) 10 and below seating capacity	250.00
(2) With 11 to 20 seating capacity	450.00
(3) With 21 to 30 seating capacity	600.00
(4) With 31 to 40 seating capacity	800.00
(5) With 41 to 50 seating capacity	1,000.00
(6) With 51 or more seating capacity	1,200.00
P) Storage Services	
a) Storage of alcohol	150.00
b) Distillery or rectifier or processors of alcoholic beverages	350.00
c) Cold storage	500.00
d) Motor oil storage	500.00
e) Gasoline, Petroleum or other similar products (storage)	800.00
Q) Supermarkets (including the following sections: wet market, groceries, drug stores, hardware, school supplies, dry goods and other sections)	1,000.00
R) Dealers, Retailers and Other Stores	
a) Drug stores	450.00
b) Hardware and appliance stores	450.00
c) Variety stores/ tindahang bayan	
(1) Those with capitalization not exceeding P 1,000	75.00
(2) Those with capitalization of over P1,000 but not exceeding P 5,000	150.00
(3) Those with capitalization exceeding P 5,000	250.00
d) Dealers in logging and farm machineries and equipment	500.00
e) Dealers/Retailers of automobile, trucks, jeepneys or jitneys and	

other vehicles		500.00
f) Dealers/Retailers of motorcycle, tricycles, in board and out board motors		500.00
S) Schools		
a) Universities, colleges, schools and other teaching and other vocational institutions: (based on semestral enrolment)		
(1) 10,000 or more students		1,300.00
(2) 8,000 to less than 10,000 students		1,000.00
(3) 5,000 to less than 8,000 students		800.00
(4) 2,000 to less than 5,000 students	600.00	
(5) 1,000 to less than 2,000 students	500.00	
(6) Less than 1,000 students	300.00	
T) Shops		
a) Manufacturer of chairs made of rattan or Bamboo		
(1) With machinery	500.00	
(2) Without machinery	300.00	
b) Manufacturer of furniture made of wood or iron or combined, with or without upholstery		
(1) With machinery	500.00	
(2) Without machinery	300.00	
c) Manufacturer of woodcrafts and/ or carpentry shops		
(1) With machinery	500.00	
(2) Without machinery	300.00	
d) Establishment for the repair of motor vehicles, repair and/ or construction of bodies of motor vehicles (based on space areas)		
(1) 10 sq. m. or less	300.00	
(2) 11 to 20 sq. m.	350.00	
(3) 21 to 30 sq. m	500.00	
(4) 31 to 40 sq. m.	600.00	
(5) 41 sq. m. or more	650.00	
e) Blacksmith Shops		
(1) With machinery	500.00	
(2) Without machinery	300.00	
f) Welding Shops		
(1) With machinery moved by hands	300.00	
(2) With machinery moved by electricity	500.00	
g) Tinsmith Shops		
(1) With machinery	500.00	
(2) Without machinery	300.00	
h) Repair shops for pianos, radios, phonographs, adding machines,		

calculators, mimeographs and other similar apparatus

(1) With machinery	500.00
(2) Without machinery	300.00

i) Machine shops, establishments for manufacturing or repairing of parts of mechanical apparatus or engines or manufacturing of any kind of articles made of metals

(1) Without lathe machine	300.00
(2) Not more than 1 lathe machine	500.00
(3) Not more 2 lathe machines	600.00
(4) Not more than 3 lathe machines	800.00
(5) Not more than 5 lathe machines	1,000.00
(6) With 6 or more lathe machines	1,200.00

j) General repair on articles, iron, brass, etc. other than foundries and machine shops: manual or mechanical 300.00

k) Recapping Plants and Vulcanizing Shops

(1) Recapping plants	500.00
(2) Vulcanizing shops	300.00

l) Beauty Parlors

(1) With 2 or less helpers	300.00
(2) With 3 to 5 helpers	500.00
(3) With 6 to 10 helpers	600.00
(4) With more than 10 helpers	800.00

m) Tailoring and Dressmaking Shops

(1) With 1 to 3 machines	300.00
(2) With 4 to 6 machines	500.00

n) Barbershops

(1) With 1 ordinary chairs	300.00
(2) With 2 to 5 chairs	500.00
(3) With 6 to 8 chairs	600.00
(4) With 8 or more chairs	800.00

o) Massage Parlors/Clinics

(1) With 1 to 3 beds	300.00
(2) With 4 t0 8 beds	500.00
(3) With 9 to 12 beds	600.00
(4) With 13 to 20 beds	800.00
(5) With 21 or more beds	1,000.00

p) Pawnshops	600.00
q) Theater or Cinematographers House	600.00
U) Vendors	150.00
V) Warehouses	600.00

W) Other Kinds of Businesses

a) Peddler or General Merchandise

(1) Without transportation	250.00

(2) With transportation	450.00
b) Duckery and Poultry	
(1) Commercial (Large scale)	500.00
(2) Backyard (Small scale)	250.00
c) Ballot Making	300.00
d) Photocopying Services	300.00
e) Flower shops	300.00
f) Push and pull carts	150.00
g) Management/ consultancy	250.00
h) Dealer of jewelry	300.00
i) Promotion and entertainment	300.00
j) Trucking Services	
(1) With 1 to 5 units	250.00
(2) With 6 to 10 units	400.00
(3) With 10 t0 20 units	550.00
(4) With 20 to 25 units	700.00
(5) With 25 units or more	850.00
k) Rental of Video Tapes Services	300.00
l) Internal decorator services	300.00
m) Retailer/ Wholesaler of 2nd hand parts	500.00
n) Dealer and retailer of office/ school supplies/ equipment	500.00
o) Retailer of medical/ dental supplies and equipment	500.00
p) Manufacturer of Kitchen Utensils	500.00
q) Wholesaler/ distributor of newspapers and magazines	250.00
r) Retailer of newspapers and magazine	150.00
s) Manufacturer of window grills	500.00
t) Retailers/ Wholesalers of religious articles	150.00
u) Wholesalers of Cosmetics	400.00
v) Retailers of Fire Extinguishers	300.00
w) Retailer/ rental of flower /plants (ornamental)	300.00
x) Glass Figurine Making	300.00
y) Marketing of LPG	600.00
z) Retailers/ Wholesalers of scrap metals	500.00
aa) Food processors	300.00
bb) Pest control services	300.00
cc) Wholesalers/ distributors of softdrinks	600.00
dd) Booking/ liaison offices	300.00
ee) Grocery Stores/ departments stores/ dry goods stores	450.00
ff) Real estate lessors	250.00
gg) Music and Dance Studios	300.00
hh) Radio Broadcasting Stations	300.00
ii) Radio and Telecommunications Stations	300.00

jj) Amateur Radio Associations	300.00
kk) Civic/ professional/ religious organizations maintaining buildings and club houses	300.00
ll) Circus/ Carnival and the like	600.00
mm) Cooperative banks/ credit unions/ consumers coop/ marketing coop/ agricultural farmers coop and similar cooperatives	300.00
nn) Others- all other businesses, trades and occupations not included in the foregoing sections	300.00

Section 294. *Time of Payment*. — The fees prescribed in this Article shall be paid to the City Treasurer or his duly authorized representative within the first Twenty (20) days of the year.

Section 295. *Garbage Service Charges for Multiple Businesses*. — Where there are two (2) or more kind of businesses subject to the garbage charges, conducted in the same place or establishment by the same owner or operator, the charge to be collected shall be that which has the highest rate among the businesses concerned plus Twenty-Five percent (25%) thereof, provided, that the total garbage fee shall not exceed Ten Thousand Pesos (P10,000.00) per annum.

Section 296*. Manufacturers, producers maintaining or operating principal offices, factories and/or sales offices in the same premises*. — For purposes of collection of the garbage charges, manufacturers or producers maintaining their factory, principal or sales offices in the same premises shall pay the garbage charges based on the total aggregate area of such business premises at rates prescribed under this Article.

Section 297. *Newly Established Business*. — In case of newly started business, the applicable garbage charges shall be computed proportionately to the annual charge.

SECTION 12.0.0.2 FIRE CODE REVENUES

A. The classification of Fire Code revenues and rates are prescribed in the following schedule:

1. Fire Code Construction Tax. Tax prescribed in Section 12.0.0.1 (B) of this RIRR.
2. Fire Code Realty Tax. Tax prescribed in Section 12.0.0.1 (C) of this RIRR.
3. Fire Code Premium Tax. Tax prescribed in Section 12.0.0.1 (D) of this RIRR.
4. Fire Code Sales Tax. Tax prescribed in Section 12.0.0.1 (E) of this RIRR.
5. Fire Code Proceeds Tax. Tax prescribed in Section 12.0.0.1 (F) of this RIRR.
6. Fire Safety Inspection Fee. Fee charged for the conduct of Fire Safety Inspection equivalent to fifteen percent (15%) of all fees charged by the Local Government Unit or Philippine Economic Zone Authority (PEZA), but in no case shall be lower than Five Hundred Pesos (PhP500.00).
7. Storage Clearance Fee. Fee derived from storage of flammable and combustible

materials.
8. Conveyance Clearance Fee. Fee derived from transporting flammable and combustible materials.
9. Installation Clearance Fee. Fee derived from installation of tanks, pipes of flammable and combustible substances, building installations, and other fire protection system and warning system.
10. Fire Code Fines. Fees derived from imposition of administrative fines and penalties.
11. Other Fees. Fees derived from fireworks display, fumigation/fogging, fire drill, hotworks,
filing fees for FSEC, protest and appeal fee, and other clearances as provided under this RIRR.

B. The account codes of the above classified taxes, fees/charges and fines shall be prescribed by the Commission on Audit (COA).

(Annex B)
IDENTIFIED BARANGAYS WITH ORDINANCE ON CORRESPONDING BARANGAY CLEARANCE FEE IN THE APPLICATION FOR ANY BUSINESS RELATED TRANSACTIONS

NAME OF BARANGAY	ORDINANCE NO.	FEE/S
1. A.O. FLOIRENDO	NO. 1	1. For Business Permit- 75.00
2. BUENAVISTA	-	-
3. CACAO	NO. 01, August 19, 2014	100.00
4. CAGANGOHAN	NO. 01-09, September 5, 2009	1. sari-sari or any business with capitalization or gross sales of the preceding year 50,000 below - 50.00 2. partnership- 300.00 3. corporation- 500.00 4. association/people's org/NGO's- 250.00 5. w/ capitalization or gross sales above 50,000.00- 250.00
5. CONSOLACION	NO. 1, January 7, 2008	100.00
6. DAPCO	NO. 04-15, October 21, 2015	100.00
7. DATU ABDUL	NO. 2, September 15, 2014	50.00
8. GREDU	NO. 01-14, November 6, 2024	1. New- 100.00 2. Renew:

		2.1 Small (below 50k)- 100.00 2.2 Medium (51k-300k)- 200.00 3. Big (above 300k)- 500.00
9. J.P. LAUREL	-	-
10. KASILAK	-	-
11. KATIPUNAN	NO. 01, November 17, 2011	75.00
12. KATUALAN	-	-
13. KAUSWAGAN	NO. 1, February 21, 2023	150.00
14. KIOTOY	-	-
15. LITTLE PANAY	NO. 01, July 6, 2020	50.00
16. LOWER PANAGA	-	-
17. MABUNAO	NO. 04, March 7, 2023	100.00
18. MADUAO	NO. 7, February 21, 2024	For Business Permit: 1. Sari-sari Store- 100.0 2. Company Businesses- 500.00/yearly 3. Seller of Assorted Products- 100.00
19. MALATIVAS	NO. 08	Application of Business Permit- 100.00
20. MANAY	NO. 01	Securing/Renewal of Business Permit- 50.00
21. NANYO	NO. 1, November 3, 2016	1. Small Establishments- 100.000 2. Big Establishments- 500.00
22. NEW MALAGA	-	-
23. NEW MALITBOG	NO. 1-2015	For Business Fee- 500/year
24. NEW PANDAN	NO. 01-18, January 24, 2018	1. Sari Sari Store- 150.00 2. Eatery- 200.00 3. Junk Shop/Repair Shop- 150.00 4. Stall Vendor- 200.00 5. Commercial Establishments- 500.00
25. NEW VISAYAS	NO. 03, January 2, 2020	100.00
26. QUEZON	-	For Business Permit- 500.00 Sari-sari Store- 200.00
27. SALVACION	NO. 01, May 7, 2014	1. Small Establishments: * Sari sari Store- 150.00 * Eatery- 200.00 2. Big Establishment (Factory, Restaurant, Shop, etc.)- 650.00
28. SAN FRANCISCO	-	150.00
29. SAN NICOLAS	NO. 13	Brgy. Clearance for Business Permit:

		1. Poultry- 300.00 2. Piggery- 300.00 3. Inland Resorts- 300.00 4. Aqua Culture- 100.00 5. Burial- 100.00 6. Buildings- 200.00 7. Sari-sari (below 50k)- 50.00 8. Sari-sari (above 50,001k)- 100.00 9. Others- 100.00
30. SAN PEDRO	NO. 02, March 18, 2024	100.00
31. SAN ROQUE	NO. 2, September 4, 2023	100.00
32. SAN VICENTE	NO. 01, December 15, 2008	50.00
33. SINDATON	-	-
34. SOUTHERN DAVAO	NO. 2, September 2, 2015	1. Small Establishments (50k below)- 100.00 2. Big Establishments (50k above)- 500.00
35. STA. CRUZ	NO. 06, December 3, 2014	50.00
36. STO. NINO	-	150.00
37. TAGPORE	NO. 2, January 9, 2024	100.00
38. TIBUNGOL	NO. 01, September 7, 2011	50.00
39. UPPER LICANAN	NO. 04, October 2, 2013	Business Permit: 1. Sari-sari Store- 150.00 2. Department Store- 300.00 3. Grocery Store- 300.00 4. Bakery- 200.00 5. Concrete Block Factory- 200.00 6. Drugstore/Pharmacy/Botica- 200.00 7. Hardware- 200.00 8. Lumber (wood/coco)- 200.00 9. Importers/Exporters- 500.00 10. Carenderia- 150.00 11. Ice Cream Parlor/ Cafeteria- 150.00 12. Beauty Shop/Parlor/Barber Shop- 150.00 13. Battery Charging/Vulcanizing Shop- 100.00 14. Furniture Shop/Painting Shop/ Welding Shop- 150.00 15. Tailoring Shop- 150.00

		16. Auto/Motorcycle Spare Parts Retailer/ Repair Shop- 200.00 17. Boarding House/ Lodging House (per building)- 500.00 18. Billiard Polls- 150.00 19. Operator Videoke Machine- 100.00 20. Fresh Fish Dealer- 150.00 21. Lending Investors- 150.00 22. Office Supplies- 150.00 23. Water Refilling Station- 200.00 24. Shoe Repair Shop- 100.00 25. Regrigeration Repair Shop- 150.00 26. Coconut/Rice Grinder- 100.00 27. Electrical Shop- 200.00 28. Restaurants- 200.00 29. Agri-vet Suppy Dealer- 200.00 30. Buy & Sell Agricultural Products- 200.00 31. Grain Retailer- 100.00 32. Car Wash- 150.00
40. WATERFALL	NO. 03, February 4, 2014	50.00

2. Application for New Business Permit (Online)

This service applies to any person or who desires to engage or conduct in any business, trade or activity within the City. Applicants for a new business permit may file their application through the electronic business permitting system and comply with all required documentary submissions and applicable fees in accordance with the Local Revenue Code and other City tax ordinances.

The Business Permit is granted for a period of not more than one (1) year and shall expire on the thirty-first (31st) of December following the date of issuance unless revoked or surrendered earlier. The business permit shall be renewed within the month of January. It shall have a continuing validity only upon renewal thereof and payment of the corresponding fee.

All online application of business permit shall be subject to assessment and validation of regulatory offices such as Bureau of Fire Protection, City Planning and Development Office, City Health Office, City Environmental and Natural Resources Office, City Mayor's Office-City Building Official Office and City Assessor's Office.

Pursuant to City Ordinance No. 33 – 2023, barangay clearance for business permit shall be secured from the Business Permit and Licensing Section of the City of Panabo. This will be sent to client's email together with the business permit, sanitary permit, and locational clearance for business compliance.

Office or Division:	CMO – Business Permit and Licensing Section
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
Business Application Form (scanned copy)	Business Permit and Licensing Section
Location plan or sketch of the location, clearly showing where business premises is located (scanned copy)	Client
Any Government Issued Identification Card (scanned copy)	Any Government Agency
Business Name: For Single Proprietorship - Certificate of Registration	Department of Trade and Industry (DTI) or Panabo City Negosyo Center

For Partnerships/Corporations - Certificate of Registration with Cover Sheet, By-Laws and Articles For Cooperative - Certificate of Registration (scanned copy)	Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA)
Proof of right of the applicant to use location as business address (as applicable): III) If owned: - Transfer Certificate of Title - Tax declaration - Deed of Sale/Deed of Donation/Deed of Conveyance/Extrajudicial Settlement of Estate (scanned copy) IV) If not owned by the applicant: - Contract of Lease/Memorandum of Agreement/Affidavit of Consent of property owner (notarized) (scanned copy)	 ROD City Assessor's Office Law firm/office Law firm/office
Certified List of Employees/Certification of No Employee and Capitalization (notarized) (scanned copy)	Law firm/office
BFP Requirement: For FSIC issued within the last 9 months: - FSIC for Occupancy (scanned copy) For FSIC issued beyond 9 months: - FSIC for Occupancy - Affidavit of Undertaking, that there had been no substantial changes made on the building / establishment since the FSIC was given (scanned copy)	 Bureau of Fire Protection Bureau of Fire Protection Law Firm/office
Situational Requirements:	

For Lessee: - Mayor's Permit of the building owner / landlord as a Real Estate Lessor - Contract of Lease (scanned copy)	Lessor Law firm/office
For business located at any government facilities: - Market Clearance (scanned copy)	City Economic Enterprise Management and Development Office
For Leasing Activity and For Proprietor with Consent to Use Property without Rent: - Tax clearance of the business location (scanned copy)	City Treasurer's Office
For Trucking Services: -Valid OR/ CR of Vehicle (scanned copy) -Notarized Consent to use vehicle if not owned by the applicant (scanned copy)	Client Law firm/office
For Online Gaming Activities: -PAGCOR License (scanned copy)	PAGCOR
For Broadcasting Stations: -License to Operate (scanned copy)	National Telecommunications Commission
For Service and Repair Enterprises: - DTI Accreditation or Affidavit of Undertaking (scanned copy)	Department of Trade and Industry
For Liquid Fuels Retails Outlets and Technology Solution Retail Outlets: - Certificate of Compliance or Endorsement Letter (scanned copy)	Department of Energy
For LPG Dealer: - License to Operate or Endorsement Letter (scanned copy)	Department of Energy
For Contractors and Construction-Related Businesses: - License (scanned copy)	Philippine Contractors Accreditation Board
For Lending Institutions:	

- Certificate of Authority and - Authority to Operate (scanned copy)	Security and Exchange Commission Bangko Sentral ng Pilipinas
For Real Estate Developers: - Certificate of Registration and License to Sell (scanned copy)	Department of Human Settlements and Urban Development
For Animal Facilities: (i.e., Animal Control Facility, Aviary Cattery, Animal/Farm Circus/Carnival Show, Corral, Grooming Facility, Kinne, Lab. Animal Facility, Pet Shop, Poultry Farm, Racetrack Equestrian Establishment, slaughter House, Stock Farm, Stockyard, Shed Farm, Veterinary Clinic, Veterinary Hospital, Wildlife Rescue Center, Zoo and Other Animal Facilities) - Certificate of Registration (scanned copy)	Department of Agriculture – Bureau of Animal Industry
Representative/s: For Single Proprietorship: -Special Power of Attorney (issued within the last three years) (1 original) For Corporation/Partnerships/Cooperatives: -Board Resolution or Secretary Certificate (1 original) - one valid ID of the authorized representative (1 photocopy)	Law Firm/Office Law Firm/Office Any Government Agency
Other Requirements Depending on the Business Activity Declared (Scanned copy)	Concerned Agency
Note: Scanned copies of all documentary requirements may be submitted in image or PDF format (maximum of 10 MB per document).	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit www.panabocity.gov.ph or www.filipizen.com/partners/ddn_panabo select Business (eBOSS) and upload scanned	1. Check and assess uploaded documentary requirements in eBPLS and send to concerned regulatory offices.	None	35 minutes	*Licensing Officer I / Administrative Aide VI* CMO –BPLS

copies of documentary requirements; follow the required steps * Wait for the approved email confirmation and the Assessment Form/Order of Payment, or access eBPLS *If not approved: BPLS will inform through call/text or email the lacking documents and/or settlement of violation * If system glitches occur, the application may be processed manually, and BPLS will notify through call/text or email * Processing time shall commence upon completion of the required documents and/or settlement of violations, and/or the system is restored	* Application with incomplete or invalid documents and/or violations will be returned with remarks, and the client will be notified through call/text or email **Backroom Activities:** 1.1 Evaluate application, prepare, and issue certification / clearance as to the compliance of existing laws, rules and regulations *Business application will be subject for inspection within 1 day, if: -the issuance of FSIC for Occupancy is more than 9 months already (BFP) -there is alteration/modification /change of occupancy of business establishment (BFP) -business application is within residential building (CPDO) 1.2 Submit and endorse for assessment	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" and Identified Barangay Ordinance on	1 hour 10 minutes	Admin Aide I CMO-CBOO Admin Aide VI-CENRO Sanitary Inspector II- CHO Fire Officer I- BFP Zoning Officer II-CPDO Assessment Clerk III- CASSO *Licensing Officer I/ Administrative Aide VI* CMO –BPLS

	1.3 Approve the assessment form and order of payment 1.4 Email client the assessment form and order of payment	Corresponding Barangay Clearance Fee (Please see attached annexes)	1 hour, 15 minutes 10 minutes	*Local Revenue Collection Officer II & Asst. City Treasurer* CTO *Local Revenue Collection Officer II* CTO
2. Receive the Assessment Form/Order of Payment via email and access the Landbank payment portal through the link; follow the required steps *Wait for an email of Electronic Official Receipt (EOR)	2. Accept payment based on the assessment form/order of payment and email client of the Electronic Official Receipt (EOR) 2.1 Prepare Business Permit and barangay clearance 2.2 Review and recommend for approval of the Business Permit *Printed barangay clearance with e-signature of barangay captain will also be reviewed by LO III 2.3 Approve the business permit *Inform client through email and call/text of the release of business permit, barangay clearance, sanitary permit and locational clearance		35 minutes 35 minutes 1 hour 2 hours	*Local Revenue Collection Officer I* CTO *Administrative Aide VI (Clerk III)* CMO –BPLS *Licensing Officer III* CMO-BPLS *Local Chief Executive*

	for business compliance			
3. Receive and print emailed Electronic Official Receipt (EOR), Business Permit, barangay clearance, sanitary permit and locational clearance for business compliance. *Wait for the delivery of Business plate, barangay clearance, sanitary permit and locational clearance for business compliance by BPLS personnel * For eBOSS system concerns, may contact support via email at itsection.panabo@gmail.com or telephone at 084-823-2836.	3. Email e-copy of approved Business Permit, barangay clearance, sanitary permit (signatures are electronically signed), and scanned copy of locational clearance for business compliance. *Schedule the delivery of business plate and original copy of barangay clearance, sanitary permit and locational clearance for business compliance	None	10 minutes	*Administrative Aide VI (Clerk III)* CMO –BPLS & Inspector II- CHO
	TOTAL:	**City Ordinance No.04-09 and Identified Barangay Ordinance on Corresponding Barangay Clearance Fee**	**7 hours and 30 minutes (Response time is under normal circumstance per transaction. Process cycle time varies.)**	

Issuance of New Business Permit qualified for multi-stage processing.

(Annex A)
BUSINESS AND CITY TAXES

Section 78. *Computation of Tax for Newly-Started Business*. — In the case of a newly-started business, the initial tax for the year shall be one-twentieth of one percent (1/20 of 1%) of the capital investment or paid-up capital.

In the succeeding calendar year, regardless of when the business started to operate, the tax shall be based on the gross sales or receipts for the preceding calendar year, for any fraction thereof, as provided in the same pertinent schedules.

For purposes of determining the capital investment or capitalization of a corporation, resort shall be made to the paid-up capital as appearing in the records of the Securities and Exchange Commission without prejudice in the increase in assessment if actual inspection of the establishment shows that total investment, including receipts of loan proceeds, is more than the declared paid-up capital.

PERMIT AND REGULATORY FEES

ARTICLE 19. *Mayor's Permit Fees*

Section 131. *Mayor's Permit Fee on Business.* — 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 and pay the necessary fees in the City Treasury, which permit is required 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,.

The permit is payable for every separate or distinct establishment or place where the business trade or activity is conducted. All business establishments enjoying tax incentive, tax exemption or tax relief operating within the territorial jurisdiction of the City shall be subject to pay Mayor's Permit and other regulatory fees under this Chapter.

Section 132. *Business Categories Based on Asset Size* - For purpose of the Mayor's Permit Fee, the following categories of business based on business asset size are hereby adopted:

Categories	*Asset Size*
(a) Cottage	P500,000 and below
(b) Small	Over P500,000 to P2M
(c) Medium	Over P2M to P10M
(d) Large	Over P10M

Section 133. *Applicable Rates* - There shall be collected an annual fee at the rate provided hereunder, for the issuance of a Mayor's Permit to every person who shall conduct business, trade or activity within the City:

	Rates
(a) On Manufacturers/Importers/Producers/Exporters	
Cottage	P 1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(b) On Banks	
Rural, Thrift and Savings Banks	5,000.00
Commercial, Industrial and Development Banks	10,000.00
Universal Banks	15,000.00
(c) On Other Financial Institutions	
Cottage	1,000.00
Small	3,000.00
Medium	5,000.00
Large	7,000.00
(d)On Contractors/Service Establishments	
Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(e) On Wholesalers/Retailers/Dealers or Distributors	
Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(f) On Transloading Operations	
Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(g) On gasoline	
Cottage	5,000.00
Small	10,000.00
Medium	15,000.00

Large	25,000.00
(h) On Other Businesses	
Cottage	500.00
Small	1,000.00
Medium	3,000.00
Large	5,000.00
(i) Sari-Sari Store	200.00

ARTICLE 50. *Health Certificate Fees*

Section 271*. Health Certificate*. — No person who exercises profession, occupation, and/or calling, within the jurisdictional limits of the City, whether working on a contractual, casual, temporary, probationary or permanent basis, regardless of his/her position shall be employed without a health certificate issued by the City Health Officer. This certificate shall be issued only after submitting the required physical and medical examinations.

Section 272*. Imposition of Fees*. — All persons required by existing laws, rules and regulations to secure health certificate from the City Health Office shall pay an annual fee of Sixty (P60.00) Pesos, except the following persons / workers who shall pay the corresponding fees stated hereunder:

FEES PER ANNUM

(a) Food Service personnel	70.00
(b) Entertainment service personnel	100.00
(c) Managerial / supervisory personnel	100.00

Article 52. *Sanitary Inspection and Permit Fees*

Section 280. *Imposition of Fees*. — There shall be collected an annual sanitary inspection and permit fees from every/each business establishment in the City, in accordance with the following schedule:

A) Sanitary Inspection Fees	
(a) Building	250.00
(b) Poultry Projects	350.00
(c) Piggery Projects	350.00
(d) Food Processing	
(1) Small	100.00
(2) Medium	300.00
(3) Large	500.00
(e) Other business, industrial, commercial agricultural establishments	500.00
(f) Sea Transportation	500.00

(g) Land Transportation 500.00
(h) Air Transportation 500.00

B) Sanitary Permit Fees
(a) Sanitary permit of cleaning of septic vaults 300.00
(b) Transfer of cadaver permit fee 200.00
(c) Exhumation permit fee 200.00
(d) Annual permit fee for cellsite 500.00
(e) Certificate of water potability 60.00
(f) Designated Smoking Area Sticker 100.00
(g) Annual permit fee for a Designated Smoking Area 100.00
(h) Any certified true copy document 60.00

C) Sanitary Permits Issued to Different Establishments
(a) Airline and/or shipping companies 5,000.00
(b) Banks and other financial institutions 750.00
(c) Gasoline service / filling stations 500.00
(d) Private hospitals, animal hospitals
(1) Tertiary 1,000.00
(2) Secondary 500.00
(3) Primary 200.00
(e) Medical / Dental / Veterinary Clinic 500.00
(f) Dwellings and spaces for rent
(1) Hotels, per room accommodation 60.00
(2) Building, per office/residential space 60.00
(3) Appartels, pensions, drive-inns per room accommodation 45.00
(4) Commercial apartments/ Condominiums, per space 500.00
(5) Residential apartments/ Condominiums per unit 45.00
(6) Dormitories, lodging or boarding houses, per boarder Accommodation 30.00
(7) Residential houses for rent, per house
(7.1) With garage and/or swimming pools 750.00
(7.2) Without garage and/or swimming pools 300.00
(7.3) With rooms occupied by different tenants with common kitchen and/or comfort facilities 150.00

G) Institution of learning, per room teaching accommodation 30.00

H) Media facilities 600.00

I) Telegraphs, teletypes, cable and wireless communication companies, telephone/electric power plant 1,000.00

J) Restaurants / fast foods/ cocktail lounges / family clubs/ night clubs / bars / disco houses / beer houses 500.00

K) Breweries 350.00

L) Confectioneries 300.00

M) Exporters of food and other products		500.00
N) Food processing/ canning	500.00	
O) Theaters / movie houses	350.00	
P) Beach resorts	350.00	
Q) Funeral parlors	500.00	
R) Barber shops / massage parlors / sauna bath		250.00
S) Supermarkets	500.00	
T) Terminals	250.00	
U) Slaughterhouse	500.00	
V) Cockpits	500.00	
W) Bakeries / bakeshops	350.00	
X) carenderias/ kitchenettes / cafeterias/refreshment parlors / food catering / sumsuman	200.00	
Y) Distributors / wholesalers of drugs	500.00	
Z) Pharmacy / drugstores (retailer of drugs)	250.00	
AA) Retailers and independent wholesalers of gen. merchandise		250.00
BB) Repacking		200.00
CC) Ships handler	350.00	
DD) Rice and corn mills		350.00
EE) Agricultural supplies and veterinary products	350.00	
FF) Dancing schools / finishing schools / gym		200.00
GG) Barber shops / beauty parlors / dress shops		150.00
HH) Retailer of gen. merchandise (sari-sari store)	200.00	
II) Meal / fish / vegetables / tuba / fruit vendors		150.00
JJ) Billiard halls		150.00
KK) Cottages	100.00	
LL) Others not mentioned	100.00	
MM) Peddlers	30.00	
NN) All other business, industrial, commercial, agricultural establishments not specifically mentioned above:		
(1) With an area of 1,000 sq.m. or more	1,000.00	
(2) 500 or more but less than 1,000 sq.m		500.00
(3) 200 or more but less than 500 sq.m		300.00
(4) 100 or more but less than 200 sq.m.		200.00
(5) 50 or more but less than 100 sq.m.		100.00
(6) 25 or more but less than 50 sq.m.		50.00
(7) Less than 25 sq.m.		25.00

ARTICLE 54. *Environmental Fees*

Section 287. *Environmental Hazard Fee.-* An environmental hazard fee shall be imposed against all industrial, commercial and other types of businesses, including transportation

business, whose activities are potential sources of land, air, and water pollution. No business permit shall be issued without payment of this fee.

***Section 288**. Schedule of Fees.* – The following shall be the prescribed environmental hazard fees:

(a) Industrial / Manufacturer	500.00
(b) Quarrying / Mining	500.00
(c) Agro-Industrial	500.00
(d) Hospitals	500.00
(e) Funeral Parlors	500.00
(f) Private Cemeteries/ Memorial Parks	500.00
(g) Private Slaughterhouse/ Abattoir	500.00
(h) Animal Farms (Piggery/ Poultry)	500.00
(i) Gasoline Stations/ Fuel Depot	500.00
(j) Recycling/ Treatment And Disposal of toxic wastes	500.00
(k) Resorts/ Recreation & Leisure Parks	300.00
(l) Other Business & Activities Not Mentioned	300.00

ARTICLE 55. *Solid Waste Management Fees and Garbage Fees*

***Section 293**. Schedule of Garbage Fees* - There shall be collected an annual garbage fee before a permit or license for business, trade or occupation, including lodging and boarding houses, in places where garbage collection and disposal services by the City Government be issued, in accordance with the following schedule of fees:

A) Banks	
(1) Banks, Banking Institutions, Savings, Loan Associations, Investment Houses and other financial institutions	500.00
B) Insurance Companies	
(1) Insurance Companies, agencies, adjusters	500.00
C) Bars	500.00
D) Clubs	
(1) Day and Night Club	500.00
(2) Night Club only	300.00
(Family/super or cocktail lounges	500.00
E) Booking Offices	
(1) Airlines and establishments of booking offices and shipping Agencies	500.00
(2) Stevedoring or arrastre with operating equipment less than P500,000.00 or without equipment	300.00
(3) Stevedoring or arrastre with operating equipment valued at	

P500,000.00 or more	500.00
F) Funeral Parlors	
(1) With embalming establishments and depositing corpse in their funeral parlor and rendering funeral services by any kind of transportation: every branch thereof.	1,000.00
(2) Rendering funeral service only	500.00
G) Hotels/Cottages/Motels/Dormitories	
a) Dormitories, Lodging Houses, Boarding Houses	
(1) Accommodation of 15 or less	200.00
(2) More than 15 persons to 20 persons	300.00
(3) Accommodation of 21 to 25 persons	500.00
(4) Accommodation of 26-50 persons	600.00
(5) Accommodation of 51 or more persons	800.00
b) Hotels/ Cottages/ Motels/Pension Houses	
(1) Those having 15 or less rooms	250.00
(2) Those having 16 to 25 rooms	500.00
(3) Those having 26 to 50 rooms	600.00
(4) Those having 51 to 80 rooms	800.00
(5) Those having 81 to 100 rooms	1,000.00
(6) Those having more than 100 rooms	1,200.00
H) Hospitals/Clinics	
a) Private Hospitals, Clinic, Maternity Clinics, etc.	
(1) With a bed capacity of 300 persons or more	1,500.00
(2) With a bed capacity of 250 to less than 300 persons	1,300.00
(3) With a bed capacity of 200 to less than 250 persons	1,000.00
(4) With a bed capacity of 150 to less than 200 persons	800.00
(5) With a bed capacity of 100 to less than 150 persons	650.00
(6) With a bed capacity of 50 to less than 100 persons	500.00
(7) With a bed capacity of less than 50 persons	300.00
I) Laundry Services	
a) Laundry and dry cleaning establishments	
(1) With machinery or steam	450.00
(2) Ordinary laundry without machinery or steam	250.00
J) Lumberyard/Corn and/or Rice Mills	500.00
K) Manufacturing	
a) Candle and/ or soap factory	
(1) With machinery	1,000.00
(2) Without machinery	500.00
b) Manufacturer of paints, posters, inks, dyes and other similar Products	
(1) With machinery	1,000.00
(2) Without machinery	500.00

c) Manufacturer of coconut oil	
(1) With machinery	1,000.00
(2) Without machinery	500.00
d) Manufacturer of lard or boiling fats, butter, sauce, soy sauce, sausages, hotdogs, bologna and other similar products	
(1) With machinery	500.00
(2) Without machinery	300.00
e) Manufacturing of Biscuits	
(1) Biscuit factory or bakery	300.00
f) Manufacturer of coffee and chocolates candies and other confectioneries or similar products	
(1) With machinery	300.00
(2) Without machinery	500.00
g) Manufacturer of Ice Creams or Ice Products	
(1) With machinery	300.00
(2) Without machinery	500.00
h) Manufacturer of Ice or Ice Factory	500.00
i) Manufacturer of Batteries or Recharging Batteries	500.00
j) Manufacturer of cigars, cigarette or mascada	
(1) Without machinery	300.00
(2) With machinery	500.00
k) Manufacturer of mattresses, beds and all kinds of furniture	
(1) Without machinery	300.00
(2) With machinery	500.00
l) Manufacturer and repair of shoes	
(1) Without machinery	300.00
(2) With machinery	500.00
m) Manufacturer of Boxes	
(1) With machinery	300.00
(2) With machinery 20 or less HP	500.00
(3) With machinery 21 to 50 HP	600.00
(4) With machinery more than 50 HP	800.00
n) Manufacturer of Cigar boxes and other similar boxes	250.00
o) Manufacturer of bricks, hollow blocks, tiles and other similar products	
(1) Without machinery	300.00
(2) With machinery	500.00
p) Manufacturer of Mike, Bijon, Sotanghon, Misua and other similar products	500.00
L) Printing Presses	
a) Printing press with hand set type	300.00
b) Printing press with linotype	500.00
M) Photo Studios	

a) Lithographers/ engravers	
(1) Without machinery	300.00
(2) With machinery	500.00
b) Photo engravers	500.00
c) Photo studio/ establishments	500.00
N) Recreation, Billiard, Bowling Centers	
a) Billiard and pool halls	
(1) With one table	300.00
(2) With 2 to 3 tables	500.00
(3) With 4 to 5 tables	600.00
(4) With 6 to 8 tables	800.00
(5) With 8 or more tables	1,000.00
b) Bowling Lanes	
(1) With 4 lanes	250.00
(2) With 6 to 11 eleven lanes	500.00
(3) With 12 to 20 lanes	600.00
(4) With 21 to 30 lanes	800.00
(5) With 31 or more lanes	1,000.00
c) Cockpits	500.00
O) Restaurants and Eateries	
a) Restaurants, panciterias, cafes or cafeterias, carenderias, kitchenettes, refreshments, parlors or any other public eating places	
(1) 10 and below seating capacity	250.00
(2) With 11 to 20 seating capacity	450.00
(3) With 21 to 30 seating capacity	600.00
(4) With 31 to 40 seating capacity	800.00
(5) With 41 to 50 seating capacity	1,000.00
(6) With 51 or more seating capacity	1,200.00
P) Storage Services	
a) Storage of alcohol	150.00
b) Distillery or rectifier or processors of alcoholic beverages	350.00
c) Cold storage	500.00
d) Motor oil storage	500.00
e) Gasoline, Petroleum or other similar products (storage)	800.00
Q) Supermarkets (including the following sections: wet market, groceries, drug stores, hardware, school supplies, dry goods and other sections)	1,000.00
R) Dealers, Retailers and Other Stores	
a) Drug stores	450.00
b) Hardware and appliance stores	450.00
c) Variety stores/ tindahang bayan	
(1) Those with capitalization not exceeding P 1,000	75.00
(2) Those with capitalization of over P1,000 but not	

exceeding P 5,000		150.00
(3) Those with capitalization exceeding P 5,000		250.00
d) Dealers in logging and farm machineries and equipment		500.00
e) Dealers/Retailers of automobile, trucks, jeepneys or jitneys and other vehicles		500.00
f) Dealers/Retailers of motorcycle, tricycles, in board and out board motors		500.00
S) Schools		
a) Universities, colleges, schools and other teaching and other vocational institutions: (based on semestral enrolment)		
(1) 10,000 or more students		1,300.00
(2) 8,000 to less than 10,000 students		1,000.00
(3) 5,000 to less than 8,000 students		800.00
(4) 2,000 to less than 5,000 students	600.00	
(5) 1,000 to less than 2,000 students	500.00	
(6) Less than 1,000 students	300.00	
T) Shops		
a) Manufacturer of chairs made of rattan or Bamboo		
(1) With machinery	500.00	
(2) Without machinery	300.00	
b) Manufacturer of furniture made of wood or iron or combined, with or without upholstery		
(1) With machinery	500.00	
(2) Without machinery	300.00	
c) Manufacturer of woodcrafts and/ or carpentry shops		
(1) With machinery	500.00	
(2) Without machinery	300.00	
d) Establishment for the repair of motor vehicles, repair and/ or construction of bodies of motor vehicles (based on space areas)		
(1) 10 sq. m. or less	300.00	
(2) 11 to 20 sq. m.	350.00	
(3) 21 to 30 sq. m	500.00	
(4) 31 to 40 sq. m.	600.00	
(5) 41 sq. m. or more	650.00	
e) Blacksmith Shops		
(1) With machinery	500.00	
(2) Without machinery	300.00	
f) Welding Shops		
(1) With machinery moved by hands	300.00	
(2) With machinery moved by electricity	500.00	

g) Tinsmith Shops

(1) With machinery	500.00
(2) Without machinery	300.00

h) Repair shops for pianos, radios, phonographs, adding machines, calculators, mimeographs and other similar apparatus

(1) With machinery	500.00
(2) Without machinery	300.00

i) Machine shops, establishments for manufacturing or repairing of parts of mechanical apparatus or engines or manufacturing of any kind of articles made of metals

(1) Without lathe machine	300.00
(2) Not more than 1 lathe machine	500.00
(3) Not more 2 lathe machines	600.00
(4) Not more than 3 lathe machines	800.00
(5) Not more than 5 lathe machines	1,000.00
(6) With 6 or more lathe machines	1,200.00

j) General repair on articles, iron, brass, etc. other than foundries and machine shops: manual or mechanical 300.00

k) Recapping Plants and Vulcanizing Shops

(1) Recapping plants	500.00
(2) Vulcanizing shops	300.00

l) Beauty Parlors

(1) With 2 or less helpers	300.00
(2) With 3 to 5 helpers	500.00
(3) With 6 to 10 helpers	600.00
(4) With more than 10 helpers	800.00

m) Tailoring and Dressmaking Shops

(1) With 1 to 3 machines	300.00
(2) With 4 to 6 machines	500.00

n) Barbershops

(1) With 1 ordinary chairs	300.00
(2) With 2 to 5 chairs	500.00
(3) With 6 to 8 chairs	600.00
(4) With 8 or more chairs	800.00

o) Massage Parlors/Clinics

(1) With 1 to 3 beds	300.00
(2) With 4 t0 8 beds	500.00
(3) With 9 to 12 beds	600.00
(4) With 13 to 20 beds	800.00
(5) With 21 or more beds	1,000.00

p) Pawnshops	600.00
q) Theater or Cinematographers House	600.00
U) Vendors	150.00

V) Warehouses	600.00
W) Other Kinds of Businesses	
a) Peddler or General Merchandise	
(1) Without transportation	250.00
(2) With transportation	450.00
b) Duckery and Poultry	
(1) Commercial (Large scale)	500.00
(2) Backyard (Small scale)	250.00
c) Ballot Making	300.00
d) Photocopying Services	300.00
e) Flower shops	300.00
f) Push and pull carts	150.00
g) Management/ consultancy	250.00
h) Dealer of jewelry	300.00
i) Promotion and entertainment	300.00
j) Trucking Services	
(1) With 1 to 5 units	250.00
(2) With 6 to 10 units	400.00
(3) With 10 t0 20 units	550.00
(4) With 20 to 25 units	700.00
(5) With 25 units or more	850.00
k) Rental of Video Tapes Services	300.00
l) Internal decorator services	300.00
m) Retailer/ Wholesaler of 2nd hand parts	500.00
n) Dealer and retailer of office/ school supplies/ equipment	500.00
o) Retailer of medical/ dental supplies and equipment	500.00
p) Manufacturer of Kitchen Utensils	500.00
q) Wholesaler/ distributor of newspapers and magazines	250.00
r) Retailer of newspapers and magazine	150.00
s) Manufacturer of window grills	500.00
t) Retailers/ Wholesalers of religious articles	150.00
u) Wholesalers of Cosmetics	400.00
v) Retailers of Fire Extinguishers	300.00
w) Retailer/ rental of flower /plants (ornamental)	300.00
x) Glass Figurine Making	300.00
y) Marketing of LPG	600.00
z) Retailers/ Wholesalers of scrap metals	500.00
aa) Food processors	300.00
bb) Pest control services	300.00
cc) Wholesalers/ distributors of softdrinks	600.00
dd) Booking/ liaison offices	300.00
ee) Grocery Stores/ departments stores/ dry goods stores	450.00

ff) Real estate lessors	250.00
gg) Music and Dance Studios	300.00
hh) Radio Broadcasting Stations	300.00
ii) Radio and Telecommunications Stations	300.00
jj) Amateur Radio Associations	300.00
kk) Civic/ professional/ religious organizations maintaining buildings and club houses	300.00
ll) Circus/ Carnival and the like	600.00
mm) Cooperative banks/ credit unions/ consumers coop/ marketing coop/ agricultural farmers coop and similar cooperatives	300.00
nn) Others- all other businesses, trades and occupations not included in the foregoing sections	300.00

Section 294. *Time of Payment*. — The fees prescribed in this Article shall be paid to the City Treasurer or his duly authorized representative within the first Twenty (20) days of the year.

Section 295. *Garbage Service Charges for Multiple Businesses*. — Where there are two (2) or more kind of businesses subject to the garbage charges, conducted in the same place or establishment by the same owner or operator, the charge to be collected shall be that which has the highest rate among the businesses concerned plus Twenty-Five percent (25%) thereof, provided, that the total garbage fee shall not exceed Ten Thousand Pesos (P10,000.00) per annum.

Section 296*. Manufacturers, producers maintaining or operating principal offices, factories and/or sales offices in the same premises*. — For purposes of collection of the garbage charges, manufacturers or producers maintaining their factory, principal or sales offices in the same premises shall pay the garbage charges based on the total aggregate area of such business premises at rates prescribed under this Article.

Section 297. *Newly Established Business*. — In case of newly started business, the applicable garbage charges shall be computed proportionately to the annual charge.

(Annex B)
IDENTIFIED BARANGAYS WITH ORDINANCE ON CORRESPONDING BARANGAY CLEARANCE FEE IN THE APPLICATION FOR ANY BUSINESS-RELATED TRANSACTIONS

NAME OF BARANGAY	ORDINANCE NO.	FEE/S

A.O. FLOIRENDO	NO. 1, s. 2024	For Business Permit- 75.00
BUENAVISTA	-	-
CACAO	NO. 01, s. 2024	100.00
CAGANGOHAN	NO. 01-09, September 5, 2009	1. sari-sari or any business with capitalization or gross sales of the preceding year 50,000 below - 50.00 2. partnership- 300.00 3. corporation- 500.00 4. association/people's org/NGO's- 250.00 5. w/ capitalization or gross sales above 50,000.00- 250.00
CONSOLACION	NO. 2, s. 2025	100.00
DAPCO	NO. 04-15, October 21, 2015	100.00
DATU ABDUL	NO. 2, September 15, 2014	50.00
GREDU	NO. 01-14, November 6, 2024	1. New- 100.00 2. Renew: 2.1 Small (below 50k)- 100.00 2.2 Medium (51k-300k)- 200.00 3. Big (above 300k)- 500.00
J.P. LAUREL	NO. 3, s. 2024	1. Sari sari store- 100.00 2. Commercial/Establishment (new/renewal)- 1,000.00 (Capital 500,000 up) 3. Karenderia- 500.00 (Capital 1-500,000.00 up) 4. Offices- 500.00 (Capital 1-500,000.00 up)
KASILAK	-	-
KATIPUNAN	NO. 01, s. 2025	Brgy. Clearance for Application of Business Permit- 100.00
KATUALAN	-	-
KAUSWAGAN	NO. 1, February 21, 2023	150.00
KIOTOY	NO. 02, s. 2025	Business Permit Sari-Sari Store - 150.00 Department Store - 300.00 Grocery Store - 300.00 Bakery - 200.00 Concrete Block Factory - 200.00 Drugstore/Botica/Pharmacy - 200.00 Hardware - 200.00 Lumber (wood/coco) - 200.00 Importers/Exporters - 300.00

		Carenderia - 150.00 Ice Cream Parlor/Cafeteria - 150.00 Beauty Shop/Parlor/Barber Shop - 150.00 Battery Charging/Vulcanizing Shop - 100.00 Furniture Shop/Painting Shop/Welding Shop - 150.00 Tailoring Shop - 150.00 Auto/Motorcycle Spare Parts Retailer/Repair Shop - 200.00 Boarding House/Lodging House (per bldg) - 300.00 Billiard Polls - 150.00 Operator Videoke Machine - 100.00 Fresh Fish Dealer - 150.00 Lending Investors - 150.00 Office Supplies - 150.00 Water Refilling station - 200.00 Shoe Repair shop - 100.00 Refrigeration Repair Shop - 150.00 Coconut/Rice Grinder - 100.00 Electrical Shop - 200.00 Restaurants - 200.00 Agri-Vet Supply Dealer - 200.00 Buy & Sell Agricultural Products - 200.00 Grain Retailer - 100.00 Car Wash - 150.00
LITTLE PANAY	NO. 01, July 6, 2020	50.00
LOWER PANAGA	-	-
MABUNAO	NO. 04, March 7, 2023	100.00
MADUAO	NO. 7, February 21, 2024	For Business Permit: 1. Sari-sari Store- 100.0 2. Company Businesses- 500.00/yearly 3. Seller of Assorted Products- 100.00
MALATIVAS	NO. 2, s. 2024	Application of Business Permit- 100.00
MANAY	NO. 01, s. 2009	Securing/Renewal of Business Permit- 50.00
NANYO	NO. 1, November 3, 2016	1. Small Establishments- 100.000 2. Big Establishments- 500.00
NEW MALAGA	NO. 08, s. 2025	A.1 *Sari-sari store below 50,000.00 - 100.00 *Sari-sari store above 50,000.00 - 150.00

		a.2 *Eatery below 50,000.00 - 100.00 *Eatery above 50,000.00 - 150.00 a.3 *Bakery below 50,000.00 - 100.00 *Bakery above 50,000.00 - 150.00 a.4 *Poultry and Piggery below 50,000.00 - 100.00 *Poultry and Piggery above 50,000.00 - 150.00 a.5 *water refilling station (per annum) - 600.00 *Other business activities - 100.00
NEW MALITBOG	NO. 1-2015	For Business Fee- 500/year
NEW PANDAN	NO. 05, s. 2024	Barangay Clearance for Business Permit 1. Sari-sari Store - 200.00 2. Eatery a. Carenderia - 200.00 b. Balbacuahan - 400.00 3. Junk shop/Repair Shop - 200.00 4. Stall Vendor - 200.00 5. Travel Abroad - 200.00 6. Lumber Yard - 200.00 7. Refreshment - 200.00 8. Apartment/Boarding House/Lessor - 500.00 9. Market Complex - 500.00/Stall 10. Food Centrum/Panabo Business Center - 300.00/Stall 11. Central Market - 300.00/Stall 12. Bus and Jeepney Terminal-Vendor (Except Clinic, Money Remittance, Ticketing Office and Lending) - 300.00/Stall 13. General Merchandise - 500.00 14. Banks - 1,000.00 15. Lending (Micro-finance) - 500.00 16. Law Office - 500.00 17. Clinic (Medical/Optical/Maternity/Dental) - 500.00 18. Cooperative - 1,000.00 19. Electric Companies - 1,000.00 20. Water System - 1,000.00 21. Commercial Establishments - 500.00

		a. Bar b. Restaurant c. Private Office d. Fitness Club e. Retail/Wholesale Store f. Super Market g. Auto Dealership h. Other similar establishment
NEW VISAYAS	NO. 05, s. 2024	For business and entertainment activity permits- 100.00
QUEZON	NO. 03, s. 2018	For Business Permit- 500.00 Sari-sari Store- 200.00
SALVACION	NO. 01, May 7, 2014	1. Small Establishments: * Sari sari Store- 150.00 * Eatery- 200.00 2. Big Establishment (Factory, Restaurant, Shop, etc.)- 650.00
SAN FRANCISCO	NO. 01-24, s. 2024	For Business Permit- 150.00
SAN NICOLAS	NO. 09, s. 2024	Brgy Clearance for Business Permit: 1. Poultry- 300.00 2. Piggery- 300.00 3. Inland Resorts- 300.00 4. Aqua Culture- 100.00 5. Burial- 100.00 6. Buildings- 200.00 7. Other business activities not listed above- 100.00 Brgy Certification: 1. Sari-Sari Store below 50k- 50.00 2. Sari-sari store above 50,001k- 100.00
SAN PEDRO	NO. 03, s. 2024	For Business Permit-200.00
SAN ROQUE	NO. 2, September 4, 2023	100.00
SAN VICENTE	NO. 01, December 15, 2008	50.00
SINDATON	-	-
SOUTHERN DAVAO	NO. 13, s. 2024	Concrete Block Factory - 500.00 Bakery - 500.00 Hardware - 1,000.00 Lumber (Wood & Coco) - 1,000.00 Sari-Sari Store: a. with gross sales of 50,000.00 or less - 200.00 b. with gross sales of more than 50,000.00 - 500.00 Importers/Exporters - 2,000.00

		Convenience Store/Minimart - 1,500.00 Carenderia/Eatery - 500.00 Ice cream parlor/Stands/Cafe/Cafeteria - 500.00 Tea shop - 300.00 Battery Charging/ Blacksmith/ Vulcanizing Shop - 300.00 Furniture shop - 1,000.00 Painting Shop - 500.00 Welding Shop - 1,000.00 Refrigeration/Aircon Repair Shop - 1,000.00 Aluminum & Glass Supply - 1,000.00 Junk Foods Stall (sitcherias) - 200.00 Native Product Stall - 500.00 Wifi Tower (antenna) - 300.00 Wifi vendo (per unit) - 100.00 Wifi hotspot voucher - 100.00 Peso net per machine - 100.00 Internet Cafe (per unit) - 200.00 Coffee Shop - 500.00 Construction Supplies - 1,500.00 Gasoline Station - 3,000.00 Burger House - 800.00 Laundry Shop - 1,000.00 Motorcycle dealer/Accessories - 1,000.00 Flower Shop - 300.00 LPG Dealer - 1,000.00 Plastic Lamination including photo ctatic, recopying or duplicating service shop/ photographic studio/ itinerant photographer - 300.00 Tailoring Shop/Dress Shop - 300.00 Motorcycle Spare Parts Retailer - 1,000.00 Lodging/Boarding House *less than 5 rooms - 500.00 *more than 5 rooms - 1,000.00 Billiards Polls Hall per table - 200.00 Trucking/Hauling Services - 1,000.00 Operator Videoke Machine per machine - 100.00

		Fresh fish Dealer - 200.00 Meat Retailer - 300.00 Dried Fish Retailer - 200.00 Loading Center - 500.00 Lending Investor - 1,500.00 School Office Supplies - 250.00 Motorcycle Rental - 200.00 Balloon & Party Shop - 300.00 Private Terminal - 500.00 Flower Garden - 200.00 Commercial Nursery - 1,000.00 T-shirt Printing - 300.00 Pet Shop - 500.00 Motor Repair Shop - 300.00 Water Refilling Station - 1,000.00 Refrigeration Repair - 300.00 Coconut/Rice Grinder - 200.00 Electrical Shop - 500.00 Agri-vet supply dealer - 500.00 Buy & Sell of Agricultural Products - 1,000.00 Resort - 1,000.00 Factory *Small Scale - 500.00 *Large Scale - 1,000.00 Grain Retailer - 300.00 Medical/Dental Clinic - 500.00 Hospital - 1,000.00 School Institution - 1,000.00 Hotel - 1,000.00 Motel/Inn - 1,000.00 Money Changer - 1,000.00 Food Chain - 1,000.00 Newspaper Publication - 500.00 Video Services - 500.00 Surveying Services/Rental Services - 1,000.00 Photo Services - 500.00 Money Remittance and Padala - 1,000.00 Jewelry Shop - 1,000.00 Travel Agencies - 1,000.00 Training Center - 1,000.00 Pharmacy - 1,000.00 Transportation Services - 1,000.00 Radio Broadcasting Station - 1,000.00 Auditing Firm - 500.00

		Law Firm - 500.00 Cargo Provider LBC, JRS) - 1,000.00 Recapping Shop - 500.00 Massage/Therapy Center - 500.00 Art & Design - 300.00 Private Market - 1,000.00 Cell Site - 3,000.00 Machine Shop - 1,000.00 Housing Developer - 3,000.00 Personal Convenience Shop * Beauty Parlors - 300.00 * Barber Shops - 300.00 * Massage Clinics - 300.00 * Sauna and Bath - 300.00 * Cosmetology Services - 300.00 * Funeral Parlors - 500.00 Upholstery Shop - 500.00 Banking Services - 1,000.00 Cable tv - 1,000.00 Body building shop (tricycle and jeepneys) - 500.00 Cooperative *Multi-purpose - 1,500.00 Carwash - 500.00 Carwash vendo - 300.00 Online business - 300.00
STA. CRUZ	NO. 06, December 3, 2014	50.00
STO. NINO	NO. 2, s. 2018	150.00
TAGPORE	NO. 2, s. 2025	100.00
TIBUNGOL	NO. 01, September 7, 2011	50.00
UPPER LICANAN	NO. 3, s. 2024	Business Permit Sari-Sari Store - 150.00 Department Store - 300.00 Grocery Store - 300.00 Bakery - 200.00 Concrete Block Factory - 200.00 Drugstore/Botica/Pharmacy - 200.00 Hardware - 200.00 Lumber (wood/coco) - 200.00 Importers/Exporters - 500.00 Carenderia - 150.00 Ice Cream Parlor/Cafeteria - 150.00 Beauty Shop/Parlor/Barber Shop - 150.00

		Battery Charging/Vulcanizing Shop - 100.00 Furniture Shop/Painting Shop/Welding Shop - 150.00 Tailoring Shop - 150.00 Auto/Motorcycle Spare Parts Retailer/Repair Shop - 200.00 Boarding House/Lodging House (per bldg) - 500.00 Billiard Polls - 150.00 Operator Videoke Machine - 100.00 Fresh Fish Dealer - 150.00 Lending Investors - 150.00 Office Supplies - 150.00 Water Refilling station - 200.00 Shoe Repair shop - 100.00 Refrigeration Repair Shop - 150.00 Coconut/Rice Grinder - 100.00 Electrical Shop - 200.00 Restaurants - 200.00 Agri-Vet Supply Dealer - 200.00 Buy & Sell Agricultural Products - 200.00 Grain Retailer - 100.00 Car Wash - 150.00
WATERFALL	NO. 03, February 4, 2014	50.00

3. Renewal of Business Permit (Walk-in)

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.

The Business Permit is granted for a period of not more than one (1) year and shall expire on the thirty-first (31st) of December following the date of issuance unless revoked or surrendered earlier.

Application of business permit is subject to assessment and validation of regulatory offices such as Bureau of Fire Protection, City Planning and Development Office, City Health Office, City Environmental and Natural Resources Office, City Mayor's Office-City Building Official Office and City Assessor's Office.

Pursuant to City Ordinance No. 33 – 2023, barangay clearance for business permit shall be secured from the Business Permit and Licensing Section of the City of Panabo. This will be released together with the business permit and sanitary permit.

Office or Division:	CMO – Business Permit and Licensing Section
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
Notarized Sworn declaration of Gross Sales / Receipts (1 original) or Income Tax Return or Audited Financial Statements ("AFS") for the preceding year or unaudited AFS for those who are not required to file AFS with the BIR (1 photocopy, present original)	Law firm/office Bureau of Internal Revenue
Certified List of Employees/Certification of No Employee (notarized) (1 original)	Law firm/office
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection

(1 photocopy, present original)	
Situational Requirements:	
For business located at any government facilities: -Market Clearance (1 photocopy, present original)	City Economic Enterprise Management and Development Office
For lessee: -Mayor's Permit of the building owner/landlord as a Real Estate Lessor (1 photocopy) - Contract of Lease/ Affidavit of Consent of property owner (1 original)	Lessor Law Firm/office
For Single Proprietorship, if Certificate of Registration is expired: - Valid Certificate of Registration (1 photocopy, present original)	Department of Trade and Industry or Panabo City Negosyo Center
For Leasing Activity and For Proprietor with Consent to Use Property without Rent: - Tax clearance of the business location (1 photocopy, present original)	City Treasurer's Office
For Trucking Services: -Valid OR/CR of Vehicle (1 photocopy each vehicle) -Notarized Consent to use vehicle if not owned by the applicant (1 original)	Client Law Firm/office
For Online Gaming Activities: -PAGCOR License (1 photocopy, present original)	PAGCOR
For Broadcasting Stations: -License to Operate (1 photocopy, present original)	National Telecommunications
For Service and Repair Enterprises: - Valid DTI Accreditation (1 photocopy, present original)	Department of Trade and Industry
For Liquid Fuels Retails Outlets and Technology Solution Retail Outlets: - Certificate of Compliance or Endorsement Letter (1 photocopy, present original)	Department of Energy
For LPG Dealer: - License to Operate or Endorsement Letter (1 photocopy, present original)	Department of Energy

For Contractors and Construction-Related Businesses: - License (1 photocopy, present original)	Philippine Contractors Accreditation Board
For Lending Institutions: - Certificate of Authority and - Authority to Operate (1 photocopy, present original)	SEC Bangko Sentral ng Pilipinas
For Real Estate Developers: Certificate of Registration and License to Sell (1 photocopy, present original)	Department of Human Settlements and Urban Development
For Animal Facilities: (i.e., Animal Control Facility, Aviary Cattery, Animal/Farm Circus/Carnival Show, Corral, Grooming Facility, Kinne, Lab. Animal Facility, Pet Shop, Poultry Farm, Racetrack Equestrian Establishment, slaughter House, Stock Farm, Stockyard, Shed Farm, Veterinary Clinic, Veterinary Hospital, Wildlife Rescue Center, Zoo and Other Animal Facilities) - Certificate of Registration (1 photocopy, present original)	Department of Agriculture – Bureau of Animal Industry
For Pawnshop: - Head Office- Certificate of Authority (COA) or Valid Provisional Certificate of Authority (PCOA) - Branches- BSP Letter on the Issuance of Code for Pawnshop offices other than Head Office (1 photocopy, present original)	Bangko Sentral ng Pilipinas
For Money Service Business: - Head Office- Certificate of Registration (COR) or valid Provisional Certificate of Authority (PCOR) - Branches/Other Offices- BSP Letter on the Issuance of Code for MSB offices other than Head Office (1 photocopy, present original)	Bangko Sentral ng Pilipinas
For Designated Non-Financial Businesses and Professions (DNFBPs): (i.e. Jewelry Dealer/Dealers in Precious Metals and Dealers in Precious Stones (DPMS), Company Service Providers (CSP), Professional Services Providers (PSP), Real Estate Brokers (REB), Real Estate Developers (RED), Offshore Gaming Operators (OGO), as well as their service providers (OGO-SPs)) - Anti-Money Laundering Council (AMLC) Provisional Certificates of Registration (PCOR) or AMLC Certificates of Registration	Anti-Money Laundering Council (AMLC)

(1 photocopy, present original)	
For representative/s: - Single Proprietorship: Special Power of Attorney (issued within the last three years) (1 original) - Corporation/Partnerships/Cooperatives: Board Resolution or Secretary Certificate (1 original)	Law Firm/office
- one valid ID of the authorized representative (1 photocopy)	Any Government Agency
Other Requirements Depending on the Business Activity Declared	Concerned Agency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to the Business Permit and Licensing Section (BPLS) *Make sure to secure issued Assessment Form and Order of Payment	1. Receive, validate, and route documentary requirements to the concerned regulatory offices **Backroom Activities:** 1.1 Evaluate application, prepare and issue certification / clearance as to the compliance of existing laws, rules and regulations *Business application will be subject for inspection within 1 day, if: -Change of Type of Occupancy (BFP) 1.2 Encode profile into the BPLS System	None 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,	15 minutes 1 hour 20 minutes	*Licensing Officer II & I / Administrative Aide VI* CMO –BPLS Admin Aide I CMO-CBOO Admin Aide VI- CENRO Sanitary Inspector II- CHO Fire Officer I- BFP Zoning Officer II- CPDO Assessment Clerk III- CASSO *Licensing Officer II & I / Administrative Aide VI* CMO –BPLS

	1.3 Endorse application for assessment 1.4 Prepare and approve the assessment form /order of payment 1.5 Endorse assessment form/ order of payment Endorse assessment form/order of payment and direct the client to pay necessary fees	series of 2009 "Enacting of Revised Revenue Code of 2009 of Panabo City" and Identified Barangay Ordinance on Corresponding Barangay Clearance Fee (Please see attached annexes)	10 minutes 1 hour, 15 minutes 10 minutes 10 minutes	*Administrative Aide I* CMO – BPLS *Local Revenue Collection Officer II & Asst. City Treasurer* CTO *Administrative Aide I* CTO *Administrative Aide I* CMO – BPLS
2 Proceed to the City Treasurer's Office to secure a priority number at queuing machine and wait for the number to be called to pay assigned fees *Make sure to secure an official receipt that will be issued upon payment 2.1 Present O.R. with photocopy of documents and secure claim stub at BPLS window no. 3	2. Provide a priority number from the queuing machine 2.1 Accept payment based on the assessment form/order of payment and issue the (electronic) official receipt 2.2 Receive and prepare and print Business Permit and barangay clearance		10 minutes 35 minutes 45 minutes	*Administrative Aide I* CTO *Local Revenue Collection Officer I* - CTO *Administrative Aide VI (Clerk III)* CMO –BPLS

	2.3 Review and recommend for approval of the Business Permit *Printed barangay clearance with e-signature of barangay captain will also be reviewed by LO III 2.4 Approve and sign the business permit		1 hour 2 hours	*Licensing Officer III* CMO-BPLS *Local Chief Executive*
3. Receive business permit, business sticker, barangay clearance and sanitary permit and sign logbook	3.Release Business Permit, business sticker, barangay clearance and sanitary permit	None	10 minutes	*Administrative Aide I* CMO – BPLS
	TOTAL:	**City Ordinance No.04-09 and Identified Barangay Ordinance on Corresponding Barangay Clearance Fee**	**8 hours**	

Renewal of Business Permit qualified for multi-stage processing.

(ANNEX A)
BUSINESS AND CITY TAXES

ARTICLE 8. *Business Tax*

Section 77. *Imposition of Tax*. — There is hereby levied an annual tax on the following businesses at rates prescribed therefore:

(a) On Manufacturers, producers, assemblers, re-packers, processors of any article of commerce of whatever kind or nature, and brewers, distillers, rectifiers and compounder of liquors, distilled spirits and wines or manufacturers of any article of commerce of whatever kind or nature, in accordance with the schedule shown hereunder. With domestic gross sales or receipts for the preceding calendar year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Year	*Amount of Tax per Annum*
Less than 10,000.00	198.00
10,000.00 or more but less than 15,000.00	264.00
15,000.00 or more but less than 20,000.00	362.40
20,000.00 or more but less than 30,000.00	528.00
30,000.00 or more but less than 40,000.00	792.00
40,000.00 or more but less than 50,000.00	990.00
50,000.00 or more but less than 75,000.00	1,584.00
75,000.00 or more but less than 100,000.00	1,980.00
100,000.00 or more but less than 150,000.00	2,640.00
150,000.00 or more but less than 200,000.00	3,300.00
200,000.00 or more but less than 300,000.00	4,620.00
300,000.00 or more but less than 500,000.00	6,600.00
500,000.00 or more but less than 750,000.00	9,600.00
750,000.00 or more but less than 1,000,000.00	12,000.00
1,000,000.00 or more but less than 2,000,000.00	16,500.00
2,000,000.00 or more but less than 3,000,000.00	19,800.00
3,000,000.00 or more but less than 4,000,000.00	23,760.00
4,000,000.00 or more but less than 5,000,000.00	27,720.00
5,000,000.00 or more but less than 6,500,000.00	29,250.00
In excess of 6,500,000.00	At a rate of forty (40%) percent of one (1%) percent

(b) On Wholesalers, distributors, importers, or dealers of any article of commerce of whatever kind or nature in accordance with the schedule shown hereunder. With domestic gross sales or receipts for the preceding calendar year in the amount of:

With gross sales or receipts for the preceding Calendar year in the amount of:	*Amount of Tax per Annum*

Less than P 1,000.00	21.60
1,000.00 or more but less than 2,000.00	39.60
2,000.00 or more but less than 3,000.00	60.00
3,000.00 or more but less than 4,000.00	86.40
4,000.00 or more but less than 5,000.00	120.00
5,000.00 or more but less than 6,000.00	145.20
6,000.00 or more but less than 7,000.00	171.60
7,000.00 or more but less than 8,000.00	198.00
8,000.00 or more but less than 10,000.00	224.40
10,000.00 or more but less than 15,000.00	264.00
15,000.00 or more but less than 20,000.00	330.00
20,000.00 or more but less than 30,000.00	396.00
30,000.00 or more but less than 40,000.00	528.00
40,000.00 or more but less than 50,000.00	792.00
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,960.00
300,000.00 or more but less than 500,000.00	5,280.00
500,000.00 or more but less than 750,000.00	7,920.00
750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 2,000,000.00	12,000.00
2,000,000.00 or more……..	at a rate of Fifty-Three percent (53%) of one percent (1%)

(c) On Exporter, shall be taxed at one-half (1/2) either under subsection (a), (b) or (e), depending on how the business is conducted or operated as provided in this Code. The term exporter shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. For this purpose, the amount of domestic sales of exporters shall be excluded and declared separately from the total sales and the remaining sales shall be subject to the rate of one-half (1/2) of the rates prescribed under sub-sections (a), (b) and (e) respectively.

(d) On exporters, manufacturers, millers, producers, wholesalers, distributors, dealers, or retailers of essential commodities enumerated hereunder at a rate of one-half (1/2) of the rates prescribed under subsections (a), (b) and (e), respectively, of this section:

(1) Rice and corn;

(2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and other agricultural, marine and fresh water products, whether in their original state or not;

(3) Cooking oil and cooking gas;

(4) Laundry soap, detergents, and medicine;
(5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
(6) Poultry feeds and other animal feeds;
(7) School supplies; and
(8) Cement

(e) On retailers, shall be taxed at the following rates:

With gross sales or receipts for the preceding calendar:

Rate of Tax Year in the Amount of:	*Per Annum*
Less than P400,000.00 ……..	2.15%
P400,000 ……	8,600.00
In excess of P400,000.00 ……	8,600.00 +1.5% of the amount in excess of P400,000.00

Provided, however, that the barangay shall have the exclusive power to impose tax on retailer for fixed business establishments with gross sales or receipts of the preceding calendar year of fifty thousand pesos (Php50,000.00) or less at the rate not exceeding one percent (1%) on such gross sales or receipts.

(f) On Contractors and other independent contractors defined in Sec. 77 (q) of Chapter III of this Code; and on owners or operators of business establishments rendering or offering services such as; advertising agencies; rental of space of signs, signboards, billboard or advertisements; animal hospitals; assaying laboratories; belt and buckle shops; blacksmith shops; bookbinders; booking offices for film exchange; booking offices for transportation on commission basis; breeding of game cocks and other sporting animals belonging to others; business management services; collecting agencies; escort services; feasibility studies, consultancy services; garages; garbage disposal contractors; gold and silversmith shops; inspection services for incoming and outgoing cargoes; interior decorating services; janitorial services; job placements or recruitment agencies; landscaping contractors; lathe machine shops; management consultants not subject to professional tax; medical and dental laboratories; mercantile agencies; messengerial services; operators of shoe shine stands; painting shops; perma press establishments; rent-a-plant services; polo players; school for and/or horse-back riding academy; real estate appraisers; real estate brokerages; photostatic; white/blue printing, photocopying, typing and mimeographing services; car rental, rental of heavy equipment, rental of bicycles and/or tricycles; furniture, shoes, watches, household appliances, boats, typewriters, etc; roasting of pigs, fowls, etc; shipping agencies; shipyard for repairing ships for others; shops for hearing animals; silkscreen or T-shirt printing shops; stables; travel agencies; vaciador shops; veterinary clinics; video rentals and/or coverage services; dancing schools/speed reading/EDP; nursery, vocational and other schools not regulated by the Department of Education (DepEd), day care centers; etc.

With gross sales or receipts for the preceding calendar year in the amount of:

Gross Sales/Receipts for the Preceding Year	Amount of Tax per Annum
Less than 5,000.00	33.00
5,000.00 or more but less than 10,000.00	73.92
10,000.00 or more but less than 15,000.00	125.40
15,000.00 or more but less than 20,000.00	198.00
20,000.00 or more but less than 30,000.00	330.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	660.00
50,000.00 or more but less than 75,000.00	1,056.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,376.00
150,000.00 or more but less than 200,000.00	3,168.00
200,000.00 or more but less than 250,000.00	4,356.00
250,000.00 or more but less than 300,000.00	5,544.00
300,000.00 or more but less than 400,000.00	7,392.00
400,000.00 or more but less than 500,000.00	9,900.00
500,000.00 or more but less than 750,000.00	11,100.00
750,000.00 or more but less than 1,000,000.00	12,300.00
1,000,000.00 or more but less than 2,000,000.00	13,800.00
In excess of 2,000,000.00	at a rate of Fifty-three percent (53%) of one percent (1%)

For purposes of this Section, all general engineering, general building, and specialty contractors with principal offices located outside the City but with multi-year projects in the City, shall secure the required business permit and shall be subject to pay the taxes, fees and charges based on the total contract price payable in annual or quarterly installments within the project term. Should a contractor (applicable only to general engineering and general building contractor) undertake to furnish the materials in the construction work, only the cost of such materials shall be deducted from his gross receipts for the purpose of determining the tax due.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross sales/receipts for the preceding calendar years and the deficiency tax or the excess refunded, if there be any, shall be collected as provided in this Code and the contractor shall retire the business permit secured, upon full completion of the projects undertaken in the City.

(g) On banks and other financial institutions, at the rate of seventy-five percent (75%) of one percent (1%) of the gross receipts of the preceding calendar year derived from:

g.1 Banks and Banking Institutions whether these transactions are recorded in the principal office:

g.1.1 Interest from loans and discounts – this represents interest earned and actually collected on loans and discounts. The following is the breakdown:

a. Discounts earned and actually collected in advance bills discounted
b. Interest earned and actually collected on demand loan
c. Interest earned and actually collected on time loans, including the earned portions of interest collected in advance
d. Interest earned and actually collected on mortgage contracts receivables

g.1.2 Interest earned and actually collected on interbank loans
g.1.3 Rental of property – this represents the following rental income:

a. Earned portion of rental collected in advance from lessees of sale deposit boxes
b. Rental earned and actually collected from lessees on bank premises and equipment

g.1.4 Income earned and actually collected from acquired assets
g.1.5 Income from sales or exchange of assets and property
g.1.6 Cash dividends earned and received on equity investments
g.1.7 Bank Commissions from lending activities
g.1.8 Income component of rentals from financial leasing
g.1.9 Interest Income from unpaid amount due from delinquent cardholders and “Finance Charges”
g.1.10 Merchant’s Discount
g.1.11 Income from Automated Teller Machine (ATM)

g.2 Other financial institutions whether these transactions are recorded in the principal office:

g.2.1 Gross receipts derived from interest, commissions and discounts from lending activities.
g.2.2 Income from financial leasing, dividends, rentals on property

(h) On any of the following business at a rate of 2.5% of the gross sales or receipts of the preceding calendar year:

h.1. Restaurants, cafes, cafeterias, carenderias, eateries, food caterers, ice cream and other refreshment parlors, and soda fountain bars;
h.2. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night

clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, ferries wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadium, race tracks, driving range, golf course and other similar establishments;

h.3. Lessors, dealers, brokers of real estate;

h.4. Travel agencies and travel agents;

h.5. Boarding houses, pension houses, motels, apartments, apartelles and condominiums;

h.6. Subdivision owners/ Private Cemeteries and Memorial Parks;

(i) On owners or operators of any business not specified above, shall pay the tax at the rate of two and a half percent (2.5%) on the gross sales and/or receipts of the preceding calendar year.

Section 78. *Computation of Tax for Newly-Started Business*. — In the case of a newly-started business, the initial tax for the year shall be one-twentieth of one percent (1/20 of 1%) of the capital investment or paid up capital.

In the succeeding calendar year, regardless of when the business started to operate, the tax shall be based on the gross sales or receipts for the preceding calendar year, for any fraction thereof, as provided in the same pertinent schedules.

For purposes of determining the capital investment or capitalization of a corporation, resort shall be made to the paid-up capital as appearing in the records of the Securities and Exchange Commission without prejudice in the increase in assessment if actual inspection of the establishment shows that total investment, including receipts of loan proceeds, is more than the declared paid-up capital.

ARTICLE 9. ***Tax on Business of Printing and Publication***

Section 86. *Imposition of Tax*. — There is hereby levied a tax at the rate of Sixty percent of one percent (60% of 1%) of the gross annual receipts for the preceding calendar year on the business of persons engaged in printing and/or publication of newspapers and magazines placing of advertisement, obituaries, legal notices, books, cards, posters, leaflets, handbills, certificates, receipts, pamphlets, and other printed materials of similar character/nature.

In the case of a newly-started business, the tax shall be One Eighteenth of One percent (1/18 of 1%) of the capital investment.

In the succeeding calendar year, regardless of when the business started to operate the tax shall be based on the gross receipts of the preceding calendar year, or any fraction thereof.

Section 87*. Exemption*. — The receipts from the printing and/or publishing of books or other reading materials prescribed by the Department of Education, Culture and Sports (DECS) as school texts or references shall be exempt from the tax herein imposed.

Section 88. *Time of Payment*. — The tax shall be paid to the City Treasurer within the first Twenty (20) days of January or of each subsequent quarter, as the case may be. Failure to pay on the prescribed due date, a penalty of 25% of the tax due shall be collected.

ARTICLE 10. *Tax on Transportation Business*

Section 89. *Imposition of Tax.* – There shall be collected annually from every person engaged in business of transportation, hauling and trucking services within the City:

(a) Primemovers with Trailers and Cargo	P2, 500.00/unit
(b) 10 wheelers and above	2,000.00/unit
(c) 6 wheelers below, Elf, Mini Dumptruck	1,500.00/unit
(d) Buses	2,000.00/unit
(e) Vans	1,250.00/unit
(f) Multicabs	750.00/unit
(g) Other motor vehicles not mentioned herein	500.00/unit

This tax does not apply to transportation units exclusively used by a business entity for transporting or hauling its own products or to pursue its own business.

ARTICLE 11. *Franchise Tax*

Section 93. *Definition of Franchise*. — It is a right or privilege, affected with the public interest which is conferred upon private persons or corporations, under such terms and conditions as the government and its political subdivisions may impose in the interest of public welfare, security and safety.

Section 94. *Imposition of Tax*. — Notwithstanding any exemption granted by any law or special law, the City shall impose a tax on businesses enjoying a franchise at the rate of Seventy-Five percent (75%) of one percent (1%) based on the gross annual receipts which shall include both cash sales and sales on accounts realized during the preceding calendar year within the territorial jurisdiction of the City.

All businesses enjoying a franchise whether granted by Congress of the Philippines, National Franchising Offices, or the Sangguniang Panlungsod, when operating within the

territorial jurisdiction of the City shall be subject to the Mayor's Permit and other City Regulatory Fees.

In the case of a newly-started business, the tax shall be Two-Thirtieth (2/30) of one percent (1%) of the capital investment.

ARTICLE 16. *Fixed Business Tax on Amusement Places*

Section 116. *Imposition of Tax*. — There is hereby levied an annual tax on amusement places wherein customers thereof actively participate without making bets or wages, including but not limited to the following, unless otherwise specified:

Amusement Places	Tax
Cockpits	20,000.00
Jai-Alai Arena	15,000.00

Section 117*. Time of Payment.*- The tax herein imposed shall be payable within the first twenty (20) days of January. An individual or entity that will start to operate amusement places after January 20 shall pay the full amount of the tax before engaging in such activity.

ARTICLE 18. *Tax on Mining Operations*

Section 126. *Tax on Mining Operations*. — An annual tax shall be levied from mining companies and/or entities operating in the jurisdiction of the City at the following rate:

Particulars	Tax Rate
Gross Receipts for the preceding year of mining companies and/or entities	1.0%

Section 127. *Situs of the Tax.* – Payment of the tax shall be made in the City which has jurisdiction over the mining area.

PERMIT AND REGULATORY FEES

ARTICLE 19. *Mayor's Permit Fees*

Section 131. *Mayor's Permit Fee on Business.* — 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 and pay the necessary fees in the City Treasury, which permit is required 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,.

The permit is payable for every separate or distinct establishment or place where the business trade or activity is conducted. All business establishments enjoying tax incentive, tax exemption or tax relief operating within the territorial jurisdiction of the City shall be subject to pay Mayor's Permit and other regulatory fees under this Chapter.

Section 132. *Business Categories Based on Asset Size* - For purpose of the Mayor's Permit Fee, the following categories of business based on business asset size are hereby adopted:

Categories	*Asset Size*
(e) Cottage	P500,000 and below
(f) Small	Over P500,000 to P2M
(g) Medium	Over P2M to P10M
(h) Large	Over P10M

Section 133. *Applicable Rates* - There shall be collected an annual fee at the rate provided hereunder, for the issuance of a Mayor's Permit to every person who shall conduct business, trade or activity within the City:

	Rates
(c) On Manufacturers/Importers/Producers/Exporters	
Cottage	P 1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(d) On Banks	
Rural, Thrift and Savings Banks	5,000.00
Commercial, Industrial and Development Banks	10,000.00
Universal Banks	15,000.00
(c) On Other Financial Institutions	
Cottage	1,000.00
Small	3,000.00
Medium	5,000.00
Large	7,000.00
(d)On Contractors/Service Establishments	
Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(e) On Wholesalers/Retailers/Dealers or Distributors	

Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(f) On Transloading Operations	
Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(g) On gasoline	
Cottage	5,000.00
Small	10,000.00
Medium	15,000.00
Large	25,000.00
(h) On Other Businesses	
Cottage	500.00
Small	1,000.00
Medium	3,000.00
Large	5,000.00
(i) Sari-Sari Store	200.00

ARTICLE 50. *Health Certificate Fees*

Section 271*. Health Certificate*. — No person who exercises profession, occupation, and/or calling, within the jurisdictional limits of the City, whether working on a contractual, casual, temporary, probationary or permanent basis, regardless of his/her position shall be employed without a health certificate issued by the City Health Officer. This certificate shall be issued only after submitting the required physical and medical examinations.

Section 272*. Imposition of Fees*. — All persons required by existing laws, rules and regulations to secure health certificate from the City Health Office shall pay an annual fee of Sixty (P60.00) Pesos, except the following persons / workers who shall pay the corresponding fees stated hereunder:

FEES PER ANNUM	
(a) Food Service personnel	70.00
(b) Entertainment service personnel	100.00
(c) Managerial / supervisory personnel	100.00

Article 52. *Sanitary Inspection and Permit Fees*

Section 280. *Imposition of Fees*. — There shall be collected an annual sanitary inspection and permit fees from every/each business establishment in the City, in accordance with the following schedule:

A) Sanitary Inspection Fees	
(a) Building	250.00
(b) Poultry Projects	350.00
(c) Piggery Projects	350.00
(d) Food Processing	
(1) Small	100.00
(2) Medium	300.00
(3) Large	500.00
(e) Other business, industrial, commercial agricultural establishments	500.00
(f) Sea Transportation	500.00
(g) Land Transportation	500.00
(h) Air Transportation	500.00
B) Sanitary Permit Fees	
(a) Sanitary permit of cleaning of septic vaults	300.00
(b) Transfer of cadaver permit fee	200.00
(c) Exhumation permit fee	200.00
(d) Annual permit fee for cellsite	500.00
(e) Certificate of water potability	60.00
(f) Designated Smoking Area Sticker	100.00
(g) Annual permit fee for a Designated Smoking Area	100.00
(h) Any certified true copy document	60.00
C) Sanitary Permits Issued to Different Establishments	
(a) Airline and/or shipping companies	5,000.00
(b) Banks and other financial institutions	750.00
(c) Gasoline service / filling stations	500.00
(d) Private hospitals, animal hospitals	
(1) Tertiary	1,000.00
(2) Secondary	500.00
(3) Primary	200.00
(e) Medical / Dental / Veterinary Clinic	500.00
(f) Dwellings and spaces for rent	
(1) Hotels, per room accommodation	60.00
(2) Building, per office/residential space	60.00
(3) Appartels, pensions, drive-inns per room accommodation	45.00
(4) Commercial apartments/ Condominiums, per space	500.00
(5) Residential apartments/ Condominiums per unit	45.00

(6) Dormitories, lodging or boarding houses, per boarder Accommodation	30.00
(7) Residential houses for rent, per house	
(7.1) With garage and/or swimming pools	750.00
(7.2) Without garage and/or swimming pools	300.00
(7.3) With rooms occupied by different tenants with common kitchen and/or comfort facilities	150.00
G) Institution of learning, per room teaching accommodation	30.00
H) Media facilities	600.00
I) Telegraphs, teletypes, cable and wireless communication companies, telephone/electric power plant	1,000.00
J) Restaurants / fast foods/ cocktail lounges / family clubs/ night clubs / bars / disco houses / beer houses	500.00
K) Breweries	350.00
L) Confectioneries	300.00
M) Exporters of food and other products	500.00
N) Food processing/ canning	500.00
O) Theaters / movie houses	350.00
P) Beach resorts	350.00
Q) Funeral parlors	500.00
R) Barber shops / massage parlors / sauna bath	250.00
S) Supermarkets	500.00
T) Terminals	250.00
U) Slaughterhouse	500.00
V) Cockpits	500.00
W) Bakeries / bakeshops	350.00
X) carenderias/ kitchenettes / cafeterias/refreshment parlors / food catering / sumsuman	200.00
Y) Distributors / wholesalers of drugs	500.00
Z) Pharmacy / drugstores (retailer of drugs)	250.00
AA) Retailers and independent wholesalers of gen. merchandise	250.00
BB) Repacking	200.00
CC) Ships handler	350.00
DD) Rice and corn mills	350.00
EE) Agricultural supplies and veterinary products	350.00
FF) Dancing schools / finishing schools / gym	200.00
GG) Barber shops / beauty parlors / dress shops	150.00
HH) Retailer of gen. merchandise (sari-sari store)	200.00
II) Meal / fish / vegetables / tuba / fruit vendors	150.00
JJ) Billiard halls	150.00
KK) Cottages	100.00
LL) Others not mentioned	100.00

MM) Peddlers	30.00
NN) All other business, industrial, commercial, agricultural establishments not specifically mentioned above:	
(1) With an area of 1,000 sq.m. or more	1,000.00
(2) 500 or more but less than 1,000 sq.m	500.00
(3) 200 or more but less than 500 sq.m	300.00
(4) 100 or more but less than 200 sq.m.	200.00
(5) 50 or more but less than 100 sq.m.	100.00
(6) 25 or more but less than 50 sq.m.	50.00
(7) Less than 25 sq.m.	25.00

ARTICLE 54. *Environmental Fees*

Section 287. *Environmental Hazard Fee.-* An environmental hazard fee shall be imposed against all industrial, commercial and other types of businesses, including transportation business, whose activities are potential sources of land, air, and water pollution. No business permit shall be issued without payment of this fee.

Section 288*. Schedule of Fees.* – The following shall be the prescribed environmental hazard fees:

(c) Industrial / Manufacturer	500.00
(d) Quarrying / Mining	500.00
(c) Agro-Industrial	500.00
(l) Hospitals	500.00
(m) Funeral Parlors	500.00
(n) Private Cemeteries/ Memorial Parks	500.00
(o) Private Slaughterhouse/ Abattoir	500.00
(p) Animal Farms (Piggery/ Poultry)	500.00
(q) Gasoline Stations/ Fuel Depot	500.00
(r) Recycling/ Treatment And Disposal of toxic wastes	500.00
(s) Resorts/ Recreation & Leisure Parks	300.00
(l) Other Business & Activities Not Mentioned	300.00

ARTICLE 55. *Solid Waste Management Fees and Garbage Fees*

Section 292*. Sanitary Landfill Facilities Maintenance Fee-* Vehicles dumping wastes in the Sanitary Landfill maintained and operated by the City, shall be collected with the following maintenance fees:

(a) 10 Wheeler Vehicle and above	50.00/ entry
(b) 6 Wheeler Vehicle	40.00/ entry
(c) 4 Wheeler Vehicle	30.00/ entry
(d) Pedicab/ Trisikad	20.00/ entry

***Section 293**. Schedule of Garbage Fees* - There shall be collected an annual garbage fee before a permit or license for business, trade or occupation, including lodging and boarding houses, in places where garbage collection and disposal services by the City Government be issued, in accordance with the following schedule of fees:

A) Banks	
(1) Banks, Banking Institutions, Savings, Loan Associations, Investment Houses and other financial institutions	500.00
B) Insurance Companies	
(1) Insurance Companies, agencies, adjusters	500.00
C) Bars	500.00
D) Clubs	
(1) Day and Night Club	500.00
(2) Night Club only	300.00
(Family/super or cocktail lounges	500.00
E) Booking Offices	
(1) Airlines and establishments of booking offices and shipping Agencies	500.00
(2) Stevedoring or arrastre with operating equipment less than P500,000.00 or without equipment	300.00
(3) Stevedoring or arrastre with operating equipment valued at P500,000.00 or more	500.00
F) Funeral Parlors	
(1) With embalming establishments and depositing corpse in their funeral parlor and rendering funeral services by any kind of transportation: every branch thereof. 1,000.00	
(2) Rendering funeral service only	500.00
G) Hotels/Cottages/Motels/Dormitories	
a) Dormitories, Lodging Houses, Boarding Houses	
(1) Accommodation of 15 or less	200.00
(2) More than 15 persons to 20 persons	300.00
(3) Accommodation of 21 to 25 persons	500.00
(4) Accommodation of 26-50 persons	600.00
(5) Accommodation of 51 or more persons	800.00
b) Hotels/ Cottages/ Motels/Pension Houses	
(1) Those having 15 or less rooms	250.00
(2) Those having 16 to 25 rooms	500.00
(3) Those having 26 to 50 rooms	600.00
(4) Those having 51 to 80 rooms	800.00
(5) Those having 81 to 100 rooms	1,000.00

(6) Those having more than 100 rooms	1,200.00
H) Hospitals/Clinics	
a) Private Hospitals, Clinic, Maternity Clinics, etc.	
(1) With a bed capacity of 300 persons or more	1,500.00
(2) With a bed capacity of 250 to less than 300 persons	1,300.00
(3) With a bed capacity of 200 to less than 250 persons	1,000.00
(4) With a bed capacity of 150 to less than 200 persons	800.00
(5) With a bed capacity of 100 to less than 150 persons	650.00
(6) With a bed capacity of 50 to less than 100 persons	500.00
(7) With a bed capacity of less than 50 persons	300.00
I) Laundry Services	
a) Laundry and dry cleaning establishments	
(1) With machinery or steam	450.00
(2) Ordinary laundry without machinery or steam	250.00
J) Lumberyard/Corn and/or Rice Mills	500.00
K) Manufacturing	
a) Candle and/ or soap factory	
(1) With machinery	1,000.00
(2) Without machinery	500.00
b) Manufacturer of paints, posters, inks, dyes and other similar Products	
(1) With machinery	1,000.00
(2) Without machinery	500.00
c) Manufacturer of coconut oil	
(1) With machinery	1,000.00
(2) Without machinery	500.00
d) Manufacturer of lard or boiling fats, butter, sauce, soy sauce, sausages, hotdogs, bologna and other similar products	
(1) With machinery	500.00
(2) Without machinery	300.00
e) Manufacturing of Biscuits	
(1) Biscuit factory or bakery	300.00
f) Manufacturer of coffee and chocolates candies and other confectioneries or similar products	
(1) With machinery	300.00
(2) Without machinery	500.00
g) Manufacturer of Ice Creams or Ice Products	
(1) With machinery	300.00
(2) Without machinery	500.00
h) Manufacturer of Ice or Ice Factory	500.00
i) Manufacturer of Batteries or Recharging Batteries	500.00
j) Manufacturer of cigars, cigarette or mascada	

(1) Without machinery	300.00
(2) With machinery	500.00
k) Manufacturer of mattresses, beds and all kinds of furniture	
(1) Without machinery	300.00
(2) With machinery	500.00
l) Manufacturer and repair of shoes	
(1) Without machinery	300.00
(2) With machinery	500.00
m) Manufacturer of Boxes	
(1) With machinery	300.00
(2) With machinery 20 or less HP	500.00
(3) With machinery 21 to 50 HP	600.00
(4) With machinery more than 50 HP	800.00
n) Manufacturer of Cigar boxes and other similar boxes	250.00
o) Manufacturer of bricks, hollow blocks, tiles and other similar products	
(1) Without machinery	300.00
(2) With machinery	500.00
p) Manufacturer of Mike, Bijon, Sotanghon, Misua and other similar products	500.00
L) Printing Presses	
a) Printing press with hand set type	300.00
b) Printing press with linotype	500.00
M) Photo Studios	
a) Lithographers/ engravers	
(1) Without machinery	300.00
(2) With machinery	500.00
b) Photo engravers	500.00
c) Photo studio/ establishments	500.00
N) Recreation, Billiard, Bowling Centers	
a) Billiard and pool halls	
(1) With one table	300.00
(2) With 2 to 3 tables	500.00
(3) With 4 to 5 tables	600.00
(4) With 6 to 8 tables	800.00
(5) With 8 or more tables	1,000.00
b) Bowling Lanes	
(1) With 4 lanes	250.00
(2) With 6 to 11 eleven lanes	500.00
(3) With 12 to 20 lanes	600.00
(4) With 21 to 30 lanes	800.00
(5) With 31 or more lanes	1,000.00
c) Cockpits	500.00

O) Restaurants and Eateries

a) Restaurants, panciterias, cafes or cafeterias, carenderias, kitchenettes, refreshments, parlors or any other public eating places

(1) 10 and below seating capacity	250.00
(2) With 11 to 20 seating capacity	450.00
(3) With 21 to 30 seating capacity	600.00
(4) With 31 to 40 seating capacity	800.00
(5) With 41 to 50 seating capacity	1,000.00
(6) With 51 or more seating capacity	1,200.00

P) Storage Services

a) Storage of alcohol	150.00
b) Distillery or rectifier or processors of alcoholic beverages	350.00
c) Cold storage	500.00
d) Motor oil storage	500.00
e) Gasoline, Petroleum or other similar products (storage)	800.00

Q) Supermarkets (including the following sections: wet market, groceries, drug stores, hardware, school supplies, dry goods and other sections) 1,000.00

R) Dealers, Retailers and Other Stores

a) Drug stores	450.00
b) Hardware and appliance stores	450.00
c) Variety stores/ tindahang bayan	
(1) Those with capitalization not exceeding P 1,000	75.00
(2) Those with capitalization of over P1,000 but not exceeding P 5,000	150.00
(3) Those with capitalization exceeding P 5,000	250.00
d) Dealers in logging and farm machineries and equipment	500.00
e) Dealers/Retailers of automobile, trucks, jeepneys or jitneys and other vehicles	500.00
f) Dealers/Retailers of motorcycle, tricycles, in board and out board motors	500.00

S) Schools

a) Universities, colleges, schools and other teaching and other vocational institutions: (based on semestral enrolment)

(1) 10,000 or more students	1,300.00
(2) 8,000 to less than 10,000 students	1,000.00
(3) 5,000 to less than 8,000 students	800.00
(4) 2,000 to less than 5,000 students	600.00
(5) 1,000 to less than 2,000 students	500.00
(6) Less than 1,000 students	300.00

T) Shops

a) Manufacturer of chairs made of rattan or Bamboo

(1) With machinery	500.00
(2) Without machinery	300.00
b) Manufacturer of furniture made of wood or iron or combined, with or without upholstery	
(1) With machinery	500.00
(2) Without machinery	300.00
c) Manufacturer of woodcrafts and/ or carpentry shops	
(1) With machinery	500.00
(2) Without machinery	300.00
d) Establishment for the repair of motor vehicles, repair and/ or construction of bodies of motor vehicles (based on space areas)	
(1) 10 sq. m. or less	300.00
(2) 11 to 20 sq. m.	350.00
(3) 21 to 30 sq. m	500.00
(4) 31 to 40 sq. m.	600.00
(5) 41 sq. m. or more	650.00
e) Blacksmith Shops	
(1) With machinery	500.00
(2) Without machinery	300.00
f) Welding Shops	
(1) With machinery moved by hands	300.00
(2) With machinery moved by electricity	500.00
g) Tinsmith Shops	
(1) With machinery	500.00
(2) Without machinery	300.00
h) Repair shops for pianos, radios, phonographs, adding machines, calculators, mimeographs and other similar apparatus	
(1) With machinery	500.00
(2) Without machinery	300.00
i) Machine shops, establishments for manufacturing or repairing of parts of mechanical apparatus or engines or manufacturing of any kind of articles made of metals	
(1) Without lathe machine	300.00
(2) Not more than 1 lathe machine	500.00
(3) Not more 2 lathe machines	600.00
(4) Not more than 3 lathe machines	800.00
(5) Not more than 5 lathe machines	1,000.00
(6) With 6 or more lathe machines	1,200.00
j) General repair on articles, iron, brass, etc. other than foundries and machine shops: manual or mechanical	300.00
k) Recapping Plants and Vulcanizing Shops	
(1) Recapping plants	500.00
(2) Vulcanizing shops	300.00

l) Beauty Parlors	
(1) With 2 or less helpers	300.00
(2) With 3 to 5 helpers	500.00
(3) With 6 to 10 helpers	600.00
(4) With more than 10 helpers	800.00
m) Tailoring and Dressmaking Shops	
(1) With 1 to 3 machines	300.00
(2) With 4 to 6 machines	500.00
n) Barbershops	
(1) With 1 ordinary chairs	300.00
(2) With 2 to 5 chairs	500.00
(3) With 6 to 8 chairs	600.00
(4) With 8 or more chairs	800.00
o) Massage Parlors/Clinics	
(1) With 1 to 3 beds	300.00
(2) With 4 t0 8 beds	500.00
(3) With 9 to 12 beds	600.00
(4) With 13 to 20 beds	800.00
(5) With 21 or more beds	1,000.00
p) Pawnshops	600.00
q) Theater or Cinematographers House	600.00
U) Vendors	150.00
V) Warehouses	600.00
W) Other Kinds of Businesses	
a) Peddler or General Merchandise	
(1) Without transportation	250.00
(2) With transportation	450.00
b) Duckery and Poultry	
(1) Commercial (Large scale)	500.00
(2) Backyard (Small scale)	250.00
c) Ballot Making	300.00
d) Photocopying Services	300.00
e) Flower shops	300.00
f) Push and pull carts	150.00
g) Management/ consultancy	250.00
h) Dealer of jewelry	300.00
i) Promotion and entertainment	300.00
j) Trucking Services	
(1) With 1 to 5 units	250.00
(2) With 6 to 10 units	400.00
(3) With 10 t0 20 units	550.00
(4) With 20 to 25 units	700.00

(5) With 25 units or more	850.00
k) Rental of Video Tapes Services	300.00
l) Internal decorator services	300.00
m) Retailer/ Wholesaler of 2nd hand parts	500.00
n) Dealer and retailer of office/ school supplies/ equipment	500.00
o) Retailer of medical/ dental supplies and equipment	500.00
p) Manufacturer of Kitchen Utensils	500.00
q) Wholesaler/ distributor of newspapers and magazines	250.00
r) Retailer of newspapers and magazine	150.00
s) Manufacturer of window grills	500.00
t) Retailers/ Wholesalers of religious articles	150.00
u) Wholesalers of Cosmetics	400.00
v) Retailers of Fire Extinguishers	300.00
w) Retailer/ rental of flower /plants (ornamental)	300.00
x) Glass Figurine Making	300.00
y) Marketing of LPG	600.00
z) Retailers/ Wholesalers of scrap metals	500.00
aa) Food processors	300.00
bb) Pest control services	300.00
cc) Wholesalers/ distributors of softdrinks	600.00
dd) Booking/ liaison offices	300.00
ee) Grocery Stores/ departments stores/ dry goods stores	450.00
ff) Real estate lessors	250.00
gg) Music and Dance Studios	300.00
hh) Radio Broadcasting Stations	300.00
ii) Radio and Telecommunications Stations	300.00
jj) Amateur Radio Associations	300.00
kk) Civic/ professional/ religious organizations maintaining buildings and club houses	300.00
ll) Circus/ Carnival and the like	600.00
mm) Cooperative banks/ credit unions/ consumers coop/ marketing coop/ agricultural farmers coop and similar cooperatives	300.00
nn) Others- all other businesses, trades and occupations not included in the foregoing sections	300.00

Section 294. *Time of Payment*. — The fees prescribed in this Article shall be paid to the City Treasurer or his duly authorized representative within the first Twenty (20) days of the year.

Section 295. *Garbage Service Charges for Multiple Businesses*. — Where there are two (2) or more kind of businesses subject to the garbage charges, conducted in the same place or establishment by the same owner or operator, the charge to be collected shall be that which has the highest rate among the businesses concerned plus Twenty-Five percent (25%) thereof,

provided, that the total garbage fee shall not exceed Ten Thousand Pesos (P10,000.00) per annum.

Section 296*. Manufacturers, producers maintaining or operating principal offices, factories and/or sales offices in the same premises*. — For purposes of collection of the garbage charges, manufacturers or producers maintaining their factory, principal or sales offices in the same premises shall pay the garbage charges based on the total aggregate area of such business premises at rates prescribed under this Article.

SECTION 12.0.0.2 FIRE CODE REVENUES

A. The classification of Fire Code revenues and rates are prescribed in the following schedule:

1. Fire Code Construction Tax. Tax prescribed in Section 12.0.0.1 (B) of this RIRR.
2. Fire Code Realty Tax. Tax prescribed in Section 12.0.0.1 (C) of this RIRR.
3. Fire Code Premium Tax. Tax prescribed in Section 12.0.0.1 (D) of this RIRR.
4. Fire Code Sales Tax. Tax prescribed in Section 12.0.0.1 (E) of this RIRR.
5. Fire Code Proceeds Tax. Tax prescribed in Section 12.0.0.1 (F) of this RIRR.
6. Fire Safety Inspection Fee. Fee charged for the conduct of Fire Safety Inspection equivalent to fifteen percent (15%) of all fees charged by the Local Government Unit or Philippine Economic Zone Authority (PEZA), but in no case shall be lower than Five Hundred Pesos (PhP500.00).
7. Storage Clearance Fee. Fee derived from storage of flammable and combustible materials.
8. Conveyance Clearance Fee. Fee derived from transporting flammable and combustible materials.
9. Installation Clearance Fee. Fee derived from installation of tanks, pipes of flammable and combustible substances, building installations, and other fire protection system and warning system.
10. Fire Code Fines. Fees derived from imposition of administrative fines and penalties.
11. Other Fees. Fees derived from fireworks display, fumigation/fogging, fire drill, hotworks,
filing fees for FSEC, protest and appeal fee, and other clearances as provided under this RIRR.

B. The account codes of the above classified taxes, fees/charges and fines shall be prescribed by the Commission on Audit (COA).

(Annex B)
IDENTIFIED BARANGAYS WITH ORDINANCE ON CORRESPONDING BARANGAY CLEARANCE FEE IN THE APPLICATION FOR ANY BUSINESS RELATED TRANSACTIONS

NAME OF BARANGAY	ORDINANCE NO.	FEE/S
1. A.O. FLOIRENDO	NO. 1	1. For Business Permit- 75.00
2. BUENAVISTA	-	-
3. CACAO	NO. 01, August 19, 2014	100.00
4. CAGANGOHAN	NO. 01-09, September 5, 2009	1. sari-sari or any business with capitalization or gross sales of the preceding year 50,000 below - 50.00 2. partnership- 300.00 3. corporation- 500.00 4. association/people's org/NGO's- 250.00 5. w/ capitalization or gross sales above 50,000.00- 250.00
5. CONSOLACION	NO. 1, January 7, 2008	100.00
6. DAPCO	NO. 04-15, October 21, 2015	100.00
7. DATU ABDUL	NO. 2, September 15, 2014	50.00
8. GREDU	NO. 01-14, November 6, 2024	1. New- 100.00 2. Renew: 2.1 Small (below 50k)- 100.00 2.2 Medium (51k-300k)- 200.00 3. Big (above 300k)- 500.00
9. J.P. LAUREL	-	-
10. KASILAK	-	-
11. KATIPUNAN	NO. 01, November 17, 2011	75.00
12. KATUALAN	-	-
13. KAUSWAGAN	NO. 1, February 21, 2023	150.00
14. KIOTOY	-	-
15. LITTLE PANAY	NO. 01, July 6, 2020	50.00
16. LOWER PANAGA	-	-
17. MABUNAO	NO. 04, March 7, 2023	100.00
18. MADUAO	NO. 7, February 21, 2024	For Business Permit: 1. Sari-sari Store- 100.0 2. Company Businesses- 500.00/yearly 3. Seller of Assorted Products- 100.00
19. MALATIVAS	NO. 08	Application of Business Permit- 100.00

20. MANAY	NO. 01	Securing/Renewal of Business Permit- 50.00
21. NANYO	NO. 1, November 3, 2016	1. Small Establishments- 100.000 2. Big Establishments- 500.00
22. NEW MALAGA	-	-
23. NEW MALITBOG	NO. 1-2015	For Business Fee- 500/year
24. NEW PANDAN	NO. 01-18, January 24, 2018	1. Sari Sari Store- 150.00 2. Eatery- 200.00 3. Junk Shop/Repair Shop- 150.00 4. Stall Vendor- 200.00 5. Commercial Establishments- 500.00
25. NEW VISAYAS	NO. 03, January 2, 2020	100.00
26. QUEZON	-	For Business Permit- 500.00 Sari-sari Store- 200.00
27. SALVACION	NO. 01, May 7, 2014	1. Small Establishments: * Sari sari Store- 150.00 * Eatery- 200.00 2. Big Establishment (Factory, Restaurant, Shop, etc.)- 650.00
28. SAN FRANCISCO	-	150.00
29. SAN NICOLAS	NO. 13	Brgy. Clearance for Business Permit: 7. Poultry- 300.00 8. Piggery- 300.00 9. Inland Resorts- 300.00 10. Aqua Culture- 100.00 11. Burial- 100.00 12. Buildings- 200.00 7. Sari-sari (below 50k)- 50.00 8. Sari-sari (above 50,001k)- 100.00 9. Others- 100.00
30. SAN PEDRO	NO. 02, March 18, 2024	100.00
31. SAN ROQUE	NO. 2, September 4, 2023	100.00
32. SAN VICENTE	NO. 01, December 15, 2008	50.00
33. SINDATON	-	-
34. SOUTHERN DAVAO	NO. 2, September 2, 2015	1. Small Establishments (50k below)- 100.00 2. Big Establishments (50k above)- 500.00
35. STA. CRUZ	NO. 06, December 3, 2014	50.00
36. STO. NINO	-	150.00
37. TAGPORE	NO. 2, January 9, 2024	100.00

38. TIBUNGOL	NO. 01, September 7, 2011	50.00
39. UPPER LICANAN	NO. 04, October 2, 2013	Business Permit: 1. Sari-sari Store- 150.00 2. Department Store- 300.00 3. Grocery Store- 300.00 4. Bakery- 200.00 5. Concrete Block Factory- 200.00 6. Drugstore/Pharmacy/Botica- 200.00 7. Hardware- 200.00 8. Lumber (wood/coco)- 200.00 9. Importers/Exporters- 500.00 10. Carenderia- 150.00 11. Ice Cream Parlor/ Cafeteria- 150.00 12. Beauty Shop/Parlor/Barber Shop- 150.00 13. Battery Charging/Vulcanizing Shop- 100.00 14. Furniture Shop/Painting Shop/ Welding Shop- 150.00 15. Tailoring Shop- 150.00 16. Auto/Motorcycle Spare Parts Retailer/ Repair Shop- 200.00 17. Boarding House/ Lodging House (per building)- 500.00 18. Billiard Polls- 150.00 19. Operator Videoke Machine- 100.00 20. Fresh Fish Dealer- 150.00 21. Lending Investors- 150.00 22. Office Supplies- 150.00 23. Water Refilling Station- 200.00 24. Shoe Repair Shop- 100.00 25. Regrigeration Repair Shop- 150.00 26. Coconut/Rice Grinder- 100.00 27. Electrical Shop- 200.00 28. Restaurants- 200.00 29. Agri-vet Suppy Dealer- 200.00 30. Buy & Sell Agricultural Products- 200.00 31. Grain Retailer- 100.00 32. Car Wash- 150.00
40. WATERFALL	NO. 03, February 4, 2014	50.00

4. Application for Renewal of Business Permit (Online)

This service applies to existing and operational businesses within the City's jurisdiction; business permit renewal is mandatory yearly. Applicants for the renewal of business permit may file their application through the electronic business permitting system and comply with all required documentary submissions and applicable fees in accordance with the Local Revenue Code and other City tax ordinances.

All online application of business permit shall be subject to assessment and validation of regulatory offices such as Bureau of Fire Protection, City Planning and Development Office, City Health Office, City Environmental and Natural Resources Office, City Mayor's Office-Office of the City Building Official and City Assessor's Office.

Pursuant to City Ordinance No. 33 – 2023, barangay clearance for business permit shall be secured from the Business Permit and Licensing Section of the City of Panabo. This will be sent to client's email together with the business permit and sanitary permit.

Office or Division:	CMO – Business Permit and Licensing Section
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
Notarized Sworn declaration of Gross Sales / Receipts or Income Tax Return or Audited Financial Statements ("AFS") for the preceding year or unaudited AFS for those who are not required to file AFS with the BIR (scanned copy)	Law firm/office Bureau of Internal Revenue
Certified List of Employees/Certification of No Employee (notarized) (scanned copy)	Law firm/office
Valid Fire Safety Inspection Certificate (scanned copy	Bureau of Fire Protection
Situational Requirements:	
For business located at any government facilities: -Market Clearance (scanned copy)	City Economic Enterprise Management and Development Office
For lessee:	

-Mayor's Permit of the building owner/landlord as a Real Estate Lessor (scanned copy) - Contract of Lease/ Affidavit of Consent of property owner (scanned copy)	Lessor Law Firm/Office
For Single Proprietorship, if Certificate of Registration is expired: - Valid Certificate of Registration (scanned copy)	Department of Trade and Industry or Panabo City Negosyo Center
For Leasing Activity and For Proprietor with Consent to Use Property without Rent: • Tax clearance of the business location (scanned copy)	City Treasurer's Office
For Trucking Services: -Valid OR/CR of Vehicle and/ - Notarized Consent to use vehicle if not owned by the applicant (scanned copy)	Client Law Firm/Office
For Online Gaming Activities: -PAGCOR License (scanned copy)	PAGCOR
For Broadcasting Stations: -License to Operate (scanned copy)	National Telecommunications
For Service and Repair Enterprises: - Valid DTI Accreditation (scanned copy)	Department of Trade and Industry
For Liquid Fuels Retails Outlets and Technology Solution Retail Outlets: - Certificate of Compliance or Endorsement Letter (scanned copy)	Department of Energy
For LPG Dealer: - License to Operate or Endorsement Letter (scanned copy)	Department of Energy
For Contractors and Construction-Related Businesses: - License (scanned copy)	Philippine Contractors Accreditation Board
For Lending Institutions: - Certificate of Authority and - Authority to Operate	SEC Bangko Sentral ng Pilipinas

(scanned copy)	
For Real Estate Developers: - Certificate of Registration and License to Sell (scanned copy)	Department of Human Settlements and Urban Development
For Animal Facilities: (i.e., Animal Control Facility, Aviary Cattery, Animal/Farm Circus/Carnival Show, Corral, Grooming Facility, Kinne, Lab. Animal Facility, Pet Shop, Poultry Farm, Racetrack Equestrian Establishment, slaughter House, Stock Farm, Stockyard, Shed Farm, Veterinary Clinic, Veterinary Hospital, Wildlife Rescue Center, Zoo and Other Animal Facilities) - Certificate of Registration (scanned copy)	Department of Agriculture – Bureau of Animal Industry
For Pawnshop: - Head Office- Certificate of Authority (COA) or Valid Provisional Certificate of Authority (PCOA) - Branches- BSP Letter on the Issuance of Code for Pawnshop offices other than Head Office (scanned copy)	Bangko Sentral ng Pilipinas
For Money Service Business: - Head Office- Certificate of Registration (COR) or valid Provisional Certificate of Authority (PCOR) - Branches/Other Offices- BSP Letter on the Issuance of Code for MSB offices other than Head Office (scanned copy)	Bangko Sentral ng Pilipinas
For Designated Non-Financial Businesses and Professions (DNFBPs): (i.e. Jewelry Dealer/Dealers in Precious Metals and Dealers in Precious Stones (DPMS), Company Service Providers (CSP), Professional Services Providers (PSP), Real Estate Brokers (REB), Real Estate Developers (RED), Offshore Gaming Operators (OGO), as well as their service providers (OGO-SPs)) -Anti-Money Laundering Council (AMLC)	

Provisional Certificates of Registration (PCOR) or AMLC Certificates of Registration (scanned copy)	Anti-Money Laundering Council (AMLC)
Representative/s: For Single Proprietorship: -Special Power of Attorney (issued within the last three years) For Corporation/Partnerships/Cooperatives: -Board Resolution or Secretary Certificate - one valid ID of the authorized representative (scanned copy)	 Law Firm/Office Law Firm/Office Any Government Agency
Other Requirements Depending on the Business Activity Declared	Concerned Agency
Note: Scanned copies of all documentary requirements may be submitted in image or PDF format (maximum of 10 MB per document).	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit www.panabocity.gov.ph or www.filipizen.com/partners/ddn_panabo select Business (eBOSS) and upload scanned copies of documentary requirements; follow the required steps * Wait for the approved email confirmation and the Assessment Form/Order of Payment, or access eBPLS *If not approved: BPLS will inform through call/text or email the lacking	1. Check and assess uploaded documentary requirements in eBPLS and send to concerned regulatory offices. * Application with incomplete or invalid documents and/or violations will be returned with remarks, and the client will be notified through call/text or email **Backroom Activities:** 1.1 Evaluate application, prepare and issue certification / clearance as to	None Based on the Local Tax Code depending on the gross receipts	35 minutes 1 hour	*Licensing Officer I / Administrative Aide VI* CMO –BPLS Admin Aide I CMO-CBOO Admin Aide VI-CENRO

documents and/or settlement of violation * If system glitches occur, the application may be processed manually, and BPLS will notify through call/text or email * Processing time shall commence upon completion of the required documents and/or settlement of violations, and/or the system is restored	the compliance of existing laws, rules and regulations *Business application will be subject for inspection within 1 day, if: -there is alteration/modification /change of occupancy of business establishment (BFP) -business application is within residential building (CPDO) 1.2 Submit and endorse for assessment 1.3 Prepare and approve the assessment form /order of payment 1.4 Forward the assessment form/ order of payment through email	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" and Identified Barangay Ordinance on Corresponding Barangay Clearance Fee (Please see attached annexes)	10 minutes 1 hour, 15 minutes 10 minutes	Sanitary Inspector II- CHO Fire Officer I- BFP Zoning Officer II- CPDO Assessment Clerk III- CASSO *Licensing Officer I/ Administrative Aide VI* CMO –BPLS *Local Revenue Collection Officer II & Asst. City Treasurer* CTO *Local Revenue Collection Officer II* CTO
2. Receive the Assessment Form/Order of Payment via email and access the Landbank payment portal through the link; follow the required steps	2. Accept payment based on the assessment/order of payment and email client of the Electronic Official Receipt (EOR) 2.1 Prepare Business Permit and barangay clearance		35 minutes 35 minutes	*Local Revenue Collection Officer I* CTO *Administrative Aide VI (Clerk III)* CMO –BPLS

*Wait for an email of Electronic Official Receipt (EOR)	2.2 Review and recommend for approval of the Business Permit *Printed barangay clearance with e-signature of barangay captain will also be reviewed by LO III 2.3 Approve the business permit *Inform client through email and call/text of the release of business permit, barangay clearance and sanitary permit		1 hour 2 hours	*Licensing Officer III* CMO-BPLS *Local Chief Executive*
3. Receive and print emailed Electronic Official Receipt (EOR), Business Permit, barangay clearance and sanitary permit *Wait for the delivery of Business sticker, barangay clearance and sanitary permit by BPLS personnel * For eBOSS system concerns, may contact support via email at itsection.panabo@gmail.com or telephone at 084-823-2836.	3. Email e-copy of approved Business Permit, barangay clearance, sanitary permit (signatures are electronically signed) *Schedule the delivery of business sticker, original copy of barangay clearance and sanitary permit	None	10 minutes	*Administrative Aide VI (Clerk III)* CMO –BPLS & Inspector II- CHO

	TOTAL	**City Ordinance No.04-09 and Identified Barangay Ordinance on Corresponding Barangay Clearance Fee**	**7 hours and 30 minutes** **(Response time is under normal circumstance per transaction. Process cycle time varies.)**	

Renewal of Business Permit qualified for multi-stage processing.

(ANNEX A)
BUSINESS AND CITY TAXES

ARTICLE 8. *Business Tax*

Section 77. *Imposition of Tax*. — There is hereby levied an annual tax on the following businesses at rates prescribed therefore:

(a) On Manufacturers, producers, assemblers, re-packers, processors of any article of commerce of whatever kind or nature, and brewers, distillers, rectifiers and compounder of liquors, distilled spirits and wines or manufacturers of any article of commerce of whatever kind or nature, in accordance with the schedule shown hereunder. With domestic gross sales or receipts for the preceding calendar year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Year	*Amount of Tax per Annum*
Less than 10,000.00	198.00
10,000.00 or more but less than 15,000.00	264.00
15,000.00 or more but less than 20,000.00	362.40
20,000.00 or more but less than 30,000.00	528.00
30,000.00 or more but less than 40,000.00	792.00
40,000.00 or more but less than 50,000.00	990.00
50,000.00 or more but less than 75,000.00	1,584.00
75,000.00 or more but less than 100,000.00	1,980.00
100,000.00 or more but less than 150,000.00	2,640.00
150,000.00 or more but less than 200,000.00	3,300.00
200,000.00 or more but less than 300,000.00	4,620.00
300,000.00 or more but less than 500,000.00	6,600.00
500,000.00 or more but less than 750,000.00	9,600.00
750,000.00 or more but less than 1,000,000.00	12,000.00
1,000,000.00 or more but less than 2,000,000.00	16,500.00
2,000,000.00 or more but less than 3,000,000.00	19,800.00
3,000,000.00 or more but less than 4,000,000.00	23,760.00
4,000,000.00 or more but less than 5,000,000.00	27,720.00
5,000,000.00 or more but less than 6,500,000.00	29,250.00
In excess of 6,500,000.00	At a rate of forty (40%) percent of one (1%) percent

(b) On Wholesalers, distributors, importers, or dealers of any article of commerce of whatever kind or nature in accordance with the schedule shown hereunder. With domestic gross sales or receipts for the preceding calendar year in the amount of:

With gross sales or receipts for the preceding Calendar year in the amount of:	*Amount of Tax per Annum*

Less than P 1,000.00	21.60
1,000.00 or more but less than 2,000.00	39.60
2,000.00 or more but less than 3,000.00	60.00
3,000.00 or more but less than 4,000.00	86.40
4,000.00 or more but less than 5,000.00	120.00
5,000.00 or more but less than 6,000.00	145.20
6,000.00 or more but less than 7,000.00	171.60
7,000.00 or more but less than 8,000.00	198.00
8,000.00 or more but less than 10,000.00	224.40
10,000.00 or more but less than 15,000.00	264.00
15,000.00 or more but less than 20,000.00	330.00
20,000.00 or more but less than 30,000.00	396.00
30,000.00 or more but less than 40,000.00	528.00
40,000.00 or more but less than 50,000.00	792.00
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,960.00
300,000.00 or more but less than 500,000.00	5,280.00
500,000.00 or more but less than 750,000.00	7,920.00
750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 2,000,000.00	12,000.00
2,000,000.00 or more……..	at a rate of Fifty-Three percent (53%) of one percent (1%)

(c) On Exporter, shall be taxed at one-half (1/2) either under subsection (a), (b) or (e), depending on how the business is conducted or operated as provided in this Code. The term exporter shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. For this purpose, the amount of domestic sales of exporters shall be excluded and declared separately from the total sales and the remaining sales shall be subject to the rate of one-half (1/2) of the rates prescribed under sub-sections (a), (b) and (e) respectively.

(d) On exporters, manufacturers, millers, producers, wholesalers, distributors, dealers, or retailers of essential commodities enumerated hereunder at a rate of one-half (1/2) of the rates prescribed under subsections (a), (b) and (e), respectively, of this section:

(1) Rice and corn;

(2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and other agricultural, marine and fresh water products, whether in their original state or not;

(3) Cooking oil and cooking gas;

(4) Laundry soap, detergents, and medicine;
(5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
(6) Poultry feeds and other animal feeds;
(7) School supplies; and
(8) Cement

(e) On retailers, shall be taxed at the following rates:

With gross sales or receipts for the preceding calendar:

Rate of Tax Year in the Amount of:	*Per Annum*
Less than P400,000.00 ……..	2.15%
P400,000 ……	8,600.00
In excess of P400,000.00 ……	8,600.00 +1.5% of the amount in excess of P400,000.00

Provided, however, that the barangay shall have the exclusive power to impose tax on retailer for fixed business establishments with gross sales or receipts of the preceding calendar year of fifty thousand pesos (Php50,000.00) or less at the rate not exceeding one percent (1%) on such gross sales or receipts.

(f) On Contractors and other independent contractors defined in Sec. 77 (q) of Chapter III of this Code; and on owners or operators of business establishments rendering or offering services such as; advertising agencies; rental of space of signs, signboards, billboard or advertisements; animal hospitals; assaying laboratories; belt and buckle shops; blacksmith shops; bookbinders; booking offices for film exchange; booking offices for transportation on commission basis; breeding of game cocks and other sporting animals belonging to others; business management services; collecting agencies; escort services; feasibility studies, consultancy services; garages; garbage disposal contractors; gold and silversmith shops; inspection services for incoming and outgoing cargoes; interior decorating services; janitorial services; job placements or recruitment agencies; landscaping contractors; lathe machine shops; management consultants not subject to professional tax; medical and dental laboratories; mercantile agencies; messengerial services; operators of shoe shine stands; painting shops; perma press establishments; rent-a-plant services; polo players; school for and/or horse-back riding academy; real estate appraisers; real estate brokerages; photostatic; white/blue printing, photocopying, typing and mimeographing services; car rental, rental of heavy equipment, rental of bicycles and/or tricycles; furniture, shoes, watches, household appliances, boats, typewriters, etc; roasting of pigs, fowls, etc; shipping agencies; shipyard for repairing ships for others; shops for hearing animals; silkscreen or T-shirt printing shops; stables; travel agencies; vaciador shops; veterinary clinics; video rentals and/or coverage services; dancing schools/speed reading/EDP; nursery, vocational and other schools not regulated by the Department of Education (DepEd), day care centers; etc.

With gross sales or receipts for the preceding calendar year in the amount of:

Gross Sales/Receipts for the Preceding Year	Amount of Tax per Annum
Less than 5,000.00	33.00
5,000.00 or more but less than 10,000.00	73.92
10,000.00 or more but less than 15,000.00	125.40
15,000.00 or more but less than 20,000.00	198.00
20,000.00 or more but less than 30,000.00	330.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	660.00
50,000.00 or more but less than 75,000.00	1,056.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,376.00
150,000.00 or more but less than 200,000.00	3,168.00
200,000.00 or more but less than 250,000.00	4,356.00
250,000.00 or more but less than 300,000.00	5,544.00
300,000.00 or more but less than 400,000.00	7,392.00
400,000.00 or more but less than 500,000.00	9,900.00
500,000.00 or more but less than 750,000.00	11,100.00
750,000.00 or more but less than 1,000,000.00	12,300.00
1,000,000.00 or more but less than 2,000,000.00	13,800.00
In excess of 2,000,000.00	at a rate of Fifty-three percent (53%) of one percent (1%)

For purposes of this Section, all general engineering, general building, and specialty contractors with principal offices located outside the City but with multi-year projects in the City, shall secure the required business permit and shall be subject to pay the taxes, fees and charges based on the total contract price payable in annual or quarterly installments within the project term. Should a contractor (applicable only to general engineering and general building contractor) undertake to furnish the materials in the construction work, only the cost of such materials shall be deducted from his gross receipts for the purpose of determining the tax due.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross sales/receipts for the preceding calendar years and the deficiency tax or the excess refunded, if there be any, shall be collected as provided in this Code and the contractor shall retire the business permit secured, upon full completion of the projects undertaken in the City.

(g) On banks and other financial institutions, at the rate of seventy-five percent (75%) of one percent (1%) of the gross receipts of the preceding calendar year derived from:

g.1 Banks and Banking Institutions whether these transactions are recorded in the principal office:

g.1.1 Interest from loans and discounts – this represents interest earned and actually collected on loans and discounts. The following is the breakdown:

a. Discounts earned and actually collected in advance bills discounted
b. Interest earned and actually collected on demand loan
c. Interest earned and actually collected on time loans, including the earned portions of interest collected in advance
d. Interest earned and actually collected on mortgage contracts receivables

g.1.2 Interest earned and actually collected on interbank loans
g.1.3 Rental of property – this represents the following rental income:

c. Earned portion of rental collected in advance from lessees of sale deposit boxes
d. Rental earned and actually collected from lessees on bank premises and equipment

g.1.4 Income earned and actually collected from acquired assets
g.1.5 Income from sales or exchange of assets and property
g.1.6 Cash dividends earned and received on equity investments
g.1.7 Bank Commissions from lending activities
g.1.8 Income component of rentals from financial leasing
g.1.9 Interest Income from unpaid amount due from delinquent cardholders and “Finance Charges”
g.1.10 Merchant’s Discount
g.1.11 Income from Automated Teller Machine (ATM)

g.2 Other financial institutions whether these transactions are recorded in the principal office:

g.2.1 Gross receipts derived from interest, commissions and discounts from lending activities.
g.2.2 Income from financial leasing, dividends, rentals on property

(h) On any of the following business at a rate of 2.5% of the gross sales or receipts of the preceding calendar year:

h.1. Restaurants, cafes, cafeterias, carenderias, eateries, food caterers, ice cream and other refreshment parlors, and soda fountain bars;
h.2. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night

clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, ferries wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadium, race tracks, driving range, golf course and other similar establishments;

h.3. Lessors, dealers, brokers of real estate;

h.4. Travel agencies and travel agents;

h.5. Boarding houses, pension houses, motels, apartments, apartelles and condominiums;

h.6. Subdivision owners/ Private Cemeteries and Memorial Parks;

(i) On owners or operators of any business not specified above, shall pay the tax at the rate of two and a half percent (2.5%) on the gross sales and/or receipts of the preceding calendar year.

Section 78. *Computation of Tax for Newly-Started Business*. — In the case of a newly-started business, the initial tax for the year shall be one-twentieth of one percent (1/20 of 1%) of the capital investment or paid up capital.

In the succeeding calendar year, regardless of when the business started to operate, the tax shall be based on the gross sales or receipts for the preceding calendar year, for any fraction thereof, as provided in the same pertinent schedules.

For purposes of determining the capital investment or capitalization of a corporation, resort shall be made to the paid-up capital as appearing in the records of the Securities and Exchange Commission without prejudice in the increase in assessment if actual inspection of the establishment shows that total investment, including receipts of loan proceeds, is more than the declared paid-up capital.

ARTICLE 9. *Tax on Business of Printing and Publication*

Section 86. *Imposition of Tax*. — There is hereby levied a tax at the rate of Sixty percent of one percent (60% of 1%) of the gross annual receipts for the preceding calendar year on the business of persons engaged in printing and/or publication of newspapers and magazines placing of advertisement, obituaries, legal notices, books, cards, posters, leaflets, handbills, certificates, receipts, pamphlets, and other printed materials of similar character/nature.

In the case of a newly-started business, the tax shall be One Eighteenth of One percent (1/18 of 1%) of the capital investment.

In the succeeding calendar year, regardless of when the business started to operate the tax shall be based on the gross receipts of the preceding calendar year, or any fraction thereof.

Section 87*. Exemption*. — The receipts from the printing and/or publishing of books or other reading materials prescribed by the Department of Education, Culture and Sports (DECS) as school texts or references shall be exempt from the tax herein imposed.

Section 88. *Time of Payment*. — The tax shall be paid to the City Treasurer within the first Twenty (20) days of January or of each subsequent quarter, as the case may be. Failure to pay on the prescribed due date, a penalty of 25% of the tax due shall be collected.

ARTICLE 10. *Tax on Transportation Business*

Section 89. *Imposition of Tax.* – There shall be collected annually from every person engaged in business of transportation, hauling and trucking services within the City:

(a) Primemovers with Trailers and Cargo	P2, 500.00/unit
(b) 10 wheelers and above	2,000.00/unit
(c) 6 wheelers below, Elf, Mini Dumptruck	1,500.00/unit
(d) Buses	2,000.00/unit
(e) Vans	1,250.00/unit
(f) Multicabs	750.00/unit
(g) Other motor vehicles not mentioned herein	500.00/unit

This tax does not apply to transportation units exclusively used by a business entity for transporting or hauling its own products or to pursue its own business.

ARTICLE 11. *Franchise Tax*

Section 93. *Definition of Franchise*. — It is a right or privilege, affected with the public interest which is conferred upon private persons or corporations, under such terms and conditions as the government and its political subdivisions may impose in the interest of public welfare, security and safety.

Section 94. *Imposition of Tax*. — Notwithstanding any exemption granted by any law or special law, the City shall impose a tax on businesses enjoying a franchise at the rate of Seventy-Five percent (75%) of one percent (1%) based on the gross annual receipts which shall include both cash sales and sales on accounts realized during the preceding calendar year within the territorial jurisdiction of the City.

All businesses enjoying a franchise whether granted by Congress of the Philippines, National Franchising Offices, or the Sangguniang Panlungsod, when operating within the

territorial jurisdiction of the City shall be subject to the Mayor's Permit and other City Regulatory Fees.

In the case of a newly-started business, the tax shall be Two-Thirtieth (2/30) of one percent (1%) of the capital investment.

ARTICLE 16. *Fixed Business Tax on Amusement Places*

Section 116. *Imposition of Tax*. — There is hereby levied an annual tax on amusement places wherein customers thereof actively participate without making bets or wages, including but not limited to the following, unless otherwise specified:

Amusement Places	Tax
Cockpits	20,000.00
Jai-Alai Arena	15,000.00

Section 117*. Time of Payment.*- The tax herein imposed shall be payable within the first twenty (20) days of January. An individual or entity that will start to operate amusement places after January 20 shall pay the full amount of the tax before engaging in such activity.

ARTICLE 18. *Tax on Mining Operations*

Section 126. *Tax on Mining Operations*. — An annual tax shall be levied from mining companies and/or entities operating in the jurisdiction of the City at the following rate:

Particulars	Tax Rate
Gross Receipts for the preceding year of mining companies and/or entities	1.0%

Section 127. *Situs of the Tax.* – Payment of the tax shall be made in the City which has jurisdiction over the mining area.

PERMIT AND REGULATORY FEES

ARTICLE 19. *Mayor's Permit Fees*

Section 131. *Mayor's Permit Fee on Business.* — 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 and pay the necessary fees in the City Treasury, which permit is required 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,.

The permit is payable for every separate or distinct establishment or place where the business trade or activity is conducted. All business establishments enjoying tax incentive, tax exemption or tax relief operating within the territorial jurisdiction of the City shall be subject to pay Mayor's Permit and other regulatory fees under this Chapter.

Section 132. *Business Categories Based on Asset Size* - For purpose of the Mayor's Permit Fee, the following categories of business based on business asset size are hereby adopted:

Categories	*Asset Size*
(i) Cottage	P500,000 and below
(j) Small	Over P500,000 to P2M
(k) Medium	Over P2M to P10M
(l) Large	Over P10M

Section 133. *Applicable Rates* - There shall be collected an annual fee at the rate provided hereunder, for the issuance of a Mayor's Permit to every person who shall conduct business, trade or activity within the City:

	Rates
(e) On Manufacturers/Importers/Producers/Exporters	
Cottage	P 1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(f) On Banks	
Rural, Thrift and Savings Banks	5,000.00
Commercial, Industrial and Development Banks	10,000.00
Universal Banks	15,000.00
(c) On Other Financial Institutions	
Cottage	1,000.00
Small	3,000.00
Medium	5,000.00
Large	7,000.00
(d)On Contractors/Service Establishments	
Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(e) On Wholesalers/Retailers/Dealers or Distributors	

Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(f) On Transloading Operations	
Cottage	1,000.00
Small	5,000.00
Medium	10,000.00
Large	15,000.00
(g) On gasoline	
Cottage	5,000.00
Small	10,000.00
Medium	15,000.00
Large	25,000.00
(h) On Other Businesses	
Cottage	500.00
Small	1,000.00
Medium	3,000.00
Large	5,000.00
(i) Sari-Sari Store	200.00

ARTICLE 50. *Health Certificate Fees*

Section 271*. Health Certificate*. — No person who exercises profession, occupation, and/or calling, within the jurisdictional limits of the City, whether working on a contractual, casual, temporary, probationary or permanent basis, regardless of his/her position shall be employed without a health certificate issued by the City Health Officer. This certificate shall be issued only after submitting the required physical and medical examinations.

Section 272*. Imposition of Fees*. — All persons required by existing laws, rules and regulations to secure health certificate from the City Health Office shall pay an annual fee of Sixty (P60.00) Pesos, except the following persons / workers who shall pay the corresponding fees stated hereunder:

FEES PER ANNUM	
(a) Food Service personnel	70.00
(b) Entertainment service personnel	100.00
(c) Managerial / supervisory personnel	100.00

Article 52. *Sanitary Inspection and Permit Fees*

Section 280. *Imposition of Fees*. — There shall be collected an annual sanitary inspection and permit fees from every/each business establishment in the City, in accordance with the following schedule:

A) Sanitary Inspection Fees	
(a) Building	250.00
(b) Poultry Projects	350.00
(c) Piggery Projects	350.00
(d) Food Processing	
(1) Small	100.00
(2) Medium	300.00
(3) Large	500.00
(e) Other business, industrial, commercial agricultural establishments	500.00
(f) Sea Transportation	500.00
(g) Land Transportation	500.00
(h) Air Transportation	500.00
B) Sanitary Permit Fees	
(a) Sanitary permit of cleaning of septic vaults	300.00
(b) Transfer of cadaver permit fee	200.00
(c) Exhumation permit fee	200.00
(d) Annual permit fee for cellsite	500.00
(e) Certificate of water potability	60.00
(f) Designated Smoking Area Sticker	100.00
(g) Annual permit fee for a Designated Smoking Area	100.00
(h) Any certified true copy document	60.00
C) Sanitary Permits Issued to Different Establishments	
(a) Airline and/or shipping companies	5,000.00
(b) Banks and other financial institutions	750.00
(c) Gasoline service / filling stations	500.00
(d) Private hospitals, animal hospitals	
(1) Tertiary	1,000.00
(2) Secondary	500.00
(3) Primary	200.00
(e) Medical / Dental / Veterinary Clinic	500.00
(f) Dwellings and spaces for rent	
(1) Hotels, per room accommodation	60.00
(2) Building, per office/residential space	60.00
(3) Appartels, pensions, drive-inns per room accommodation	45.00
(4) Commercial apartments/ Condominiums, per space	500.00
(5) Residential apartments/ Condominiums per unit	45.00

(6) Dormitories, lodging or boarding houses, per boarder Accommodation	30.00
(7) Residential houses for rent, per house	
(7.1) With garage and/or swimming pools	750.00
(7.2) Without garage and/or swimming pools	300.00
(7.3) With rooms occupied by different tenants with common kitchen and/or comfort facilities	150.00
G) Institution of learning, per room teaching accommodation	30.00
H) Media facilities	600.00
I) Telegraphs, teletypes, cable and wireless communication companies, telephone/electric power plant	1,000.00
J) Restaurants / fast foods/ cocktail lounges / family clubs/ night clubs / bars / disco houses / beer houses	500.00
K) Breweries	350.00
L) Confectioneries	300.00
M) Exporters of food and other products	500.00
N) Food processing/ canning	500.00
O) Theaters / movie houses	350.00
P) Beach resorts	350.00
Q) Funeral parlors	500.00
R) Barber shops / massage parlors / sauna bath	250.00
S) Supermarkets	500.00
T) Terminals	250.00
U) Slaughterhouse	500.00
V) Cockpits	500.00
W) Bakeries / bakeshops	350.00
X) carenderias/ kitchenettes / cafeterias/refreshment parlors / food catering / sumsuman	200.00
Y) Distributors / wholesalers of drugs	500.00
Z) Pharmacy / drugstores (retailer of drugs)	250.00
AA) Retailers and independent wholesalers of gen. merchandise	250.00
BB) Repacking	200.00
CC) Ships handler	350.00
DD) Rice and corn mills	350.00
EE) Agricultural supplies and veterinary products	350.00
FF) Dancing schools / finishing schools / gym	200.00
GG) Barber shops / beauty parlors / dress shops	150.00
HH) Retailer of gen. merchandise (sari-sari store)	200.00
II) Meal / fish / vegetables / tuba / fruit vendors	150.00
JJ) Billiard halls	150.00
KK) Cottages	100.00
LL) Others not mentioned	100.00

MM) Peddlers	30.00
NN) All other business, industrial, commercial, agricultural establishments not specifically mentioned above:	
(1) With an area of 1,000 sq.m. or more	1,000.00
(2) 500 or more but less than 1,000 sq.m	500.00
(3) 200 or more but less than 500 sq.m	300.00
(4) 100 or more but less than 200 sq.m.	200.00
(5) 50 or more but less than 100 sq.m.	100.00
(6) 25 or more but less than 50 sq.m.	50.00
(7) Less than 25 sq.m.	25.00

ARTICLE 54. *Environmental Fees*

Section 287. *Environmental Hazard Fee.-* An environmental hazard fee shall be imposed against all industrial, commercial and other types of businesses, including transportation business, whose activities are potential sources of land, air, and water pollution. No business permit shall be issued without payment of this fee.

Section 288*. Schedule of Fees.* – The following shall be the prescribed environmental hazard fees:

(a) Industrial / Manufacturer	500.00
(b) Quarrying / Mining	500.00
(c) Agro-Industrial	500.00
(t) Hospitals	500.00
(u) Funeral Parlors	500.00
(v) Private Cemeteries/ Memorial Parks	500.00
(w) Private Slaughterhouse/ Abattoir	500.00
(x) Animal Farms (Piggery/ Poultry)	500.00
(y) Gasoline Stations/ Fuel Depot	500.00
(z) Recycling/ Treatment And Disposal of toxic wastes	500.00
(aa) Resorts/ Recreation & Leisure Parks	300.00
(l) Other Business & Activities Not Mentioned	300.00

ARTICLE 55. *Solid Waste Management Fees and Garbage Fees*

Section 292*. Sanitary Landfill Facilities Maintenance Fee-* Vehicles dumping wastes in the Sanitary Landfill maintained and operated by the City, shall be collected with the following maintenance fees:

(a) 10 Wheeler Vehicle and above	50.00/ entry
(b) 6 Wheeler Vehicle	40.00/ entry
(c) 4 Wheeler Vehicle	30.00/ entry

(d) Pedicab/ Trisikad 20.00/ entry

Section 293*. Schedule of Garbage Fees* - There shall be collected an annual garbage fee before a permit or license for business, trade or occupation, including lodging and boarding houses, in places where garbage collection and disposal services by the City Government be issued, in accordance with the following schedule of fees:

A) Banks	
(1) Banks, Banking Institutions, Savings, Loan Associations, Investment Houses and other financial institutions	500.00
B) Insurance Companies	
(1) Insurance Companies, agencies, adjusters	500.00
C) Bars	500.00
D) Clubs	
(1) Day and Night Club	500.00
(2) Night Club only	300.00
(Family/super or cocktail lounges	500.00
E) Booking Offices	
(1) Airlines and establishments of booking offices and shipping Agencies	500.00
(2) Stevedoring or arrastre with operating equipment less than P500,000.00 or without equipment	300.00
(3) Stevedoring or arrastre with operating equipment valued at P500,000.00 or more	500.00
F) Funeral Parlors	
(1) With embalming establishments and depositing corpse in their funeral parlor and rendering funeral services by any kind of transportation: every branch thereof. 1,000.00	
(2) Rendering funeral service only	500.00
G) Hotels/Cottages/Motels/Dormitories	
a) Dormitories, Lodging Houses, Boarding Houses	
(1) Accommodation of 15 or less	200.00
(2) More than 15 persons to 20 persons	300.00
(3) Accommodation of 21 to 25 persons	500.00
(4) Accommodation of 26-50 persons	600.00
(5) Accommodation of 51 or more persons	800.00
b) Hotels/ Cottages/ Motels/Pension Houses	
(1) Those having 15 or less rooms	250.00
(2) Those having 16 to 25 rooms	500.00
(3) Those having 26 to 50 rooms	600.00
(4) Those having 51 to 80 rooms	800.00

(5) Those having 81 to 100 rooms	1,000.00
(6) Those having more than 100 rooms	1,200.00
H) Hospitals/Clinics	
a) Private Hospitals, Clinic, Maternity Clinics, etc.	
(1) With a bed capacity of 300 persons or more	1,500.00
(2) With a bed capacity of 250 to less than 300 persons	1,300.00
(3) With a bed capacity of 200 to less than 250 persons	1,000.00
(4) With a bed capacity of 150 to less than 200 persons	800.00
(5) With a bed capacity of 100 to less than 150 persons	650.00
(6) With a bed capacity of 50 to less than 100 persons	500.00
(7) With a bed capacity of less than 50 persons	300.00
I) Laundry Services	
a) Laundry and dry cleaning establishments	
(1) With machinery or steam	450.00
(2) Ordinary laundry without machinery or steam	250.00
J) Lumberyard/Corn and/or Rice Mills	500.00
K) Manufacturing	
a) Candle and/ or soap factory	
(1) With machinery	1,000.00
(2) Without machinery	500.00
b) Manufacturer of paints, posters, inks, dyes and other similar Products	
(1) With machinery	1,000.00
(2) Without machinery	500.00
c) Manufacturer of coconut oil	
(1) With machinery	1,000.00
(2) Without machinery	500.00
d) Manufacturer of lard or boiling fats, butter, sauce, soy sauce, sausages, hotdogs, bologna and other similar products	
(1) With machinery	500.00
(2) Without machinery	300.00
e) Manufacturing of Biscuits	
(1) Biscuit factory or bakery	300.00
f) Manufacturer of coffee and chocolates candies and other confectioneries or similar products	
(1) With machinery	300.00
(2) Without machinery	500.00
g) Manufacturer of Ice Creams or Ice Products	
(1) With machinery	300.00
(2) Without machinery	500.00
h) Manufacturer of Ice or Ice Factory	500.00
i) Manufacturer of Batteries or Recharging Batteries	500.00

j) Manufacturer of cigars, cigarette or mascada	
(1) Without machinery	300.00
(2) With machinery	500.00
k) Manufacturer of mattresses, beds and all kinds of furniture	
(1) Without machinery	300.00
(2) With machinery	500.00
l) Manufacturer and repair of shoes	
(1) Without machinery	300.00
(2) With machinery	500.00
m) Manufacturer of Boxes	
(1) With machinery	300.00
(2) With machinery 20 or less HP	500.00
(3) With machinery 21 to 50 HP	600.00
(4) With machinery more than 50 HP	800.00
n) Manufacturer of Cigar boxes and other similar boxes	250.00
o) Manufacturer of bricks, hollow blocks, tiles and other similar products	
(1) Without machinery	300.00
(2) With machinery	500.00
p) Manufacturer of Mike, Bijon, Sotanghon, Misua and other similar products	500.00
L) Printing Presses	
a) Printing press with hand set type	300.00
b) Printing press with linotype	500.00
M) Photo Studios	
a) Lithographers/ engravers	
(1) Without machinery	300.00
(2) With machinery	500.00
b) Photo engravers	500.00
c) Photo studio/ establishments	500.00
N) Recreation, Billiard, Bowling Centers	
a) Billiard and pool halls	
(1) With one table	300.00
(2) With 2 to 3 tables	500.00
(3) With 4 to 5 tables	600.00
(4) With 6 to 8 tables	800.00
(5) With 8 or more tables	1,000.00
b) Bowling Lanes	
(1) With 4 lanes	250.00
(2) With 6 to 11 eleven lanes	500.00
(3) With 12 to 20 lanes	600.00
(4) With 21 to 30 lanes	800.00
(5) With 31 or more lanes	1,000.00

c) Cockpits	500.00
O) Restaurants and Eateries	
a) Restaurants, panciterias, cafes or cafeterias, carenderias, kitchenettes, refreshments, parlors or any other public eating places	
(1) 10 and below seating capacity	250.00
(2) With 11 to 20 seating capacity	450.00
(3) With 21 to 30 seating capacity	600.00
(4) With 31 to 40 seating capacity	800.00
(5) With 41 to 50 seating capacity	1,000.00
(6) With 51 or more seating capacity	1,200.00
P) Storage Services	
a) Storage of alcohol	150.00
b) Distillery or rectifier or processors of alcoholic beverages	350.00
c) Cold storage	500.00
d) Motor oil storage	500.00
e) Gasoline, Petroleum or other similar products (storage)	800.00
Q) Supermarkets (including the following sections: wet market, groceries, drug stores, hardware, school supplies, dry goods and other sections)	1,000.00
R) Dealers, Retailers and Other Stores	
a) Drug stores	450.00
b) Hardware and appliance stores	450.00
c) Variety stores/ tindahang bayan	
(1) Those with capitalization not exceeding P 1,000	75.00
(2) Those with capitalization of over P1,000 but not exceeding P 5,000	150.00
(3) Those with capitalization exceeding P 5,000	250.00
d) Dealers in logging and farm machineries and equipment	500.00
e) Dealers/Retailers of automobile, trucks, jeepneys or jitneys and other vehicles	500.00
f) Dealers/Retailers of motorcycle, tricycles, in board and out board motors	500.00
S) Schools	
a) Universities, colleges, schools and other teaching and other vocational institutions: (based on semestral enrolment)	
(1) 10,000 or more students	1,300.00
(2) 8,000 to less than 10,000 students	1,000.00
(3) 5,000 to less than 8,000 students	800.00
(4) 2,000 to less than 5,000 students	600.00
(5) 1,000 to less than 2,000 students	500.00
(6) Less than 1,000 students	300.00
T) Shops	

a) Manufacturer of chairs made of rattan or Bamboo

(1) With machinery	500.00
(2) Without machinery	300.00

b) Manufacturer of furniture made of wood or iron or combined, with or without upholstery

(1) With machinery	500.00
(2) Without machinery	300.00

c) Manufacturer of woodcrafts and/ or carpentry shops

(1) With machinery	500.00
(2) Without machinery	300.00

d) Establishment for the repair of motor vehicles, repair and/ or construction of bodies of motor vehicles (based on space areas)

(1) 10 sq. m. or less	300.00
(2) 11 to 20 sq. m.	350.00
(3) 21 to 30 sq. m	500.00
(4) 31 to 40 sq. m.	600.00
(5) 41 sq. m. or more	650.00

e) Blacksmith Shops

(1) With machinery	500.00
(2) Without machinery	300.00

f) Welding Shops

(1) With machinery moved by hands	300.00
(2) With machinery moved by electricity	500.00

g) Tinsmith Shops

(1) With machinery	500.00
(2) Without machinery	300.00

h) Repair shops for pianos, radios, phonographs, adding machines, calculators, mimeographs and other similar apparatus

(1) With machinery	500.00
(2) Without machinery	300.00

i) Machine shops, establishments for manufacturing or repairing of parts of mechanical apparatus or engines or manufacturing of any kind of articles made of metals

(1) Without lathe machine	300.00
(2) Not more than 1 lathe machine	500.00
(3) Not more 2 lathe machines	600.00
(4) Not more than 3 lathe machines	800.00
(5) Not more than 5 lathe machines	1,000.00
(6) With 6 or more lathe machines	1,200.00

j) General repair on articles, iron, brass, etc. other than foundries and machine shops: manual or mechanical 300.00

k) Recapping Plants and Vulcanizing Shops

(1) Recapping plants	500.00

(2) Vulcanizing shops	300.00
l) Beauty Parlors	
(1) With 2 or less helpers	300.00
(2) With 3 to 5 helpers	500.00
(3) With 6 to 10 helpers	600.00
(4) With more than 10 helpers	800.00
m) Tailoring and Dressmaking Shops	
(1) With 1 to 3 machines	300.00
(2) With 4 to 6 machines	500.00
n) Barbershops	
(1) With 1 ordinary chairs	300.00
(2) With 2 to 5 chairs	500.00
(3) With 6 to 8 chairs	600.00
(4) With 8 or more chairs	800.00
o) Massage Parlors/Clinics	
(1) With 1 to 3 beds	300.00
(2) With 4 t0 8 beds	500.00
(3) With 9 to 12 beds	600.00
(4) With 13 to 20 beds	800.00
(5) With 21 or more beds	1,000.00
p) Pawnshops	600.00
q) Theater or Cinematographers House	600.00
U) Vendors	150.00
V) Warehouses	600.00
W) Other Kinds of Businesses	
a) Peddler or General Merchandise	
(1) Without transportation	250.00
(2) With transportation	450.00
b) Duckery and Poultry	
(1) Commercial (Large scale)	500.00
(2) Backyard (Small scale)	250.00
c) Ballot Making	300.00
d) Photocopying Services	300.00
e) Flower shops	300.00
f) Push and pull carts	150.00
g) Management/ consultancy	250.00
h) Dealer of jewelry	300.00
i) Promotion and entertainment	300.00
j) Trucking Services	
(1) With 1 to 5 units	250.00
(2) With 6 to 10 units	400.00
(3) With 10 t0 20 units	550.00

(4) With 20 to 25 units	700.00
(5) With 25 units or more	850.00
k) Rental of Video Tapes Services	300.00
l) Internal decorator services	300.00
m) Retailer/ Wholesaler of 2nd hand parts	500.00
n) Dealer and retailer of office/ school supplies/ equipment	500.00
o) Retailer of medical/ dental supplies and equipment	500.00
p) Manufacturer of Kitchen Utensils	500.00
q) Wholesaler/ distributor of newspapers and magazines	250.00
r) Retailer of newspapers and magazine	150.00
s) Manufacturer of window grills	500.00
t) Retailers/ Wholesalers of religious articles	150.00
u) Wholesalers of Cosmetics	400.00
v) Retailers of Fire Extinguishers	300.00
w) Retailer/ rental of flower /plants (ornamental)	300.00
x) Glass Figurine Making	300.00
y) Marketing of LPG	600.00
z) Retailers/ Wholesalers of scrap metals	500.00
aa) Food processors	300.00
bb) Pest control services	300.00
cc) Wholesalers/ distributors of softdrinks	600.00
dd) Booking/ liaison offices	300.00
ee) Grocery Stores/ departments stores/ dry goods stores	450.00
ff) Real estate lessors	250.00
gg) Music and Dance Studios	300.00
hh) Radio Broadcasting Stations	300.00
ii) Radio and Telecommunications Stations	300.00
jj) Amateur Radio Associations	300.00
kk) Civic/ professional/ religious organizations maintaining buildings and club houses	300.00
ll) Circus/ Carnival and the like	600.00
mm) Cooperative banks/ credit unions/ consumers coop/ marketing coop/ agricultural farmers coop and similar cooperatives	300.00
nn) Others- all other businesses, trades and occupations not included in the foregoing sections	300.00

Section 294. *Time of Payment*. — The fees prescribed in this Article shall be paid to the City Treasurer or his duly authorized representative within the first Twenty (20) days of the year.

Section 295. *Garbage Service Charges for Multiple Businesses*. — Where there are two (2) or more kind of businesses subject to the garbage charges, conducted in the same place or establishment by the same owner or operator, the charge to be collected shall be that which has the highest rate among the businesses concerned plus Twenty-Five percent (25%) thereof,

provided, that the total garbage fee shall not exceed Ten Thousand Pesos (P10,000.00) per annum.

Section 296*. Manufacturers, producers maintaining or operating principal offices, factories and/or sales offices in the same premises*. — For purposes of collection of the garbage charges, manufacturers or producers maintaining their factory, principal or sales offices in the same premises shall pay the garbage charges based on the total aggregate area of such business premises at rates prescribed under this Article.

SECTION 12.0.0.2 FIRE CODE REVENUES

A. The classification of Fire Code revenues and rates are prescribed in the following schedule:

1. Fire Code Construction Tax. Tax prescribed in Section 12.0.0.1 (B) of this RIRR.
2. Fire Code Realty Tax. Tax prescribed in Section 12.0.0.1 (C) of this RIRR.
3. Fire Code Premium Tax. Tax prescribed in Section 12.0.0.1 (D) of this RIRR.
4. Fire Code Sales Tax. Tax prescribed in Section 12.0.0.1 (E) of this RIRR.
5. Fire Code Proceeds Tax. Tax prescribed in Section 12.0.0.1 (F) of this RIRR.
6. Fire Safety Inspection Fee. Fee charged for the conduct of Fire Safety Inspection equivalent to fifteen percent (15%) of all fees charged by the Local Government Unit or Philippine Economic Zone Authority (PEZA), but in no case shall be lower than Five Hundred Pesos (PhP500.00).
7. Storage Clearance Fee. Fee derived from storage of flammable and combustible materials.
8. Conveyance Clearance Fee. Fee derived from transporting flammable and combustible materials.
9. Installation Clearance Fee. Fee derived from installation of tanks, pipes of flammable and combustible substances, building installations, and other fire protection system and warning system.
10. Fire Code Fines. Fees derived from imposition of administrative fines and penalties.
11. Other Fees. Fees derived from fireworks display, fumigation/fogging, fire drill, hotworks,
filing fees for FSEC, protest and appeal fee, and other clearances as provided under this RIRR.

B. The account codes of the above classified taxes, fees/charges and fines shall be prescribed by the Commission on Audit (COA).

(Annex B)
IDENTIFIED BARANGAYS WITH ORDINANCE ON CORRESPONDING BARANGAY CLEARANCE FEE IN THE APPLICATION FOR ANY BUSINESS RELATED TRANSACTIONS

NAME OF BARANGAY	ORDINANCE NO.	FEE/S
1. A.O. FLOIRENDO	NO. 1	1. For Business Permit- 75.00
41. BUENAVISTA	-	-
42. CACAO	NO. 01, August 19, 2014	100.00
43. CAGANGOHAN	NO. 01-09, September 5, 2009	1. sari-sari or any business with capitalization or gross sales of the preceding year 50,000 below - 50.00 2. partnership- 300.00 3. corporation- 500.00 4. association/people's org/NGO's- 250.00 5. w/ capitalization or gross sales above 50,000.00- 250.00
44. CONSOLACION	NO. 1, January 7, 2008	100.00
45. DAPCO	NO. 04-15, October 21, 2015	100.00
46. DATU ABDUL	NO. 2, September 15, 2014	50.00
47. GREDU	NO. 01-14, November 6, 2024	1. New- 100.00 2. Renew: 2.1 Small (below 50k)- 100.00 2.2 Medium (51k-300k)- 200.00 3. Big (above 300k)- 500.00
48. J.P. LAUREL	-	-
49. KASILAK	-	-
50. KATIPUNAN	NO. 01, November 17, 2011	75.00
51. KATUALAN	-	-
52. KAUSWAGAN	NO. 1, February 21, 2023	150.00
53. KIOTOY	-	-
54. LITTLE PANAY	NO. 01, July 6, 2020	50.00
55. LOWER PANAGA	-	-
56. MABUNAO	NO. 04, March 7, 2023	100.00
57. MADUAO	NO. 7, February 21, 2024	For Business Permit: 1. Sari-sari Store- 100.0 2. Company Businesses- 500.00/yearly 3. Seller of Assorted Products- 100.00
58. MALATIVAS	NO. 08	Application of Business Permit- 100.00

59. MANAY	NO. 01	Securing/Renewal of Business Permit- 50.00
60. NANYO	NO. 1, November 3, 2016	1. Small Establishments- 100.000 2. Big Establishments- 500.00
61. NEW MALAGA	-	-
62. NEW MALITBOG	NO. 1-2015	For Business Fee- 500/year
63. NEW PANDAN	NO. 01-18, January 24, 2018	1. Sari Sari Store- 150.00 2. Eatery- 200.00 3. Junk Shop/Repair Shop- 150.00 4. Stall Vendor- 200.00 5. Commercial Establishments- 500.00
64. NEW VISAYAS	NO. 03, January 2, 2020	100.00
65. QUEZON	-	For Business Permit- 500.00 Sari-sari Store- 200.00
66. SALVACION	NO. 01, May 7, 2014	1. Small Establishments: * Sari sari Store- 150.00 * Eatery- 200.00 2. Big Establishment (Factory, Restaurant, Shop, etc.)- 650.00
67. SAN FRANCISCO	-	150.00
68. SAN NICOLAS	NO. 13	Brgy. Clearance for Business Permit: 13. Poultry- 300.00 14. Piggery- 300.00 15. Inland Resorts- 300.00 16. Aqua Culture- 100.00 17. Burial- 100.00 18. Buildings- 200.00 7. Sari-sari (below 50k)- 50.00 8. Sari-sari (above 50,001k)- 100.00 9. Others- 100.00
69. SAN PEDRO	NO. 02, March 18, 2024	100.00
70. SAN ROQUE	NO. 2, September 4, 2023	100.00
71. SAN VICENTE	NO. 01, December 15, 2008	50.00
72. SINDATON	-	-
73. SOUTHERN DAVAO	NO. 2, September 2, 2015	1. Small Establishments (50k below)- 100.00 2. Big Establishments (50k above)- 500.00
74. STA. CRUZ	NO. 06, December 3, 2014	50.00
75. STO. NINO	-	150.00
76. TAGPORE	NO. 2, January 9, 2024	100.00

77. TIBUNGOL	NO. 01, September 7, 2011	50.00
78. UPPER LICANAN	NO. 04, October 2, 2013	Business Permit: 1. Sari-sari Store- 150.00 2. Department Store- 300.00 3. Grocery Store- 300.00 4. Bakery- 200.00 5. Concrete Block Factory- 200.00 6. Drugstore/Pharmacy/Botica- 200.00 7. Hardware- 200.00 8. Lumber (wood/coco)- 200.00 9. Importers/Exporters- 500.00 10. Carenderia- 150.00 11. Ice Cream Parlor/ Cafeteria- 150.00 12. Beauty Shop/Parlor/Barber Shop- 150.00 13. Battery Charging/Vulcanizing Shop- 100.00 14. Furniture Shop/Painting Shop/ Welding Shop- 150.00 15. Tailoring Shop- 150.00 16. Auto/Motorcycle Spare Parts Retailer/ Repair Shop- 200.00 17. Boarding House/ Lodging House (per building)- 500.00 18. Billiard Polls- 150.00 19. Operator Videoke Machine- 100.00 20. Fresh Fish Dealer- 150.00 21. Lending Investors- 150.00 22. Office Supplies- 150.00 23. Water Refilling Station- 200.00 24. Shoe Repair Shop- 100.00 25. Regrigeration Repair Shop- 150.00 26. Coconut/Rice Grinder- 100.00 27. Electrical Shop- 200.00 28. Restaurants- 200.00 29. Agri-vet Suppy Dealer- 200.00 30. Buy & Sell Agricultural Products- 200.00 31. Grain Retailer- 100.00 32. Car Wash- 150.00
79. WATERFALL	NO. 03, February 4, 2014	50.00

5. 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:	Complex
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 only; Original 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) - one valid ID of the authorized representative (1 photocopy)		Citizen or Client being represented Company ID, SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA,PAG-IBIG		
In case of lost permit and/or plate: Affidavit of Loss (1 original copy)		Client		
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 1.1 Secure contact number of the client for notification purposes 1.2 Forward the documents to the assigned inspector who will conduct the inspection and verify the actual business status 1.3 Provide two (2) copies of the inspection report to the person-in-charge 1.4 Notify the client regarding the status of his application 1.5 Endorse the verified application and	None	10 minutes Inspection or verification – 2 days 10 minutes 10 minutes	*Administrative Aide I* CMO –BPLS *Licensing Inspector* CMO –BPLS *Administrative Aide I* CTO *Administrative Aide I* CMO –BPLS

	direct client to proceed to the City Treasurer's Office for assessment and payment			
2. Present documents for retirement with inspector's report to City Treasurer's Office 2.1 Present O.R. with the verified documents and secure claim stub at BPLS window no. 2	2. Verify and prepare assessment / order of payment of the application 2.1 Accept payment based on assessment and issue the official receipt 2.2 Receive and checks the completeness of the document submitted and issue claim stub to the applicant 2.3 Print the request/action taken re: termination of business permit 2.4 Review and initially signed the request/action taken document 2.5 Encode profile into the BPLS System	Assessment of CTO is based on The Local Revenue Code of 2009 (Article 19, Section 152, paragraph H) *Surrender Fee – PHP 80.00 In case the owner fails to retire within the period stated, the owner shall be liable for the following fines: (refer to the table below)	40 minutes 35 minutes 10 minutes 10 minutes 30 minutes 15 minutes	*Local Revenue Collection Officer II* CTO *Revenue Collector III* - CTO *Administrative Aide I* CMO – BPLS *Administrative Aide VI (Clerk III)* CMO –BPLS *Licensing Officer III* CMO –BPLS *Administrative Aide VI (Clerk III)* CMO –BPLS

	2.6 Endorse the request/ action taken re: termination of business permit to the City Mayor's or City Administrator's Office for approval		2 hours	*Administrative Aide I* CMO – BPLS
3. Receive the approved action taken / request after signing the logbook	3. Release approved request	None	10 minutes	*Administrative Aide I* CMO –BPLS
	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

6. 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.

Pursuant to City Ordinance No. 33 – 2023, barangay clearance for business permit shall be secured from the Business Permit and Licensing Section of the City of Panabo. This will be released together with the business permit, sanitary permit and locational clearance for business compliance.

Office or Division:	CMO – Business Permit and Licensing Section
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	New owner / Existing Business Owner

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
Business Application Form (original form)	Business Permit and Licensing Section
Previous Business Permit (1 original)	Client
Valid Fire Safety Inspection Certificate (1 photocopy, present original)	Bureau of Fire Protection
Government Issued Identification Card (1 photocopy, present original)	Any Government Agency
Proof of right of the applicant to use location as business address (as applicable): I.) If owned: - Transfer Certificate of Title - Tax declaration - Deed of Sale/Deed of Donation/Deed of Conveyance/Extrajudicial Settlement of Estate (1 photocopy, present original) II.) If not owned by the applicant:	ROD City Assessor's Office Law firm/office

- Notarized Contract of Lease/Memorandum of Agreement/Affidavit of Consent of property owner (1 original)	Law firm/office
Notarized Certified List of Employees and Capitalization (1 original)	Client
Additional for Transfer of Ownership only: For Single Proprietorship - Affidavit of Ownership For Partnerships/Corporations/Cooperative - Notarized Board Resolution (1 original copy) Business Name: For Single Proprietorship - Certificate of Registration For Partnerships/Corporations - Certificate of Registration with Cover Sheet, By-Laws and Articles For Cooperative - Certificate of Registration (1 photocopy, present original/electronic copy)	 Law firm/office Law firm/office Department of Trade and Industry (DTI) or Panabo City Negosyo Center Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA)
Additional for Change Location only: For Single Proprietorship, if Certificate of Registration is expired: - Valid Certificate of Registration (1 photocopy, present original)	 Department of Trade and Industry or Panabo City Negosyo Center
Situational Requirements:	
For Lessee: - Mayor's Permit of the building owner / landlord as a Real Estate Lessor - Contract of Lease (1 photocopy, present original)	 Lessor Law firm/Office
For business located at any government facilities: -Market Clearance (1 photocopy, present original)	City Economic Enterprise Management and Development Office

For Leasing Activity and For Proprietor with Consent to Use Property without Rent: -Tax clearance of the business location (1 photocopy; Original must be presented)	City Treasurer's Office
For Trucking Services: - Valid OR/ CR of Vehicle (1 photocopy each vehicle) -Notarized Consent to use vehicle if not owned by the applicant (1 Original Copy)	Client Law firm/office
For Online Gaming Activities: -PAGCOR License (1 photocopy, present original)	PAGCOR
For Broadcasting Stations: -License to Operate (1 photocopy, present original)	National Telecommunications Commission
For Service and Repair Enterprises: - DTI Accreditation or Affidavit of Undertaking (1 photocopy, present original)	Department of Trade and Industry
For Liquid Fuels Retails Outlets and Technology Solution Retail Outlets: - Certificate of Compliance or Endorsement Letter (1 photocopy, present original)	Department of Energy
For LPG Dealer: - License to Operate or Endorsement Letter (1 photocopy, present original)	Department of Energy
For Contractors and Construction-Related Businesses: - License (1 photocopy, present original)	Philippine Contractors Accreditation Board
For Lending Institutions: - Certificate of Authority and - Authority to Operate (1 photocopy, present original)	SEC Bangko Sentral ng Pilipinas
For Real Estate Developers: - Certificate of Registration and License to Sell (1 photocopy; Original must be presented)	Department of Human Settlements and Urban Development
For Animal Facilities: (i.e., Animal Control Facility, Aviary Cattery,	

Animal/Farm Circus/Carnival Show, Corral, Grooming Facility, Kinne, Lab. Animal Facility, Pet Shop, Poultry Farm, Racetrack Equestrian Establishment, slaughter House, Stock Farm, Stockyard, Shed Farm, Veterinary Clinic, Veterinary Hospital, Wildlife Rescue Center, Zoo and Other Animal Facilities) - Certificate of Registration (1 photocopy; Original must be presented)	Department of Agriculture – Bureau of Animal Industry
For Pawnshop: - Head Office- Certificate of Authority (COA) or Valid Provisional Certificate of Authority (PCOA) - Branches- BSP Letter on the Issuance of Code for Pawnshop offices other than Head Office (1 photocopy, present original)	Bangko Sentral ng Pilipinas
For Money Service Business: - Head Office- Certificate of Registration (COR) or valid Provisional Certificate of Authority (PCOR) - Branches/Other Offices- BSP Letter on the Issuance of Code for MSB offices other than Head Office (1 photocopy, present original)	Bangko Sentral ng Pilipinas
For Designated Non-Financial Businesses and Professions (DNFBPs): (i.e Jewelry Dealer/Dealers in Precious Metals and Dealers in Precious Stones (DPMS), Company Service Providers (CSP), Professional Services Providers (PSP), Real Estate Brokers (REB), Real Estate Developers (RED), Offshore Gaming Operators (OGO), as well as their service providers (OGO-SPs)) - Anti-Money Laundering Council (AMLC) Provisional Certificates of Registration (PCOR) or AMLC Certificates of Registration (1 photocopy; original must be presented)	Anti-Money Laundering Council (AMLC)
Representative/s: For Single Proprietorship:	

-Special Power of Attorney (issued within the last three years) (1 original) For Corporation/Partnerships/Cooperatives: -Board Resolution or Secretary Certificate (1 original) - one valid ID of the authorized representative (1 photocopy)		Law Firm/office Law Firm/office Any Government Agency		
Other Requirements Depending on the Business Activity Declared		Concerned Agency		
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 *For non-compliant as to New Location, advise client to proceed to CMO-CBOO or CPDO 1.1 Encode profile into the BPLS System 1.2 Issue order of payment and direct client to pay at the City Treasurer's Office	None	10 minutes 10 minutes 10 minutes	*Licensing Officer I /Administrative Aide I* CMO –BPLS *Licensing Officer I /Administrative Aide I* CMO –BPLS *Licensing Officer I /Administrative Aide I* CMO –BPLS
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	2. Provide priority number from the queuing machine 2.1 Accept payment based on the order of payment and issue the official receipt	*For Transfer of Location: Php180.00 *For Transfer of Ownership *Single Proprietorship	10 minutes 35 minutes	*Administrative Aide I* CTO *Revenue Collection Clerk III* CTO

*Make sure to secure official receipt that will be issued upon payment Present OR with the verified documents and secure claim stub at BLS window no. 3	2.2 Receive and verify the completeness of the document submitted and issue claim stub to the applicant 2.3 Prepare and print the certification of action taken re: change location /ownership 2.4 Prepare and print Business Permit 2.5 Review and recommend for approval of the Business Permit and certification of action taken 2.6 Approve and sign the business permit and certification of action taken	to Single Proprietorship Php180.00 *Single Proprietorship to Corporation Php360.00 *Corporation to Single Proprietorship Php500.00	10 minutes 10 minutes 45 minutes 1 hour 2 hours	*Administrative Aide I* CMO – BPLS *Licensing Officer I /Administrative Aide I* CMO –BPLS *Administrative Aide VI (Clerk III)* CMO –BPLS *Licensing Officer III* CMO-BPLS *Local Chief Executive*
3. Receive business permit and action taken; sign logbook	3. Release approved business permit and certification of action taken	None	10 minutes	*Administrative Aide I* CMO – BPLS
	TOTAL	**None**	**5 hours, 5 minutes**	

7. 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; Original must be presented)	Insurance Company
Certificate of Registration (CR) and Official Receipt (OR) (1 photocopy only; 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
1. Fill-out application form and submit complete documentary requirements at Business Permit and	1. Receive and validate attached requirements 1.1 Issue order of payment 1.2 Return the verified documents and	None	10 minutes 10 minutes 10 minutes	*Administrative Aide I* CMO – BPLS

Licensing Section *Make sure to secure Order of Payment that will be issued	direct client to the City Treasurer's Office for payment			
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 then secure claim stub at BPLS window no.2	2. Provide priority number from the queuing machine 2.1 Accept payment based on the order of payment and issue Official Receipt 2.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant 2.3 Print the MTO Permit – Franchise 2.4 Review and initially signed the MTO permit 2.5 Endorse the MTO Permit to the City Mayor's or City Administrator's Office for approval	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	10 minutes 35 minutes 10 minutes 10 minutes 30 minutes 2 hours	*Administrative Aide I* CTO *Revenue Collection Clerk III* CTO *Administrative Aide I* CMO – BPLS *Licensing Officer III* CMO – BPLS *Administrative Aide I* CMO – BPLS
3. Receive approved permit and sign in the	3. Release approved MTOP - Franchise	None	10 minutes	*Administrative Aide I* CMO - BPLS

logbook upon receipt				
	TOTAL:	**PHP 1,000.00**	**4 hours,15 minutes**	

8. 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; Original must be presented)	Insurance Company
Certificate of Registration (CR) and Official Receipt (OR) (1 photocopy only; 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
Residential Sketch (Original copy)	Client
Situational Requirements:	
For representative: -Special Power of Attorney (SPA) original copy -One (1) valid ID of the authorized representative	Citizen or Client being represented 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. Fill out application and submit complete documentary requirements	1. Receive and validate attached requirements 1.1 Issue order of payment	None	10 minutes 10 minutes	*Administrative Aide I* CMO -BPLS

at Business Permit and Licensing Section *Make sure to secure Order of Payment that will be issued	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 2.1 Accept payment based on the order of payment and issue Official Receipt 2.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant 2.3 Print the MTO Permit – Franchise 2.4 Review and initially signed the MTO permit 2.5 Endorse the MTO permit to the City Mayor's or City Administrator's Office for approval	Franchise Fee (every 3 years) – PHP 325.00 Filing Fee (every 3 years) – PHP 400.00 *Failure to renew franchise: Php 300.00 (surcharge)	10 minutes 35 minutes 10 minutes 10 minutes 30 minutes 2 hours	*Administrative Aide I* CTO *Revenue Collection Clerk III* CTO *Administrative Aide I* CMO – BPLS *Licensing Officer III* CMO – BPLS *Administrative Aide I* CMO – BPLS

3. Receive the approved permit and sign in the logbook upon receipt	3. Release approved MTOP-Franchise	None	10 minutes	*Administrative Aide I* CMO – BPLS
	TOTAL:	**PHP 725.00 / PHP 1,025.00**	**4 hours, 15 minutes**	

9. 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 only; 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) -One (1) valid ID of the authorized representative (1 photocopy)	Citizen or Client being represented 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	1. Receive and validate attached requirements 1.1 Issue order of payment 1.2 Endorse verified documents and direct client to the City Treasurer's	None	10 minutes 10 minutes 10 minutes	*Administrative Aide I* CMO – BPLS

that will be issued	Office for payment			
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 2.1 Accept payment based on the order of payment and issue Official Receipt 2.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant 2.3 Print the MTOP-Mayor's Permit 2.4 Review and initially signed the permit 2.5 Endorse the MTOP- mayor's permit to the City Mayor's or City Administrator's Office for approval	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)	10 minutes 35 minutes 10 minutes 10 minutes 30 minutes 2 hours	*Administrative Aide I* CTO *Revenue Collection Clerk III* CTO *Administrative Aide I* CMO – BPLS *Licensing Officer III* CMO – BPLS *Administrative Aide 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	*Administrative Aide I* CMO – BPLS
	TOTAL:	**PHP 275.00 / PHP 475.00**	**4 hours, 15 minutes**	

10. 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 only; 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) -One (1) valid ID of the authorized representative	Citizen or Client being represented Company ID, SSS, GSIS, Driver's License, PHIC, BIR, PRC, Barangay ID, DFA,PAG-IBIG
In case of death : Death Certificate (1 photocopy)	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	1. Receive and validate attached requirements 1.1 Issue order of payment 1.2 Endorse verified documents and direct client to the City Treasurer's Office for payment	None	10 minutes 10 minutes 10 minutes	*Administrative Aide I* CMO – BPLS

that will be issued				
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 2.1 Accept payment based on the order of payment and issue Official Receipt 2.2 Receive and checks the completeness of the document submitted and issue claim stub to the applicant 2.3 Print the MTOP-dropping document form 2.4 Review and initially signed the document form 2.5 Endorse the MTOP- dropping document form to the City Mayor's or City Administrator's Office for approval	Dropping Fee – PHP 200.00	10 minutes 35 minutes 10 minutes 10 minutes 30 minutes 2 hours	*Administrative Aide I* CTO *Revenue Collection Clerk* CTO *Administrative Aide I* CMO – BPLS *Licensing Officer III* CMO – BPLS *Administrative Aide I* CMO – BPLS
3. Receive approved dropping document and sign in the logbook upon receipt	3. Release approved document	None	10 minutes	*Administrative Aide I* CMO – BPLS
	TOTAL:	**PHP 200.00**	**4 hours, 15 minutes**	

11. 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 only; Original must be presented)– old	Land Transportation Office
Certificate of Registration (CR) and Official Receipt (OR) (1 photocopy only; Original must be presented)- new	Land Transportation Office
Situational Requirements:	
For representative: -Special Power of Attorney (SPA) (original copy) -One (1) valid ID of the authorized representative (1 photocopy)	Citizen or Client being represented 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 1.1 Issue order of payment 1.2 Endorse verified documents and direct client to the City Treasurer's Office for payment	None	10 minutes 10 minutes 10 minutes	*Administrative Aide I* CMO – BPLS

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 2.1 Accept payment based on the order of payment and issue Official Receipt 2.2 Receive and checks the completeness of the document submitted and issue claim stub to the applicant 2.3 Print the MTOP-substitution of unit document form 2.4 Review and initially signed the document form 2.5 Endorse the MTOP-substitution of unit document form to the City Mayor's or City Administrator's Office for approval	Substitution Fee – PHP 300.00/unit	10 minutes 35 minutes 10 minutes 10 minutes 30 minutes 2 hours	*Administrative Aide I* CTO *Revenue Collection Clerk III* CTO *Administrative Aide I* CMO – BPLS *Licensing Officer III* CMO – BPLS *Administrative Aide I* CMO – BPLS
3. Receive the approved document and sign in the logbook upon receipt	3. Release approved document	None	10 minutes	*Administrative Aide I* CMO – BPLS

	TOTAL:	**PHP 300.00/unit**	**4 hours, 15 minutes**	

12. 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 (1 photocopy only; 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 1.1 Issue order of payment 1.2 Endorse the verified document and direct client to the City Treasurer's Office for payment	None	10 minutes 10 minutes 10 minutes	*Administrative Aide I* CMO – BPLS

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 document at BPLS window no.2	2. Provide priority number from the queuing machine 2.1 Accept payment based on the order of payment and issue Official Receipt 2.2 Record the transaction and release the stamped document	Transfer of Ownership – PHP 5,000.00/unit	10 minutes 35 minutes 10 minutes	*Administrative Aide I* CTO *Revenue Collection Clerk III* CTO *Administrative Aide I* CMO – BPLS
	TOTAL:	**PHP 5,000.00/unit**	**1 hour, 25 minutes**	

13. 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; 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 *Make sure to secure Order of Payment	1. Receive and validate attached requirements 1.1 Issue order of payment 1.2 Endorse fill out form and verified documents then direct client to the City Treasurer's Office for payment	None	10 minutes 10 minutes 10 minutes	*Administrative Aide I* CMO – BPLS

that will be issued				
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 Official Receipt and fill-out document at BPLS window no.1	2. Provide priority number from the queuing machine 2.1 Accept payment based on the order of payment and issue Official Receipt 2.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant 2.3 Print the driver's Identification Card 2.4 Review and initially signed the printed identification card 2.5 Endorse the identification card to the City Mayor's or City Administrator's Office for approval	ID's Fee – PHP 75.00	10 minutes 35 minutes 10 minutes 10 minutes 30 minutes 2 hours	*Administrative Aide I* CTO *Revenue Collection Clerk III* CTO *Administrative Aide I* CMO – BPLS *Licensing Officer III* CMO – BPLS *Administrative Aide I* CMO – BPLS
3. Receive the approved ID and sign in the logbook upon receipt	3. Release approved ID	None	10 minutes	*Administrative Aide I* CMO-BPLS
	TOTAL:	**PHP 75.00**	**4 hours, 15 minutes**	

14. 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 only; Original must be presented)	Insurance company
Residence Certificate (1 photocopy only; Original must be presented)	Barangay Hall / City Treasurer's Office
One (1) Valid ID of the operator (1photocopy)	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 -One (1) valid ID of the authorized representative	Citizen or Client being represented 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 1.1 Issue order of payment 1.2 Endorse verified documents and	None	10 minutes 10 minutes 10 minutes	*Administrative Aide I* CMO – BPLS

	direct client to the City Treasurer's Office for payment			
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 at BPLS window no.1	2. Provide priority number from the queuing machine 2.1 Accept payment based on the order of payment and issue Official Receipt 2.2 Receive and check the completeness of the document submitted and issue claim stub to the applicant 2.3 Print the Trisikad Operator's permit 2.4 Review and initially signed the TOP 2.5 Endorse the TOP to the City Mayor's or City Administrator's Office for approval	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)	10 minutes 35 minutes 10 minutes 10 minutes 30 minutes 2 hours	*Administrative Aide I* CTO *Revenue Collection Clerk III* CTO *Administrative Aide I* CMO -BPLS *Licensing Officer III* CMO -BPLS *Administrative Aide I* CMO -BPLS
3. Receive approved TO permit and sign in the logbook upon receipt	3. Release approved TOP	None	10 minutes	*Administrative Aide I* CMO – BPLS
	TOTAL:	**PHP 325 /PHP 425.00**	**4 hours, 15 minutes**	

15. 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 only; Original must be presented)	Barangay Hall (residence of the employee)
Residence Certificate (1 photocopy only; Original must be presented)	Barangay Hall / City Treasurer's Office
Police Clearance/NBI Clearance (1 photocopy only; Original must be presented)	Philippine National Police/NBI
Situational Requirements:	
For Application as Uniformed Personnel: 1. Fiscal Clearance 2. Court Clearance (1 photocopy only; Original must be presented)	- Hall of Justice

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	*Administrative Aide I* CMO – BPLS
	1.1 Prepares order of payment		10 minutes	*Administrative Aide I* CMO – BPLS
	1.2 Endorse verified document and direct client to		10 minutes	*Administrative Aide I* CMO – BPLS

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

16. 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
Application Form (1 original)	BPLO
Barangay Clearance (1 original)	Barangay Hall
Community Tax Certificate (1 photocopy only; Original must be presented)	City Treasurer's Office
Market Clearance (1 original)	CEEMDO
Situational Requirements:	
For Peddlers: 1. Official Receipt evidencing payment of the tax	- City Treasurer's Office
For Parades: 1. Letter Request (specified on Code) 2. Application Form 3. Barangay Clearance	- Client - BPLO - Barangay Hall
For Film-Making: 1. Letter Request 2. Application Form 3. Barangay Clearance	- Client - BPLO - Barangay Hall
For Ambulant and Itinerant Amusement Operators: 1. Letter Request 2. Application Form	- Client - BPLO

3. SP Resolution (specified on Code:) 4. CENRO Clearance 5. Sanitary Permit 6. Electrical Fee (Official Receipt) (Original form)	- Sangguniang Panglungsod - City Environment and Natural Resource - City Health Office - City Engineering Office
For Solicitations: (only solicitations by legitimate charitable institutions shall be issued with permits) (specified on Code:) 1. SEC Registration 2. Articles of Incorporation 3. Written Authority from the institution to conduct solicitation	 - SEC - SEC - Client
For Special Occasion: 1. Market Clearance	- City Economic Enterprise Management and Development Office
For business located at night market: 1. Affidavit of No Stall holdings in any public market in Panabo City must be presented (notarized) 2. Market Clearance (Original copy)	- Client - CEEMDO
For application related in conducting group activities: 1. Letter Request 2. Application Form 3. Barangay Clearance 4. Market Clearance *Note: 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*	 - Client - BPLO - Barangay Hall
For Tiangge or Privilege Store:	
For operation and establishing a gun club/s: 1. Memorandum of Agreement from Office of the City Mayor must be complied	 Office of the City Mayor

For Cockpit and Cockfighting Operations: 1. Letter Request 2. Application Form 3. Business Permit (1 photocopy) 4. Barangay Clearance 5. SP Resolution 6. For Representatives: SPA/ Board Reso./ Sec. Cert. 7. One valid ID of Representative	- Client - BPLO - Client - Barangay Hall - Sangguniang Panglungsod - Citizen or Client being represented - PSA, SSS/GSIS, LTO, BIR, DFA, PRC, PAG-IBIG, COMELEC, Post Office
For Ambulant Vending Fees: Article 44	
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)	Client
For business activity conducted at Panabo Multi-Purpose Tourism, Cultural & Sports Center (PMTCSC) and other government recreational facilities: 1. Letter Request 2. Application Form 3. Official Receipt for the gym rental and electricity fee must be presented (original copy)	- Client - BPLO - City Treasurer's 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	*Administrative Aide IV* CMO – BPLS
	1.1 Prepares order of payment		10 minutes	*Administrative Aide IV* CMO – BPLS
	1.2 Endorse verified documents and direct client to the City Treasurer's Office for payment		10 minutes	*Administrative Aide IV* CMO – BPLS

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 and submit all the documentary requirements and secure claim stub at BPLS window no.2	2. Provide priority number from the queuing machine 2.1 Accept payment based on the order of payment and issue Official Receipt 2.2 Issue claim stub to the applicant 2.3 Print special permit and forward the same to the City Mayor's Office for approval	Base on the classification of business activity and event (Refer to the table below)	10 minutes 35 minutes 10 minutes 2 hours	*Administrative Aide I* CTO *Revenue Collection Clerk III* CTO *Administrative Aide IV* CMO – BPLS *Administrative Aide IV (Bookbinder II)* CMO – BPLS
3. Claim approved permit and sign in the logbook upon receipt	3. Release approved permit	None	10 minutes	*Administrative Aide IV* CMO – BPLS
	TOTAL:	**None**	**3 hours, 35 minutes**	

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

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

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 • Business not located in Panabo	 PHP 300.00/year PHP 400.00/year
Fee to Extract Sand & Gravel	PHP 500.00/year
Raffle Draws • Promotional • Fund Raising	 PHP 200.00/draw PHP 150.00/draw
Promotional Sales • without selling of products • with selling of products	 PHP 200.00/month 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 Araw ng 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/Bananaque 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

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 ii. Political rallies with national candidates	 PHP 1,000.00/day 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

No cockpit shall be operated nor shall any cockfighting activities be conducted, without first paying the following fees and securing the necessary licenses/permits herein required:

a) Annual Registration Fee 1,000.00
b) Cockpit Operator's Permit 10,000.00
c) Ocular Inspection Fee 500.00
d) Special Permit Fee for Derbies
    (1) International Derby 5,000.00
    (2) National Derby 4,000.00
    (3) Regional/Local Derby 3,500.00
e) Promoter's Fees for each Derby
    1) 5 Cock Derby and above 5,000.00
    2) 4 Cock Derby 4,000.00
    3) 3 Cock Derby 3,000.00
    4) 2 Cock Derby 2,000.00

(f) Sultada Fees
    (1) Ordinary 50.00
    (2) Derby 100.00

The following officials are required to obtain an annual permit to act as cockfighting officials upon payment of the following fees:

a) Cockpit Managers	500.00
b) Referees (sentenciadores)	300.00
c) Bet Takers (masyadores/kristo)	300.00
d) Bet Managers (kasadores)	300.00
e) Gaffers (mananari)	300.00
f) Derby Match Makers	300.00

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

Mayor's Permit per year	100.00
Space occupied per sq.m. / per day	4.00
Wheeled store per sq. m. of space occupied per day	10.00

Provided, however, that special permit be secured by seasonal vendors during special occasions such as festival, city fiestas and other celebration or similar occasions with the following fees:

Special Permit Fee	200.00
Space occupied / sq.m./ day	25.00

17. 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 *Wait for the name to be called	1. Receive and verify information of the requestor 1.1 Verify Aging of Accounts /Electronic Records 1.2 Prepare Certificate of Legitimate/ Bonafide Beneficiary 1.3 Review and Approve the certificate	None	5 minutes 5 minutes 5 minutes 10 minutes	*Clerk* CMO-City Housing Section *Clerk* CMO-City Housing Section *Clerk* CMO-City Housing Section *OIC Head* CMO-City Housing Section
2. Receive the Certificate of Legitimate/ Bonafide Beneficiary	2. Release the Certificate of Legitimate/ Bonafide Beneficiary	None	5 minutes	*Clerk* CMO-City Housing Section
	TOTAL:	**None**	**30 Minutes**	

18. 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	*Clerk* CMO-City Housing Section
*Wait for name to be called *Make sure to secure Order of Payment that will be issued	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	*Clerk* CMO-City Housing Section
	1.2 Review and approve the certificate		8 Minutes	*Clerk* CMO-City Housing Section
	1.3 Direct client to the City Treasurer's Office for payment		2 Minutes	

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 *Make sure to secure Official Receipt that will be issued upon 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	None	1 Hour	*Clerk* CTO *Revenue Collection Clerk III* CTO
3. Return to City Housing Section and present Official Receipt	3. Record Official Receipt from client	None	2 Minutes	*Clerk* CMO-City Housing Section
	TOTAL:	**Payment will be based on Generated Aging of Accounts**	**1 Hour, 15 Minutes**	

19. Issuance of Certification to Homeowners Association (HOA) Applicants for Community Mortgage Program (CMP)

The document is requested as a pre-requisite document required in application of HOA for financing/refinancing under the Community Mortgage Program. 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:	CMO – City Housing Section
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Client
Who may avail:	Homeowners Association (HOA) Registered and Accredited by Department of Human Settlements and Urban Development (DHSUD)

CHECKLIST REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
For resident Homeowners Association:	
Approved Preliminary Subdivision Development Plan (PSDP) (1 photocopy)	Client
Updated Agreement by the Property Owner (1 photocopy)	Client
Current Certificate of Registration or Accreditation with DHSUD (1 certified true copy)	Client
Updated Financial Report as Homeowners Association (1 photocopy)	Client
Resolution of a set of Officers as Homeowners Association (1 photocopy)	Client

Socio-Economic/Consolidated profile signed by Secretary and HOA President (1photocopy; electronic copy)	Client
Certification from LGU that the property is safe and suitable for housing with attached Mines and Geoscience Biological (MGB) Certification (1 original)	City Planning and Development Office
For Individual Members: -Birth/ Marriage Certificate; Affidavit of Cohabitation (if Live-In) (1 photocopy) -National ID or Any Government IDs (Claim Slip) (1 photocopy) -Barangay ID/Barangay Certificate (1 photocopy) -Certificate of NO LANDHOLDINGS from City Assessor(latest) (1 photocopy) -Voters ID/ Voters Certificate (1 photocopy)	Client
Situational Requirements:	
For non-resident Homeowners Association:	
Certification from sending LGU (1 original)	Sending Local Government Unit
Certificate of No landholdings issued by the	City/Municipal Assessor of sending LGU

City Assessor of sending LGU (1 photocopy)				
Consolidated Profile with Certification from sending LGU that applicants are qualified to access Community Mortgage Program (CMP) (1photocopy; electronic copy)		Client		
Letter from the accepting LGU (1 original)		City Housing Section		
For Individual Members(non-resident): -Birth/ Marriage Certificate; Affidavit of Cohabitation (if Live-In) (1 photocopy) -National ID or Any Government IDs (Claim Slip) (1 photocopy) -Barangay ID/Barangay Certificate (1 photocopy) -Certificate of NO LANDHOLDINGS from City Assessor(latest) (1 photocopy) -Voters ID/ Voters Certificate (1 photocopy)		Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete documentary requirements	1. Receive and validate documentary requirements 1.1 Inform the client of	None	35 minutes	*Administrative Aide I* CMO-City Housing Section

*Wait for the schedule of Profiling/Tagging *Household members must be present during the Profiling/Tagging	the schedule of Household Profiling/Tagging			
2. Accommodate City Housing Section staff during the profiling/tagging *Wait for the release of the Certification through text/call	2. Conduct Profiling/Tagging 2.1 Encode in Data Registry to verify household 2.2 Endorse the Socialized Housing Form for signature of Barangay Captain 2.3 Endorse Socialized Housing Form signed by Barangay Captain for assessment 2.4 Conduct Social Welfare Development Indicators (SWDI) 2.5 Prepare Certification and other related documents	None	5 days 5 days 3 days 1 day 15 days 1 day	*Administrative Aide I* CMO-City Housing Section Barangay Captain City Social Welfare Development Office (CSWDO) CMO-City Housing Section/ City Social Welfare Development Office (CSWDO) *Administrative Aide I*

	*Produce three (3) original copies of Certification:HOA, SHFC and City Housing Section 2.6 Review of Certification and other related documents 2.7 Countersignature the Certification and endorse to City Mayor's Office for signature of Local Chief Executive 2.8 Sign and approve the Certification * Submit a copy of the Certification to the Financing Agency/Social Housing Finance Corporation		1 day	CMO-City Housing Section *Section Head* CMO-City Housing Section *City Mayor* City Mayor's Office
3. Receive the approved Certification and sign the logbook	3. Release the approved Certification		5 minutes	*Administrative Aide I* CMO-City Housing Section
		TOTAL	**30 days, 40 minutes**	

20. Request for Public Service Announcement

Official announcements, advisories, missing persons, and other pertinent information that needs massive public awareness through all forms of available media.

Office or Division:	City Information Office - Public Information Research Unit
Classification:	Complex
Type of Transaction:	G2G - Government to Government G2B - Government to Business G2C - Government to Citizen Services
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement:	
Letter Request (1 original) Must contain the following details: - Name/ department of requester - Address (Home/Company) - Purpose of Request - Date needed - Contact number - E-mail address	Client
Situational Requirement:	
If public information on a missing person: -Blotter report from the PNP (1 original copy)	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit formal request at Information Desk or send via e-mail at ciopanabo@gmail.com * Wait for the schedule of interview	1. Receive and acknowledge receipt the request 1.1 Endorse letter request to the City Information Officer 1.2 Review and approve	None	3 Minutes 3 Minutes 5 Minutes	*Administrative Aide I* CMO-CIO *City Information Officer* CMO-CIO

	1.3 Inform the client on his/her request for nterview		5 Minutes	*Information Officer I – Public Information Research Unit* CMO-CIO
2. Attend to the Information Officer for briefing, as well as choose the forms of media to be used for public information * The client or his/her representative will also be invited as a guest on a specific schedule	2. Brief the client on the strategy to inform the public, as well as interview him/her on other information ***Radio Broadcast** - *Announce the request on-air through partner radio stations of the CIO:* • *Dream Radio 94.3FM* • *PTV DavNor 48* *Ang Panabo Karon 91.1FM* ***Social Media** - *Publish content with graphic/videos on official LGU Panabo social networking sites:* *Facebook: City Government of Panabo Facebook Page / Panabo City Public Affairs* *IG:@panabocityofficial* *Twitter: @panaboofficial*	None	10 Minutes	*Information Officer I – Public Information Research Unit* CMO-CIO

	*__Government Information Center__ - *Post such information at the GIC bulletin board located at the Gaisano Grand Mall of Panabo with foot traffic of 7,000 to 8,000 daily. Print materials can also be distributed by the personnel assigned.* *__Text Blast by SMART InfoCast__ - *Send massive texts to smart users of Panabo City.* *__PSCTV Crawler__ *– Limited texts will be seen on the lower part of the television screen for PSCTV subscribers.* *__Press Release__ – *Information shall be sent to media partners of the city for their*		3 Hours 3 Minutes	

	information and publication. 2.1 Formulate content, graphic designs, scripts to be used on a chosen form of media, such as, but not limited to the following: 2.2 Endorse draft content and graphic design to the City Information Officer 2.3 Approve draft for publication and/or broadcast 2.4 Disseminate information to the public using forms of media		15 Minutes 5 Minutes	*City Information Officer* CMO-CIO *Information Officer I - Public Information Research Unit* CMO-CIO
	TOTAL:	**None**	**3 Hours and 49 Minutes**	

21. Request for copies of IEC/Statements/Advisories

Provide LGU Information Education Campaign materials, collaterals, statements, directory of LGU officials, and other data to the public, media, NGAs and NGOs and LGUs for research, and official purposes.

Office or Division:	City Information Office-Public Information Research Unit
Classification:	Simple
Type of Transaction:	G2G - Government to Government G2B - Government to Business G2C - Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirement:	
Letter of Request (1 original) Must contain the following details: -Name/ department of requester -Address (Home/Company) -Purpose of Request -Date needed -Contact number -E-mail address	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit formal request at Information Desk or send via e-mail at ciopanabo@gmail.com	1. Receive and acknowledge request	None	3 Minutes	*Administrative Aide I* CMO-CIO
	1.1 Forward letter to the City Information Officer		3 Minutes	
* Wait for the request confirmation through text/call	1.2 Review and approve request, then endorse therein to PIRU		5 Minutes	*City Information Officer* CMO-CIO

	1.3 Notify the client for the status of its request		3 Minutes	*Administrative Aide I – Public Information Research Unit* CMO-CIO
2. Receive the requested material at the office or through e-mail	2. Release the requested document to the client 2.1 Log the request item together with the date and information of the requester Note: Confirm the client if the request item has been claimed through e-mail.	None	3 Minutes 5 Minutes	*Administrative Aide I – Public Information Research Unit* CMO-CIO
	TOTAL:	**None**	**22 Minutes**	

22. Request for Multimedia Services

Provide technical assistance such as graphic design, video editing and photo/video documentation and drone shot, and support to the City Mayor in providing information and research data required for the delivery of basic services so that the public becomes aware of the said services and may fully avail of the same. Further, encourage support for the programs of the local and national government. (RA 7160).

Office or Division:	City Information Office - Media Unit
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	Heads of LGU departments/sections and national government agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement:	
Letter of Request (1 original copy) Must contain the following details: -Name/department of requester -Contact number -Email Address **For Graphic Design:** -Purpose of graphic design -Elements needed in the graphic design -Graphic design size -Date graphic design is needed If necessary, **For Video Editing:** -Purpose of video editing -Elements needed in the video (video clips, logos, images, etc.) -Video time length -Date video is needed (must at least be 2 days prior to the deadline) **For Photo/Video Documentation and Droneshot:** -Purpose of photo/video coverage documentation -Date and time of activity	Client
Situational Requirements:	
For Graphic Design: Selected photo/s to be included in the graphic design (electronic copy)	Client
For Video Editing: Video materials (video clips, images, logos, etc.) (electronic copy)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit formal request and photo/s at Information Desk or send via e-mail at ciopanabo@gmail.com * Wait for the request confirmation through text/call	1. Receive and validate submitted requirement Note: Approval of the request may vary on the volume/ nature of request received per day	None	5 minutes	*Administrative Aide I* CMO-CIO
	1.1 Endorse the letter to the City Information Officer		5 minutes	*City Information Officer* CMO-CIO
	1.2 Review and approve the request of the client		5 minutes	
	1.3 Inform client the request confirmation through text/call		5 minutes	*Administrative Aide I* CMO-CIO
	1.4 Endorse to the Information Officer of the Media Unit for appropriate action		5 minutes	*Information Officer I* *Media Unit* CMO-CIO
	1.5 Edit of graphic design/Video Note: If video materials are lacking or		1 Day	*Graphic Designer/ Video Editor-Media Unit* CMO-CIO

	insufficient, the requesting party shall accompany the CIO personnel to the area subject for documentation **For Photo/Video Documentation and Drone Shot:** Deploy CIO personnel to conduct documentation (storing of images and videos during the activity on CIO multimedia's database) 1.6 Evaluate and review output		Note: Depending on the clients' needs, an additional number of hours may be needed. 30 minutes	*Cameraman/ Technical Personnel - Media Unit* CMO-CIO *Information Officer I* *Media Unit* CMO-CIO
2. Assess and approve graphic design/edited video/photo and video documented	2. Present initial output to client for approval 2.1 Final output revision/editing upon further request from the client 2.2 Approve output subject for release		10 minutes 4 hours 5 minutes	*Information Officer I* *Media Unit* CMO-CIO *Graphic Designer/ Video Editor/ Cameraman/ Technical Personnel- Media Unit* CMO-CIO *City Information Officer* CMO-CIO
3. Receive graphic design/video edit/documentation files using storage device/ email/ cloud storage	3. Release the approved graphic design/video edit output to the client	None	20 minutes	*Information Officer I* *Media Unit* CMO-CIO
	TOTAL:	**None**	**1 Day, 5 Hours and 30 Minutes**	

23. Request for Live Broadcast of Activity

Provide official social media live coverage of LGU Panabo or NGA activity in and for the City of Panabo. Requestor must submit requirements 1 week prior to when live broadcasting is needed.

Office or Division:	City Information Office - Media Unit
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	Heads of LGU departments/sections and national government agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement:	
Letter of Request Must contain the following details: -Name/department of requestor -Purpose of live coverage documentation -Venue, date, and time of activity -Internet strength of venue -Contact number -Email address	Client
Venue must have internet connection not lower than 10 mbps.	Client
Venue must have electric outlets sufficient for live coverage equipment (desktop computer, switcher, cameras, etc.)	Client
Organizer must provide audio input for sound system.	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit formal request at Information Desk or send via e-mail at ciopanabo@gmail.com	1. Receive and validate submitted requirement	None	5 Minutes	*Administrative Aide I* CMO-CIO
	1.1 Endorse the letter to the City Information Officer		3 Minutes	
Note: If internet connectivity of area is			5 Minutes	*City Information Officer* CMO-CIO

unavailable/unstable, the requesting party shall provide an alternative internet modem for back up.	1.2 Review and approve the request of the client 1.3 Endorse to the Information Officer of the Media Unit for appropriate action 1.4 Formulate live media files (graphics, text, screen saver loops, etc.) 1.5 Approves and review graphic design output 1.6 Assess internet connectivity of the venue a day before the event 1.7 Prepare equipment for live coverage (desktop computer,		5 Minutes 6 Hours 10 Minutes 10 Minutes 1 Hour	*Information Officer I* *Media Unit* CMO-CIO *Graphic Designer* *Media Unit* CMO-CIO *Information Officer I* *Media Unit* CMO-CIO *Cameraman/ Technical personnel* *Media Unit* CMO-CIO

	testing of live streaming application, and live coverage dry-runs			
2. Provide assistance to CIO personnel two (2) hours before the activity	2. Conduct live coverage of the activity	None	8 Hours Note: depending on the requested day	*Cameraman/ Technical personnel Media Unit* CMO-CIO
	TOTAL:		**15 Hours and 38 Minutes**	

24. Request for Media Accreditation

This service processes media accreditation to the Local Government of Panabo City through the Local Media Board for purposes of press briefings, conferences, and other related LGU activities

Office or Division:	City Information Office – Public Information Research Unit/Local Media Board
Classification:	Complex
Type of Transaction:	G2B - Government to Business
Who may avail:	Media practitioners

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Endorsement Letter (original copy)	Station/Organization Manager
Media Accreditation Form (original copy)	City Information Office, Panabo
Photo (2x2)	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit requirements and fill-out Media Accreditation Form at Information Desk or send via e-mail at ciopanabo@gmail.com	1. Receive and validate submitted requirement	None	3 Minutes	*Administrative Aide I* CMO-CIO
	1.1 Endorse requirements to the Secretariat of the Local Media Board secretariat		3 Minutes	*Secretariat* – Local Media Board
	1.2 Include request in the LMB agenda for approval		5 Minutes	*Local Media Board*
	1.3 Discuss and recommend the approval of the client for accreditation during LMB meeting		3 Hours	*Secretariat* – Local Media Board

	Draft resolution as attachment to the approval of the accreditation 1.5Approve accreditation		3 Hours 10 Minutes	*City Mayor*
2. Receive Certificate of Media Accreditation	2. Release Certificate of Media Accreditation and copy of resolution to the client	None	5 Minutes	*Secretariat – Local Media Board*
	TOTAL:	**None**	**6 Hours and 26 Minutes**	

25. Access To E-Library Services

This service offers the Panabo City community access to e-library computer units and instructional devices for presentations, internet browsing, and the utilization of digital library resources and a wide range of free online databases. The service is available Monday to Saturday, from 8:00AM-5:00PM.

Office or Division:	City Mayor's Office - City Library Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirements:	
None	None

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for Photocopy of certain pages of the Reading material at Information Desk	1. Logs the title/s of the reading material to be reproduce	None	5 minutes	*Administrative Aide I* CMO – CL
1.1 Register name in reproduction monitoring list.	1.1 Direct client to register on the client reproduction list monitoring.		5 minutes	*Administrative Aide I* CMO – CL
	1.2 Photocopy selected pages of the reading materials		10 minutes	*Administrative Aide I* CMO – CL
2. Claim photocopies of the reading material.	2. Furnish client with the photocopies of selected pages.	None	10 minutes	*Administrative Aide I* CMO – CL
	TOTAL:	**None**	**30 Minutes**	

26. Request for Library Materials Photocopy

The City Library is committed to providing efficient, accessible, and lawful reproduction of library materials to support the research and information needs of our patrons. The photocopying service is offered in accordance with the Intellectual Property Code of the Philippines (RA 8293) and library preservation policies, ensuring that materials are reproduced without causing damage and without infringing copyright laws. This Citizen's Charter outlines the requirements, procedures, fees, and processing time to guide clients in availing of the photocopying service with transparency and ease.

Office or Division:	City Mayor's Office - City Library Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirements:	
Accomplished e-library form (1 original copy)	Circulation Counter – CMO-City Library
Government issued or student ID (1 original)	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit and present complete documentary requirements and fill-out E-Library form; sign logbook *Deposit bag at the baggage counter and make sure to get baggage claim number	1. Receive and verify documentary requirements	None	5 minutes	*Administrative Aide I* CMO – CL
	1.1 Orient client of the E-Library rules and regulation		5 minutes	*Administrative Aide I* CMO – CL
	1.2 Register name in E-Library database		3 minutes	*Administrative Aide I* CMO – CL
	1.3 Check and assign available		10 minutes	*Administrative Aide I* CMO – CL

	Computer unit			
2. Access the E-Library database *Users must log out in the logbook after use	2. Direct the client to the available computer unit	None	2 minutes	*Administrative Aide I* CMO – CL
	TOTAL:	**None**	**25 Minutes**	

27. 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 therafter 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	*Veterinarian III* CMO-Vet Section
	1.1 Enroll the animal in the dog registry		5 minutes	*Clerk* CMO-Vet Section
	1.2 Issue order of payment		2 minutes	*Clerk* CMO-Vet Section
	1.3 Direct client to the City Treasurer's Office for payment		3 minutes	*Clerk* 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	*Clerk* CTO

of payment	2.1 Accept payment based on the Order of Payment 2.2 Issue the Official Receipt			*Revenue Collection Clerk III* 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	*Clerk* CMO-Vet Section *Veterinarian III* CMO-Vet Section *Veterinarian III* CMO-Vet Section
4. Receive the registration card/pet health card	4. Release the registration card/validated pet health card	None	3 minutes	*Clerk* CMO- Vet Section
	TOTAL:	**Dog/Cat Registration Fee- PhP50.00**	**2 hours, 25 minutes**	

28. 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 1.1 Set the schedule of dog impounding	None None	2 minutes 1. minutes BLGU request - every Tuesday Local resident's request - depending on the availability of schedule	*Clerk* CMO-Vet Sec *Veterinarian III* CMO-Vet Sec

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

29. 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	*Clerk* CMO-Vet Sec
	1.1 Conduct assessment and orientation of claimant/adopter *Impounded dogs will be kept until 3 days		5 Minutes	*Clerk* CMO-Vet Sec
	1.2 Prepare the Memorandum of Undertaking/ Adoption Certificate		3 Minutes	*Clerk* CMO-Vet Sec
	1.3 Issue order of Payment		2 Minutes	*Clerk* CMO-Vet Sec
	1.4 Direct client to		3 Minutes	*Clerk*

	City Treasurer's Office for payment 1.5 Prepare the Memorandum of Undertaking/ Adoption Certificate 1.6 Issue order of Payment		2 Minutes 2 Minutes	CMO-Vet Sec
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 3.1 Receive the Memorandum of Undertaking (MOU) or Adoption Certificate	3. Receive, verify and record the official receipt 3.1 Release the MOU and the dog for redemption or adoption	None	3 Minutes 2 Minutes	*Clerk* CMO-Vet Section *Veterinary Personnel* CMO-Vet Section
	TOTAL:	**Dog Impounding Fee- PhP100.00 /day** **Adoption Fee- PhP100.00**	**2 Hours, 25 Minutes**	

30. 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 1.1 Issue order of payment 1.2 Direct client to the City Treasurer's Office for payment	None	3 minutes 2 minutes 3 minutes	*Veterinarian III* CMO-Vet Sec *Clerk* CMO-City Vet
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	*Clerk* CTO *Revenue Collection Clerk III* CTO
3. Return to the CMO- City Vet and present the Official	3. Receive, verify and record the official receipt	None	2 minutes	*Clerk* CMO-City Vet

Receipt	3.1 Perform induction of anesthesia, pre-operative preparation and actual surgery (castration/ neutering)	None	20 minutes	*Veterinarian III* 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	*Veterinarian III* CMO-Vet Sec
	TOTAL:	**Castration/ Neutering Fee PhP150.00**	**2 hours, 35 minutes**	

31. 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	*Meat Inspector* CMO-Vet Sec/ CEEMDO
	1.1 Conduct physical examination of the livestock *If female cattle/carabao, check the Pregnancy Diagnosis Report	None	5 Minutes	*Meat Inspector* CMO-Vet Sec/ CEEMDO
	1.2 Issue order of payment		2 Minutes	*Clerk*

	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	2. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of Payment 2.2 Issue the Official Receipt	<u>Ante-Mortem Fee:</u> Swine – PhP5.00 /hd Cattle / Carabao PhP10.00 /hd <u>Post-Mortem Fee:</u> Swine – PhP20.00 /hd Cattle/Carabao PhP70.00 /hd	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 3.1 Conduct ante-mortem inspection 3.2 Conduct post-mortem inspection of carcass and offal	None	2 Hours	*Meat Inspector* CMO-Vet Sec/ CEEMDO *Meat Inspector* CMO-Vet Sec/ CEEMDO *Meat Inspector* CMO-Vet Sec/ CEEMDO

	3.3 Issue the Meat Inspection Certificate			*Meat Inspector* 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**	

32. 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 and Development Section
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Motorized Temporary Operators (MTOP) Operators and Drivers;Trisikad Operators Permit (TOP) Operators and Drivers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
For MTOP Holder / Driver	
Approved / valid MTOP(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 1.1 Assess the unit as to its compliance to the standards of Motorized Tricycle for Hire and road worthiness.	None	10 Minutes 5 Minutes	*Clerk* CMO – Traffic Management and Development Section (TMDS) *Motorized Vehicle Inspector Officer* CMO – TMDS
2. Present unit for inspection	2. Prepare Traffic Clearance 2.1 Approve the Traffic Clearance	None	5 Minutes 5 Minutes	*Motorized Vehicle. Inspector Officer* CMO – TMDS
3. Receive the vehicle and certificate	3. Release the vehicle and Certificate	None	5 Minutes	*Clerk* CMO - TMDS
	TOTAL:	**None**	**30 Minutes**	

33. 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 and Development Section
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 and Development Section (TMDS)
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 – TMDS
2. Attend scheduled	2. Conduct	None	1 Hour	*Administrative Aide*

seminar 2.1 Fill out the Attendance Sheet and wait for the name to be called	seminar/lecture about the City Traffic Code 2.1 Sign in client the Attendance Sheet		5 Minutes	*VI(Clerk)* CMO – TMDS *Motorized Vehicle Inspector Officer* CMO – TMDS
3. Receive the impounded unit and sign the logbook	3. Release the impounded vehicle and advise the client to sign the logbook	None	5 Minutes	*Clerk* CMO- TMDS
	TOTAL:	**None**	**1 Hour, 20 Minutes**	

34. Issuance of Building Permit

A document issued by the Building Official (BO) to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof.

Office or Division:	City Mayor's Office - City Building Official's Office
Classification:	Highly Technical
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 Requirements:	
Accomplished Notarized Application Forms completely and properly filled-out - Unified Building Permit form (6 original copies)	City Mayor's Office - City Building Official's Office
Latest Certified True Copy of Title (1original, 1 photocopy)	Registry of Deeds
Latest Tax Declaration (1original, 1 photocopy)	City Assessor's Office
Latest Tax Clearance (1original, 1 photocopy)	City Treasurer's Office
Complete set of Building Plan: Architectural and Structural Plans, Plumbing / Sanitary Installation Plans, Mechanical Plans, Electrical Plans duly signed and sealed by the Owner and a Building Professional – Architect, Civil/ Structural Engr., Electrical Engr., Master Plumber/Sanitary Engr., Electronics Engr., and Professional Mechanical Engr. (5 original sets)	Construction Firms/Consultants
Cost Estimates duly signed and sealed by the Owner and a Professional – Architect, Civil Engr. (2 original)	Construction Firms/Consultants
Specification duly signed and sealed by the Owner and a Professional – Architect, Civil Engr. (2 original)	Construction Firms/Consultants
Structural analysis for 1-storey building with a height of 8 meters, and all buildings, 2-storey and above, with seismic analysis; duly signed and sealed by a Civil/Structural Engineer (2 original copies)	Construction Firms/Consultants
Soil Boring Test Result for 3-storey building and above;(1 Original)	Construction Firms/Consultants
Fire Safety Evaluation Clearance (1 original, 1 photocopy)	Bureau of Fire Protection
Locational Clearance(1 original, 1 photocopy)	City Planning and Development Office – Zoning Section
Barangay Clearance (1 original)	Barangay Hall
Latest PTR, valid PRC IDs and TIN of all the	Construction Firms/Consultants

signing professional (1 photocopy per signing professional)				
Situational Requirements: For non-owners: Affidavit of Consent, Contract of Lease, Deed of Absolute Sale and Extra-Judicial Partition (1 original 1 photocopy)		Law Office		
For transacting party other than the owner: Special Power of Attorney / Corp. Secretary's Certificate (1 original)		Citizen or Client Being Represented / Law Office / Corporate Secretary		
Other clearances from various authorities exercising and enforcing regulatory functions affecting buildings/structures. (1 original, 1 photocopy)		DPWH, NPC, DOH, NTC, DOTC, etc.		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON/S RESPONSIBLE**
1. Submit complete documentary requirements at the City Mayor's Office - City Building Official's Office	1.Receive and assess the completeness and correctness of the documents	Please refer to ANNEX "A" NBCDO Memorandum Circular No. 03 Series of 2016	30 minutes	*Administrative Aide I* CMO-OBO
	1.1 Encode Building Permit application		10 minutes	*Administrative Aide I* CMO-OBO
	1.2 Conduct site inspection and check the status of construction (whether proposed or existing)		1 day	*Electrical Inspector II* CMO-OBO
	1.3 Preliminary examination for assessment and Issue Order of Payment		1 day	*Engineer I (Civil)* *Engineer I (Electrical)* CMO-OBO
	1.4 Notify client for the issuance of Order of Payment		10 minutes	*Administrative Aide I* CMO-OBO
2. Proceed to the City Treasurer's Office (CTO) – Window 3-5, secure priority number from the queuing machine and wait for the number to be	2.Provide priority number from the queuing machine	None	5 Minutes	*Clerk* CTO
	2.1 Accept payment based on the		1 hour	*Revenue Collection Clerk III*

called to pay the assigned fees *Make sure to secure the Official Receipt (OR) that will be issued upon payment	Order of Payment			CTO
3. Present the Official Receipt (OR) to CMO-CBOO and secure building application number	3.Verify the OR and stamp the assigned building application number 3.1. Direct client to proceed to BFP to secure Fire Safety Evaluation Certificate (FSEC) *All documents will be returned to client	None	30 minutes	*Administrative Aide I*
4. Submit the documents to Bureau of Fire Protection (BFP)	4.Bureau of Fire Protection (BFP) will evaluate application		5 days	*Fire Officer* Bureau of Fire Protection
5. Submit the complete requirements including the OR and FSEC to the City Mayor's Office - City Building Official's Office	5.Receive and verify the complete requirements, FSEC, and OR as proof of payment 5.1 Evaluation of building plan and other supporting documents for Land and Grade, Architectural, Structural, Sanitary, Electrical Mechanical, and Electronics. 5.2 Review and final approval	None	30 minutes 14 days	*Administrative Aide I* *Engineer II (Geodetic)* *Engineer I (Civil)* *Engineer I(Electrical)* *Architect II*

	of building permit, including ancillary permits (i.e. Electrical, Sanitary and Mechanical permits) 5.3 Stamp Building Permit number on plans and documents, including ancillary permits (i.e. Electrical, Sanitary and Mechanical permits) 5.4 Notify client that approved plans and documents are ready for claiming		1 day 30 minutes 10 minutes	*Building Official* *Administrative Aide I* *Administrative Aide I*
6. Return to the City Mayor's Office – City Building Official's Office for the receipt of approved Building Permit and Ancillary Plans *Make sure to sign the logbook	6.Release/Issue approved Building and ancillary plans 6.1 Advice client to sign the logbook before releasing all the permits	None	30 Minutes	Administrative Aide I
	Total	None	**22 working days, 3 hours & 35 minutes**	

Issuance of Building Permit qualified for multi-stage processing

35. Issuance of Occupancy Permit

A document issued by the Building Official, in adherence to the format specified in NBCDO Memorandum Circular 01, series of 202, which attests that the building/structure has been finalized and is suitable for occupation/use as per the approved purpose.

Office or Division:	City Building Official's Office – City Mayor's Office
Classification:	Highly Technical
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 Requirements:	
Accomplished Notarized Certificate of Completion Forms (6 original copies)	City Mayor's Office - City Building Official's Office
Approved Plans (1 set photocopy)	Applicant / Client
Approved Building Permit, Plumbing Permit, Mechanical Permit, Fire Safety Evaluation Certificate(FSEC) and Electrical Permit inspected by the DLPC. (1 photocopy)	Applicant / Client
Locational Clearance (1 photocopy)	City Planning and Development Office – Zoning Section
Photos of the Constructed Building (1 original)	Applicant / Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON/S RESPONSIBLE**
1. Submit complete documentary requirements at the City Mayor's Office - City Building Official's Office	1. Receive and review documentary requirements 1.1 Review plans for required assessment fees and issue Order of Payment 1.2 Direct client to the City Treasurer's Office for payment	Please refer to ANNEX "A" NBCDO Memorandum Circular No. 03 Series of 2016	30 Minutes 35 Minutes	*Administrative Aide I* *Electrical Engineer I/ Civil Engineer I*

2. Proceed to the City Treasurer's Office – Window 3-5, secure priority number at queuing machine and wait for the number to be called to pay assigned fees *Make sure to secure the Official Receipt that will be issued upon payment	2. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of payment 2.2 Issue OR	None	5 Minutes 1 hour	*Clerk* CTO *Revenue Collection Clerk III* CTO
3. Return to the City Mayor's Office – Building Official's Office and present the OR 3.1 Receive the Occupancy Certificate and all application documents	3. Verify the OR and stamp the assigned occupancy application number 3.1 Encode applicant's information and print the Occupancy Certificate 3.2 Documents will be returned to clients and inform client to proceed to BFP to secure Fire Safety Inspection Certificate (FSIC)	None	1 hour	Administrative Aide I
4 Submit the documents to Bureau of Fire Protection (BFP)	4. Bureau of Fire Protection (BFP) will evaluate application		5 Days	*Fire Officer* Bureau of Fire Protection
5. Submit the FSIC to the City Mayor's Office - City Building Official's Office together with the official receipt, application forms and supporting documents	5. Receive and verify the documents from client 5.1 Inform client to return after 20 working days for the	None	20 Days *Schedule dates of inspection every Tuesday, Thursday, and Friday	*Administrative Aide I*

	processing of the permit			
	5.2 Inspect actual electrical installation in conformity to the Philippine Electrical Code			*Electrical Inspector II*
	5.3 Inspect building in conformity with submitted approved plans and designs			*Architect II* *Building Inspector* *Engineer I(Civil)* *Engineer I(Electrical)*
	5.4 Prepare inspection report			*Building Inspector*
	5.5 Recommend approval for Certificate of Final Electrical Inspection/ Completion			*Engineer I(Electrical)*
	5.6 Review and Approve Certificate of Occupancy			*Building Official*
	5.7 Stamp Occupancy Permit number and segregate documents			*Administrative Aide I*
	5.8 Forward to Building Inspector for Davao Light and Power Company (DLPC) online transmittal			*Building Inspector*
	5.9 Notify client			*Administrative Aide I*

	that approved plans and documents are ready for claiming			
6. Return to the City Mayor's Office – City Building Official's Office for the releasing of approved Occupancy Permit *Make sure to sign the logbook	6 Release/Issue approved Occupancy Permit 6.1 Advice client to sign the logbook before releasing all the permits	None	30 minutes	*Administrative Aide I*
	TOTAL		**25 Working Days, 3 hours and 40 minutes**	

Issuance of Occupancy Permit qualified for multi-stage processing

36. Issuance of Miscellaneous Electrical Permit

An Electrical Permit shall be required prior to or during the processing of the building permit and before starting any installation work, alteration, repair or extension on any electrical system.

Office or Division:	City Mayor's Office – City Building Official's Office
Classification:	Highly Technical
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 Requirements:	
Accomplished Notarized Application Forms completely and properly filled-out (5 original copies)	City Mayor's Office - City Building Official's Office
Electrical Layout Plan (Duly signed and sealed by a licensed Professional Electrical Engineer) with vicinity map (2 original copies)	Construction Firms/Consultants
Latest Certified True Copy of Title (1original, 1 photocopy)	Register of Deeds
Latest Tax Declaration (1original, 1 photocopy)	City Assessor's Office
Latest Tax Clearance (1original, 1 photocopy)	City Treasurer's Office
Barangay Clearance where project is located (1 original)	Barangay Hall
For Temporary Service Connection: Photocopy of the approved Building and Electrical Permit (1 photocopy)	Owner/Applicant
For Transfer of Meter Location: Davao Light and Power Co. Bill (1 photocopy)	Davao Light and Power Co.
For Separation of Meter: Certificate of Occupancy (1 photocopy)	City Mayor's Office - City Building Official's Office
For Reconnection: Bill from Davao Light and Power Co. w/ notice (1 photocopy)	Davao Light and Power Co.
Situational Requirements: For non-owners: Affidavit of Consent, Contract of Lease, Deed of Absolute Sale and Extra-Judicial Partition (1 original 1 photocopy)	Law Office
For transacting party other than the owner: Special Power of Attorney / Corp. Secretary's Certificate (1 original)	Citizen or Client Being Represented / Law Office / Corporate Secretary
DPWH clearance (If the project is located along National Highway) (1 original, 1 photocopy)	DPWH
1 long folder	Applicant / Client
Situational Requirements:	

For non-owners: Affidavit of Consent, Contract of Lease, Deed of Absolute Sale and Extra-Judicial Partition (1 original 1 photocopy)		Law Office		
For transacting party other than the owner: Special Power of Attorney / Corp. Secretary's Certificate (1 original)		Citizen or Client Being Represented / Law Office / Corporate Secretary		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON/S RESPONSIBLE**
1. Submit complete documentary requirements at City Building Official's Office – City Mayor's Office *Make sure to secure the issued Order of Payment.	1. Receive and review documentary requirements 1.1 Subject for inspection 1.2 Conduct Inspection for the conformity of Philippine Electrical Code (PEC) and issued Order of Payment 1.3 Notify client for the issuance of Order of Payment	Please refer to ANNEX "A" NBCDO Memorandum Circular No. 03 Series of 2016	30 minutes 1 day 1 day *Schedule dates of inspection every Friday only. 10 minutes	*Administrative Aide I* *Electrical Inspector II* *Engineer I (Electrical)* *Administrative Aide I*
2. Proceed to the City Treasurer's Office (CTO) – Window 3-5, secure priority number from the queuing machine and wait for the number to be called to pay the assigned fees *Make sure to secure the Official Receipt (OR) that will be issued upon payment	2. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of Payment	None	5 Minutes 1 hour	*Clerk* CTO *Revenue Collection Clerk III* CTO
3. Return to the City Mayor's Office – Building Official's Office and present the OR	3. Verify the OR and stamp the assigned electrical application number 3.1 Encode applicant's	None	1 hour	*Administrative Aide I*

	information 3.2 Documents will be returned to clients and inform client to proceed to BFP			
4. Submit the documents to Bureau of Fire Protection (BFP)	4. Bureau of Fire Protection (BFP) will evaluate application and approved the Electrical permit and plan		5 Days	*Fire Officer* Bureau of Fire Protection
5. Submit the complete requirements including the OR, Electrical permit, and Certificate of Final Electrical Inspection (CFEI) to the City Mayor's Office - City Building Official's Office	5. Receive and verify the complete requirements, Electrical permit, Certificate of Final Electrical Inspection (CFEI), and OR as proof of payment	None	30 minutes	*Administrative Aide I*
	5.1 Approval of Electrical permit		1 day	*Engineer I(Electrical)*
	5.2 Stamp the assigned Certificate of Final Electrical Inspection (CFEI) application number		30 minutes	*Administrative Aide I*
	5.3 Notify client that the documents are ready to be return to BFP		10 minutes	*Administrative Aide I*
	5.4 Documents will be returned to clients and inform client to proceed to BFP		10 minutes	*Administrative Aide I*
6. Submit the documents to Bureau of Fire Protection (BFP)	6. Bureau of Fire Protection (BFP) will inspect the application and approved the CFEI		5 Days	*Fire Officer* Bureau of Fire Protection
7. Submit the complete requirements	7. Receive and verify the complete requirements,	None	30 minutes	*Administrative Aide I*

including the OR, Electrical permit, and Certificate of Final Electrical Inspection (CFEI) to the City Mayor's Office - City Building Official's Office	Electrical permit, Certificate of Final Electrical Inspection (CFEI), and OR as proof of payment 7.1 Sign. of CFEI by the Electrical Inspector II 7.2 Recommending Approval of CFEI 7.3 Review and final approval of CFEI 7.4 Stamp the CFEI number and segregate documents 7.5 Forward to Building Inspector for Davao Light and Power Company (DLPC) online transmittal 7.6 Notify client that approved plans and documents are ready for claiming		1 day 1 day 2 days 1 hour 1 day 10 minutes	*Electrical Inspector II* *Engineer I(Electrical)* *Building Official* *Administrative Aide I* *Building Inspector* *Administrative Aide I*
8. Return to the City Mayor's Office – City Building Official's Office for the releasing of approved Occupancy Permit **Make sure to sign the logbook*	8. Release/Issue approved Occupancy Permit 8.1 Advice client to sign the logbook before releasing all the permits.	None	30 minutes	*Administrative Aide I*
	TOTAL		**18 Working Days, 6 hours & 15 minutes**	

Issuance of Miscellaneous Electrical Permit qualified for multi-stage processing

37. Issuance of Fencing Permit

Fence Permit, an Accessory Permit issued by the Building Official is initiated before or during the processing of a building permit, allowing individuals or businesses to install, erect, or modify fences on their property or in public spaces.

Office or Division:	City Building Official's Office – City Mayor's Office
Classification:	Highly Technical
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 Requirements:	
Accomplished Notarized Application Forms completely and properly filled-out (5 original copies)	City Mayor's Office - City Building Official's Office
Three (3) sets of Plans, Specifications, Bill of Materials of Cost estimates duly signed by an Architect and Civil Engineer (3 original sets)	Construction Firms/Consultants
Latest Certified True Copy of Title (1original, 1 photocopy)	Register of Deeds
Latest Tax Declaration (1original, 1 photocopy)	City Assessor's Office
Latest Tax Clearance (1original, 1 photocopy)	City Treasurer's Office
Barangay Clearance where project is located (1 original)	Barangay Hall
Verification Survey Plan – signed and sealed by a Geodetic Engineer (1 original)	Applicant / Client
Affidavit that the area has no pending CASE/RENT/LEASE/SOLD	Applicant / Client
Situational Requirements: For non-owners: Affidavit of Consent, Contract of Lease, Deed of Absolute Sale and Extra-Judicial Partition (1 original 1 photocopy)	Law Office
For transacting party other than the owner: Special Power of Attorney / Corp. Secretary's Certificate (1 original)	Citizen or Client Being Represented / Law Office / Corporate Secretary
DPWH clearance (If the project is located along National Highway) (1 original, 1 photocopy)	DPWH

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at City Mayor's Office – City Building Official's Office	1. Receive and review documentary requirements 1.1 Preliminary examination, assessment and Issue Order	Please refer to ANNEX "A" NBCDO Memorandum Circular No. 03 Series of 2016	30 minutes 1 hour	*Administrative Aide I* *Engineer I (Civil)*

*Make sure to secure the issued Order of Payment.	of Payment			
2. Go to the City Treasurer's Office – Window 3-5, 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. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of payment. 2.2 Issue the Official Receipt	None	5 Minutes 1 hour	*Clerk CTO* *Revenue Collection Clerk III CTO*
3. Return to the City Mayor's Office – City Building Official's Office and present the official receipt.	3. Verify the Official Receipt and stamp the assigned fence application number 3.1 Evaluation of Fence Plan and other supporting documents. Land and Grade, and Structural 3.2 Review and final Approval of Fence permit 3.3 Stamp Fence permit number on permit and segregate documents 3.4 Notify client that approved plans and documents are ready for claiming	None	30 Minutes 10 days 1 day 30 minutes 10 minutes	*Administrative Aide I* *Engineer II (Geodetic)* *Engineer I (Civil)* *Building Official* *Administrative Aide I* *Administrative Aide I*
4. Return to the City Mayor's Office – City Building Official's Office for the releasing of approved Fencing Permit *Make sure to sign the logbook	4. Release / Issue approved Permit 4.1 Advice client to sign the logbook.	None	30 Minutes	*Administrative Aide I*

	TOTAL		**11 working days, 4 hours & 15 minutes**	

38. Issuance of Sign Permit

Sign permit, an Accessory Permit issued by the Building Official is acquires before or during the processing of a building permit, allowing individuals or businesses to install, erect, or modify signage on their property or on public spaces.

Office or Division:	City Mayor's Office – City Building Official's Office
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 Requirements:	
Accomplished Notarized Application Forms completely and properly filled-out (3 original copies)	City Mayor's Office – City Building Official's Office
Complete set of Signage Plan, duly signed and sealed by the Architect/Civil Engineer dimension and elevation. (3 original sets)	Construction Firms/Consultants
Cost Estimates of Signage, duly signed and sealed by the Owner and a Professional – Architect/Civil Engr. (2 original)	Construction Firms/Consultants
Specification signed and sealed by Civil Engineer/Architect (2 original)	
Electrical Plan, duly signed and sealed by the Professional Electrical Engineer (3 original sets)	Construction Firms/Consultants
Structural Design and Analysis – signed and sealed by Civil Engineer (if pylon signage) (1 original)	Construction Firms/Consultants
Approved plan of the building where the pylon will be installed (for pylon signage) (1 original)	Owner/Applicant
Certificate of Occupancy of the Building / unit (1 photocopy)	Owner/Applicant
Latest PTR, valid PRC IDs and TIN of all the signing professional (1 photocopy per signing professional)	Construction Firms/Consultants
If rented, Lease of Contract (1 original, 1 photocopy)	Owner/Applicant
Barangay Clearance (1 original)	Barangay Hall
Situational Requirements: For non-owners: Affidavit of Consent, Contract of Lease, Deed of Absolute Sale and Extra-Judicial Partition (1 original 1 photocopy)	Law Office
For transacting party other than the owner: Special Power of Attorney / Corp. Secretary's Certificate (1 original)	Citizen or Client Being Represented / Law Office / Corporate Secretary
DPWH clearance (If the project is located along	DPWH

National Highway) (1 original, 1 photocopy)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete documentary requirements at City Mayor's Office – City Building Official's Office *Make sure to secure the issued Order of Payment.	1. Receive and review documentary requirements 1.1 Preliminary examination, assessment and Issue Order of Payment	Please refer to ANNEX "A" NBCDO Memorandum Circular No. 03 Series of 2016	30 Minutes 1 day	*Administrative Aide I* *Engineer I (Civil)*
2. Proceed to the City Treasurer's Office (CTO) – Window 3-5, secure priority number from the queuing machine and wait for the number to be called to pay the assigned fees **Make sure to secure the Official Receipt (OR) that will be issued upon payment*	2. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of payment.	None	5 Minutes 1 hour	*Clerk* CTO *Revenue Collection Clerk III* CTO
3. Present the Official Receipt (OR) to CMO-CBOO and secure Sign permit application number	3. Verify the OR and stamp the assigned Sign Permit application number 3.1 Evaluation of Signage Plan and other supporting documents. 3.2 Conduct inspection 3.3 Review and final approval of Sign permit 3.4 Stamp Sign Permit number	None	30 Minutes 1 day 5 days 1 day 30 minutes	*Administrative Aide I* *Architect II* *Engineer I(Civil)* *Architect II* *Engineer I(Civil)* *Building Official* *Administrative Aide I*

	on permit and segregate documents 3.5 Notify client that approved plans and documents are ready for claiming		10 minutes	*Administrative Aide I*
4. Return to the City Mayor's Office – City Building Official's Office for the releasing of approved Sign Permit *Make sure to sign the logbook	4. Release / Issue approved Permit 4.1 Advice client to sign the logbook before releasing all the permits	None	30 minutes	*Administrative Aide I*
	TOTAL		**8 working days 3 hours, & 15 minutes**	

39. Issuance of Ground Preparation and Excavation Permit

Ground Preparation and Excavation Permit, an Accessory Permit issued by the Building Official is initiated before or during the processing of a building permit, allowing individuals or businesses to conduct excavation activities on a specified site.

Office or Division:	City Building Official's Office – City Mayor's Office
Classification:	Highly Technical
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 Requirements:	
Accomplished Notarized Application Forms completely and properly filled-out (4 original copies)	City Mayor's Office – City Building Official's Office
Complete set of Plan, duly signed and sealed by the Architect/Civil Engineer (3 original sets)	Construction Firms/Consultants
Cost Estimates/Bill of Materials, duly signed and sealed by the Owner and a Professional – Architect/Civil Engr. (2 original)	Construction Firms/Consultants
Latest PTR, valid PRC IDs and TIN of all the signing professional (1 photocopy per signing professional)	Construction Firms/Consultants
Latest Certified True Copy of Title (1original, 1 photocopy)	Register of Deeds
Latest Tax Declaration (1original, 1 photocopy)	City Assessor's Office
Latest Tax Clearance (1original, 1 photocopy)	City Treasurer's Office
Barangay Clearance (1 original)	Barangay Hall
Cedula (Community Tax Certificate) (1 photocopy)	City Treasurer's Office
Situational Requirements: For non-owners: Affidavit of Consent, Contract of Lease, Deed of Absolute Sale and Extra-Judicial Partition (1 original 1 photocopy)	Law Office
For transacting party other than the owner: Special Power of Attorney / Corp. Secretary's Certificate (1 original)	Citizen or Client Being Represented / Law Office / Corporate Secretary
DPWH clearance (If the project is located along National Highway) (1 original, 1 photocopy)	DPWH

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at City Mayor's Office – City Building Official's Office	1. Receive and review documentary requirements 1.1 Preliminary examination, assessment and	Please refer to ANNEX "A" NBCDO Memorandum Circular No. 03 Series of 2016	30 Minutes 1 day	*Administrative Aide I* *Engineer I (Civil)*

*Make sure to secure the issued Order of Payment.	Issue Order of Payment			
2. Go to the City Treasurer's Office – Window 3-5, 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. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of payment.		5 Minutes 1 hour	*Clerk* CTO *Revenue Collection Clerk III* CTO
3. Present the Official Receipt (OR) to CMO-CBOO and secure Sign permit application number	3. Verify the OR and stamp the assigned Ground Preparation and Excavation application number 3.1 Evaluation of Ground Preparation and Excavation plan and other supporting documents. 3.2 Conduct inspection 3.3 Review and final approval of Ground Preparation and Excavation permit 3.4 Stamp Ground Preparation and Excavation Permit number on permit and segregate documents 3.5 Notify client that approved plans and	None	30 Minutes 1 day 5 days 1 day 30 minutes 10 minutes	*Administrative Aide I* *Engineer I(Civil)* *Engineer II (Geodetic)* *Engineer I(Civil)* *Engineer II (Geodetic)* *Building Official* *Administrative Aide I* *Administrative Aide I*

	documents are ready for claiming			
4. Return to the City Mayor's Office – City Building Official's Office for the releasing of approved Ground Preparation and Excavation permit **Make sure to sign the logbook*	4. Release / Issue approved Permit 4.1 Advice client to sign the logbook.	None	30 Minutes	*Administrative Aide I*
	TOTAL		**8 working days, 3 hours, & 15 minutes**	

40. Issuance of Demolition Permit

Demolition Permit, an Accessory Permit issued by the Building Official for Construction activities initiated before or during the application/processing of Building Permits. This document authorizes owners/applicants to proceed with the demolition of a specific building/structure.

Office or Division:	City Building Official's Office – City Mayor's Office
Classification:	Highly Technical
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 Requirements:	
Accomplished Notarized Application Forms completely and properly filled-out (4 original copies)	City Mayor's Office – City Building Official's Office
Complete set of Plan, duly signed and sealed by the Architect/Civil Engineer (3 original sets)	Construction Firms/Consultants
Cost Estimates of Demolition, duly signed and sealed by the Owner and a Professional – Architect/Civil Engr. (2 original)	Construction Firms/Consultants
Demolition Methodology – signed and sealed by the supervising Civil Engineer/Architect (2 original)	Construction Firms/Consultants
Latest PTR, valid PRC IDs and TIN of all the signing professional (1 photocopy per signing professional)	Construction Firms/Consultants
Latest Certified True Copy of Title (1original, 1 photocopy)	Register of Deeds
Latest Tax Declaration (1original, 1 photocopy)	City Assessor's Office
Latest Tax Clearance (1original, 1 photocopy)	City Treasurer's Office
Barangay Clearance (1 original)	Barangay Hall
Photos of the building to be demolished (front, rear, left and right sides) (1 original/side)	Applicant / Client
Situational Requirements: For non-owners: Affidavit of Consent, Contract of Lease, Deed of Absolute Sale and Extra-Judicial Partition (1 original 1 photocopy)	Law Office
For transacting party other than the owner: Special Power of Attorney / Corp. Secretary's Certificate (1 original)	Citizen or Client Being Represented / Law Office / Corporate Secretary
DPWH clearance (If the project is located along National Highway) (1 original, 1 photocopy)	DPWH

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit complete documentary requirements at City Mayor's Office – City Building Official's Office **Make sure to secure the issued Order of Payment*.	1. Receive and review documentary requirements 1.1 Preliminary examination, assessment and Issue Order of Payment		30 Minutes 1 day	*Administrative Aide I* *Engineer I (Civil)*
2. Go to the City Treasurer's Office – Window 3-5, 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. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of payment.		5 Minutes 1 hour	*Clerk* CTO *Revenue Collection Clerk III* CTO
3. Present the Official Receipt (OR) to CMO-CBOO and secure Sign permit application number	3. Verify the OR and stamp the assigned Demolition application number 3.1 Evaluation of Demolition plan and other supporting documents. 3.2 Conduct inspection 3.3 Review and final approval of Demolition permit 3.4 Stamp Demolition Permit number on permit and segregate documents 3.5 Notify client that approved plans and	None	30 Minutes 1 day 5 days 1 day 30 minutes 10 minutes	*Administrative Aide I* *Engineer I(Civil)* *Engineer II (Geodetic)* *Engineer I(Civil)* *Engineer II (Geodetic)* *Building Official* *Administrative Aide I* *Administrative Aide I*

	documents are ready for claiming			
4. Return to the City Mayor's Office – City Building Official's Office for the releasing of approved Demolition permit **Make sure to sign the logbook*	4. Release / Issue approved Permit 4.1 Advice client to sign the logbook.		30 Minutes	*Administrative Aide I*
	TOTAL		**8 working days, 3 hours, & 15 minutes**	

41. Review and Endorsement of Gender and Development (GAD) Plan and Budget and Gender and Development (GAD) Accomplishment Report

Under PCW-DILG-DBM-NEDA JMC 2024 – 01 “Revised Guidelines on the Localization of the Magna Carta of Women”, the office will ensure the gender sensitiveness and responsiveness of the LGUs and BLGUs Programs, Projects, and Activities (PPAs) by providing a technical review to the GAD Plan and Budget and GAD Accomplishment Report.

Office or Division:	City Mayor’s Office - Gender and Development Office
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	City Government Offices and 40 Barangay LGUs

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1 (one) Original copy of Proposed GPB and GAD Accomplishment Report with MOVs attached (1 Original copy)	Office or Barangay
For Online Submission: *Scanned copy of all the documentary requirements.*	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit all documentary requirements and electronic copies to GAD Office; or email at gadpanabo@yahoo.com/ gadpanabo@gmail.com *Make sure to sign the logbook at the Information Desk of the GAD Office	1. Receive and validate received documentary requirements and attach the notification/ instruction slip *Save the electronic copy submitted	NONE	3 minutes	*Administrative Aide I* CMO – GAD

*Wait for the notification of GAD thru text/call or via email	1.1 Log in the documents for tracking 1.2 Review and approve GPB and GAD Accomplishment Report *Notify client for the schedule of release of the GPB and GAD AR		2 minutes 7 working days	*Section Head* (CMO-GAD)/ *Planning Officer* (CPDO) / *Project Development Officer* CMO – GAD
2. Receive GPB and GAD AR	2.Release GPB and GAD AR and return reviewed documents		5 minutes	*Planning Officer* (CPDO) / *Project Development Officer* CMO – GAD
	TOTAL		**7 days and 10 minutes**	

42. Request for Technical Support Services, Data banking, Research and Development Services

Under City Ordinance No. 05, series of 2012 known as City GAD Code the office is mandated to provide technical support services like capacity development and advocacy related to gender and development, to produce information- education – communication tools such as city gender profiles, current developments and studies on GAD related policies and GAD Database.

Office or Division:	City Mayor's Office - Gender and Development Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, G2C – Government to Citizen
Who may avail:	LGU department/ offices, BLGUs, Academe, NGOs, POs, Cooperatives, NGAs, CSO, Sectors

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request Letter (1 Original copy)	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter request and documentary requirements; or email at gadpanabo@yahoo.com/ gadpanabo@gmail.com *Make sure to sign the logbook at the Information Desk of the GAD Office *Wait for the notification of GAD thru text/call or via email	1. Receive and validate letter request and documentary requirements *Save the electronic copy submitted 1.1 Log in the documents for tracking 1.2 Evaluate and approve request *Notify client of the approved request thru text/call or via email	NONE	10 minutes 5 minutes 15 minutes	*Administrative Aide I* CMO – GAD *Administrative Aide I* CMO – GAD *Section Head* (CMO – GAD)/ *Planning Officer* (CPDO) / *Project Development Officer III* CMO – GAD

2. Receive instruction slip	2.Release instruction slip: -Technical Support Service -Capacity Development Services -Databanking -Research and Development Services		5 minutes	*Planning Officer* (CPDO) / *Project Development Officer I* CMO – GAD
	TOTAL	**None**	**35 Minutes**	

43. 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 1.1 Review the submitted plan *For documents	None	30 minutes 3 days	*Clerk* CMO-CYDS

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

44. Facilitation for the Accreditation of Youth Organization Registration Program (YORP)

RA.10742 SK Reform Act of 2015 Chapter 1(g) Youth Organizations shall refer to those organizations whose membership /composition are the youth; (h) Youth-Serving Organizations shall refer to those registered organizations whose principal programs, projects and activities are youth-oriented and youth-related.

Office or Division:	City Mayor's Office/City Youth Development Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Youth Organizations, School-based, Community-based, and Faith-based groups

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filled-out Registration Form (1 original copy)	City Youth Development Office or YORP website : (yorpnyc.org.ph)
Constitution and by-laws (1 original copy)	Client
Directory of officers (1 original copy)	Client
List of Member (minimum of 15) (1 original copy)	Client
Endorsement/Certificate from Appropriate Authority (1 original copy)	Client
Government Issued Identification Card and School Identification of the Organization President (SSS, GSIS, Driver's License, TIN Card, DFA, PRC, PAG-IBIG, COMELEC, Post Office, School ID (1 photocopy)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit complete documentary requirements to the City Youth Development Office *Make sure to fill-out necessary field with relevant information about the organization and prepare for interview 1.1 Attend Interview *Wait for the accreditation approval from YORP within 1 week	1. Receive and validate submitted requirements 1.1 Endorse application to the Youth Development Officer II for interview 1.2 Conduct interview of the Organization's President/Representative 1.3 Prepare certification as to completeness of requirements 1.4 Sign and approve application 1.5 Scan and upload documentary requirements to yorpnyc.org.ph 1.6. Inform client through email and call/text for release of Certification	None	5 minutes 3 minutes 2 minutes 10 minutes 5 minutes 5 minutes 10 minutes	*Administrative Aide I* CMO – CYDO *Administrative Aide I* CMO – CYDO *Youth Development Officer II* CMO – CYDO *Youth Development Officer II* CMO – CYDO *Youth Development Officer II* CMO – CYDO *Administrative Aide I* CMO – CYDO *Administrative Aide I* CMO – CYDO

2. Receive Certification and sign logbook	2.Release Certificate of Accreditation	None	10 minutes	*Youth Development Officer II* CMO – CYDO
	TOTAL	**None**	**1 Hour**	

45. Request for Anti-Drug Symposium

Aims to educate, raise awareness, and promote preventive measures against drug abuse. Conducting Drug Symposium is supported by Republic Act No. 9165 Comprehensive Dangerous Drugs Act of 2002 Section 2 (Declaration of Policy) emphasizes drug prevention through education and information campaigns and Section 47 (Education and Awareness Program) mandates Drug Education Program in schools and communities.

Office or Division:	City Mayor's Office – Public Order and Safety Section
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	● 40 Barangays of Panabo City ● Private and Public Schools of Panabo City ● Private and Public Company and Organization

CHECKLIST REQUIREMENTS	**WHERE TO SECURE**
Letter Request (1 original copy)	Requesting Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Request Letter and fill-out the logbook	1. Receive and Review the Request Letter	None	10 minutes	*Clerk* CMO-POSS
	1.1 Check and verify the schedule of availability.	None	30 minutes	*Clerk* CMO-POSS
*Wait for the Notification from CADAC Office	1.2 Approve the Request *Notify client for the schedule of drug symposium	None	1 hour	*Administrative Officer V/ CADAC Action Officer* CMO-POSS
	TOTAL:	**NONE**	**1 Hour, 40 minutes**	

46. Issuance of Indigenous People (IP) Certification

The IP Certification Service is an official verification process conducted in coordination with the National Commission on Indigenous Peoples (NCIP) and recognized Tribal Council to confirm the Identity, membership, residency, or participation of Indigenous Peoples community. Its purpose is to ensure legal recognition under the Indigenous People Rights Act of 1997 (IPRA Law), Protect indigenous rights, support compliance with governments, and facilitate access to programs services, and development initiatives intended for IP communities. The beneficiaries for the issuance of Indigenous Certification are duly recognized members of Indigenous Cultural Communities/ Indigenous Peoples (ICCs/IPs). This includes IP individual who require official proof of tribal affiliation for educational assistance, employment, government programs, leadership representation, and other legal or administrative purpose. The certification serves as formal recognition of their membership and entitlement to rights and benefits accorded to Indigenous Peoples under existing and policies.

Chapter IV & V of the Act 8371- The Indigenous Peoples Rights Act of 1997 (IPRA LAW) specifically on the Rights to Self-Governance and Empowerment and Rights to Social Justice and Human Rights.

The National Commission on Indigenous Peoples NCIP or partner Agency has a guideline to be followed. The NCIP Administrative Order No. 2, Series of 2019. Guidelines For the Issuance of Certification of Confirmation (COC) Preliminary Provision Section 8.1.a Certificate of Member (CIPM) duly issued by the recognized IP leaders/Elder of the community where the Applicants is a member or claims to be a member.

Office or Division:	City Mayor's Office – City Cultural Communities Affairs Office (CCCAO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government
Who may avail:	All Indigenous People in Panabo City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement:	
Barangay IP Certification (1 original copy)	Barangay Hall
Situational Requirement:	
For representative: - Authorization Letter (1 original)	Client

- Any Valid Identification Card (1 photocopy; present original)		Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete documentary requirement and prepare for interview; fill-out the logbook 1.1 Attend interview	1. Receive and verify documentary requirements 1.1 Conduct interview and Prepare IP Certification 1.2 Approve the IP Certification	None	5 minutes 10 minutes 5 minutes	*Administrative Aide I* CCCAO-Tribal Affairs Unit *City Tribal Chieftain* *OIC – CCCAO Section Head* City Community and Cultural Affairs Office
2. Receive IP Certification and sign the logbook	2. Release IP Certification	None	10 minutes	*Administrative Aide I* CCCAO-Tribal Affairs Unit
	TOTAL:	**NONE**	**35 minutes**	

47. Issuance of Tribal Identification Card (ID

The Indigenous Peoples Identification Card (ID) Issuance Service is designed to properly recognize and document legitimate member of an Indigenous Cultural community/Indigenous Peoples (ICC/IP). Its goal is to provide official proof of Tribal membership for identification, access to government programs and services, participation in community affairs, and protection of rights and privileges granted under the Indigenous Peoples Rights Act of 1997, in collaboration with the National Commission on Indigenous Peoples. The Indigenous Peoples ID also improves acerates profiling, Record-Keeping, and Authentication of legitimate tribal members. The aforementioned Indigenous Peoples ID is Genuine ID for identification purposes only, nevertheless, it cannot be used to substitute a valid ID issued by the government.

The Beneficiaries of an Indigenous Peoples Identification Card (ID) are genuine members of a recognized Indigenous Cultural Community /Indigenous Peoples (ICC/IP) which includes registered tribal members, youth, students, elders, and individuals who require official proof of tribal affiliation. The ID is legitimate identification for accessing government services and other advantages provided under the Indigenous Peoples Rights Act of 1997, in collaboration with the National Commission on Indigenous Peoples.

Chapter IV & V of the Act 8371- The Indigenous Peoples Rights Act of 1997 (IPRA LAW) specifically on the Rights to Self-Governance and Empowerment and Rights to Social Justice and Human Rights.

Office or Division:	City Mayor's Office – City Cultural Communities Affairs Office (CCCAO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government
Who may avail:	All Indigenous People in Panabo City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement:	
Identification Card Form duly signed by Barangay Chieftain (1 original copy)	Client
Situational Requirement:	
For Bedridden: 1x1 size photo (1 original)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements and sign the logbook *Take photo for ID *Wait for the release of Tribal ID	1. Receive and verify documentary requirements 1.1 Prepare and Print Tribal ID Card 1.2 Review of Tribal ID Card *Tribal Chieftain shall approve the release of e-sign	None	5 minutes 10 minutes 10 minutes	*Administrative Aide I* CCCAO-Tribal Affairs Unit *Administrative Aide I* CCCAO-Tribal Affairs Unit *OIC – CCAO Section head* CCCAO-Tribal Affairs Unit
2. Receive Tribal Identification Card (ID) and sign the logbook	2. Release Tribal Identification Card (ID)	None	10 minutes	*Administrative Aide I* CCCAO-Tribal Affairs Unit
	TOTAL:	**NONE**	**35 minutes**	

48. Issuance of Muslim Certification

The issuance of Muslim Certification is for identification purpose in support for scholarships and other purposes it may serve. This certification is issued to bonafide residents of Panabo City who are applying any scholarships program and other purposes that need for their Muslim tribes verification.

Pursuant to Republic Act No. 9997 created National Commission on Muslim Filipinos (NCMF) dated February 18, 2010 under the Office of the President and abolished the Office on Muslim Affairs (OMA) which was created pursuant to Executive Order (EO) No. 122-A dated January 30, 1987 as amended by EO No. 295 dated July 25, 1987

Office or Division:	City Mayor's Office – City Cultural Communities Affairs Office (CCCAO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	All Muslim constituents in Panabo City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement:	
Certificate of Muslim Tribe Identity Membership (1 original copy)	Muslim Leaders or Jama'ah Imaam
Any Valid Identification Card (1 photocopy only; present original)	Client
Situational Requirement:	
For representative: - Authorization Letter (1 original) - Any Valid Identification Card (1 photocopy only; present original)	Client Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit complete documentary requirement and prepare for interview; fill-out the logbook 1.1 Attend interview *Wait for the release of certification	1. Receive and verify documentary requirements 1.1 Conduct interview to the client 1.2 Prepare Certification 1.3 Approve Muslim Certification	None	5 minutes 10 minutes 5 minutes 5 minutes	*Administrative Aide I* CCCAO-Muslim Affairs Unit *OIC – CCCAO Section Head* City Community and Cultural Affairs Office
2. Receive Certification and sign the logbook	2. Release Certification	None	10 minutes	*Administrative Aide I* CCCAO-Muslim Affairs Unit
	TOTAL:	**NONE**	**35 minutes**	

49. Availment of Pre-Registration Seminar

One of the mandates of the Cooperatives Development Section is to support communities that can be organized into cooperatives aim to promote socioeconomic development of Panabo City. This includes providing assistance to aspiring primary cooperatives by facilitating the Pre-Registration Seminar (PRS), which is conducted by both the Cooperative Development Authority and the Cooperatives Development Section.

Office or Division:	City Mayor's Office - Cooperatives Development Section
Classification:	Complex
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government
Who may avail:	Organizations/Associations plan to establish a Cooperative in Panabo City

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter Request (1 original copy)	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit documentary requirement and fill-out Registration Form	1. Receive and verify documentary requirement	None	5 minutes	*Administrative Aide I* CMO – CDS
*Wait for the schedule of the Pre-Registration Seminar (PRS) through text/call	1.1 Inform client the Checklist of Requirement in applying as a Cooperative		10 minutes	*Administrative Aide I* CMO – CDS
*Make sure to bring Checklist of Requirement in applying Cooperative during PRS	1.2 Check schedule of the conduct of Pre-Registration Seminar (PRS)		10 minutes	*Administrative Aide I* CMO – CDS
	1.3 Inform client the schedule of		5 minutes	*Coop Dev't Specialist I*

	PRS through text/call			*/Administrative Aide I* CMO - CDS
2. Attend Pre-Registration Seminar (PRS) and present requirements	2. Conduct Pre-Registration Seminar *Check and verify requirements presented	None	3 hours	*Sr. Coop Dev't Specialist/ Coop Dev't Specialist I/ Coop. Dev't. Assistant CMO* – CDS *CDA Specialist* Cooperative Development Authority
3. Receive Certificate of Pre-Registration Seminar	3.Release Certificate of Pre-Registration Seminar			*Sr. Coop Dev't Specialist/ Coop Dev't Specialist I/ Coop. Dev't. Assistant CMO* – CDS
	TOTAL	**None**	**3 hours & 30 minutes**	

50. Request for Facilitation in Training and Seminar

The PDAO provides support in facilitating trainings and seminars for barangays and PWD organizations to strengthen their skills and capacities. Barangays and PWD groups may formally request qualified speakers or facilitators to assist in their capability development activities. As mandated through Republic Act No. 7277 (Magna Carta for Persons with Disabilities), as amended by Republic Act No. 9442, particularly provisions on skills development, training, and participation of PWDs in community development; and Republic Act No. 7160 (Local Government Code of 1991), which mandates local government units to provide basic services and promote the general welfare of their constituents, including persons with disabilities..

Office or Division:	City Mayor's Office – Persons with Disabilities Affairs Office (PDAO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government G2B – Government to Business
Who may avail:	Barangays and PWD Organizations within Panabo City

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter of Request/Invitation (2 original copies)	Requesting Party

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit formal request complete with detailed information; or email at pdaopanabocity @gmail.com *Wait for confirmation reply through call/text or email	1. Receive and verify letter request 1.1 Record request in the logbook 1.2 Review and approve the request *Approval and confirmation of the request take two (2) days	None	5 minutes 5 minutes 2 days	*Administrative Aide I* CMO – PDAO *Administrative Aide I* CMO – PDAO *OIC PDAO Section Head* CMO – PDAO

	1.3 Record approved request		2 minutes	*Administrative Aide I* CMO – PDAO
2. Receive Confirmation through email	2. Confirm request through email	None	3 minutes	*Administrative Aide I* CMO - PDAO
	TOTAL	**None**	**2 days, 15 minutes**	