

1. BUSINESS PERMIT

A. BAG-O NGA NEGOSYO

KINAHANGLANUN:

- EMAIL-ADDRESS (ONLINE) PERSONAL NGA PRESENSYA (WALK-IN)
- A. SOLO NGA TAG-YAUN
Department of Trade & Industry (DTI) Business Name Registration
- B. KORPORASYON
Securities & Exchange Commission (SEC) Registration Articles of Incorporation/Partnership
- C. KOOPERATIBA
Cooperative Development Authority (CDA) Registration
- BARANGAY BUSINESS CLEARANCE
- KONTRATA SAN PAGPLITE (CONTRACT OF LEASE)-*Kun nagpiplite*
- PHILHEALTH CLEARANCE

Mga kinahanglanun nga dokumento san ENDORSING OFFICES:

- *Market Clearance Kun an pwesto sa Merkado - Municipal Treasurer's Office*
- *Tax Clearance – Municipal Treasurer's Office*
- *Zoning/Locational Clearance– Municipal Assessor's Office*
- *Sanitary Permit/Health Certificate (Food Related Business) - Municipal Health Office*
- *Sanitary Permit (Non-Food Related Business) - Municipal Health Office*
- *Occupancy Permit – Municipal Engineering Office*
- *Certification – Municipal Solid Waste Management Office*
- *Fire Safety Inspection Certificate – Bureau of Fire Protection*
- *Mayor's Clearance*

KADUNGANGAN NGA KINAHANGLANUN *(depende san negosyo):*

Financial Institutions (Banks/Pawnshop/Foreign Exchange Dealer/Money Changer/Lending/Remittance Agents)

- BSP Certificate of Registration/Authority to Operate

Water Station

- Potability Test

Pharmacy

- BFAD License to Operate

Franchised Business

- Franchise Agreement

Gasoline Station

- Certificate of Compliance from Dept. of Energy, Environmental Compliance Certificate (DENR)

LPG Dealer/Retailer

- Standard Compliance Certificate from Dept. of Energy

Learning Institution

- Department of Education Registration

Transport Service

- LTFRB Franchise

General Contractor/Construction Firm

- PCAB License/Accreditation

Rice Dealer

- National Grains Authority

Telecommunications Services

- National Telecommunications Commissions (NTC) Clearance

Resort

- Environmental Compliance Certificate (DENR)

Coco Lumber Dealer Retailer

- Philippine Coconut Authority Permit

Rice Mill

- Certificate of Non-Compliance (DENR)

Cockpit

- Sangguniang Bayan Resolution

Gravel and Sand

- Provincial Mining Regulation Board License

Durasyon: 1 oras 20 minutos o 1-2 days (kun wara kaulangan)

| PITAD | PAMAAGI | ORAS | BARAYDAN | OPISINA NGA RESPONSABLE | TAWO NGA RESPONSABLE |
|----------------------------------|---|-------------------|----------|-------------------------------|---|
| STEP 1 <u>APPLIKASYON</u> | <ul style="list-style-type: none"> • Pagrehistro san aplikante san Electronic Business Permits & Licensing System (EBPLS) • Pag-encode sa kinahanglanun nga impormasyon • Pag sumiter/upload san ngatanan nga kinahangalanun nga dokumento • Pag-tsek ngan pag-encode san impormasyon | 30 minutos-1 oras | | BPLO Endorsing Offices | <p>Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i></p> <p>Teddy Corong - Draftsman Engr. Roel Morales – <i>Municipal Engineer</i> <i>Municipal Engineering Office</i></p> <p>Recilyn Lobos – Admin Aide Marilyn Siervo – Municipal Assessor <i>Municipal Assessor’s Office</i></p> <p>Nenita Lucban- RST I Dra. Abigail Luis – Municipal Health Officer <i>Municipal Health Office</i></p> |

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|---|--|--------------|---|----------------------|--|
| | | | | | Clotilde Soria-Market <i>Supervisor</i> Marianita Abalon-MENRO- <i>Designate</i> SFO3 Alfonso L Magpayo- <i>Municipal Fire Marshal</i> <i>Bureau of Fire Protection</i> |
| STEP 2 <u>PAGKWENTA/</u> <u>PAGBAYAD</u> | <ul style="list-style-type: none"> • Pagkwenta ngan pagbayad san kabaraydan • Paghatag Order of Payment • Paghatag Opisyal nga Resibo | 5-15 minutos | Base san gin-deklarar nga capital ngan naeksiher nga Municipal Revenue Code | Opisina san Tesurero | Paulino Tan <i>Admin Aide III</i> Engracio Tilbe <i>RCC I</i> Evangeline Catherine Espina <i>Mun. Treasurer</i> |
| STEP 3 <u>PAGKUHA</u> <u>SAN BUSINESS</u> <u>PERMIT</u> | <ul style="list-style-type: none"> • Pagkuha ngan Pagprint san Business Permit | 3-5 minutos | | BPLO | Rochelle Mila-Baluyot <i>Licensing Officer I</i> |

B. PAG-RENEW SAN NEGOSYO

KINAHANGLANUN:

- **EMAIL-ADDRESS (ONLINE) PERSONAL NGA PRESENSYA (WALK-IN)**
- A. SOLO NGA TAG-YAUN
Department of Trade & Industry (DTI) Business Name Registration
- B. KORPORASYON
Securities & Exchange Commission (SEC) Registration Articles of Incorporation/Partnership
- C. KOOPERATIBA
Cooperative Development Authority (CDA) Registration
- **BARANGAY BUSINESS CLEARANCE**
- **SALES RECORD/AUDITED CERTIFICATION** tikang sa **BOOKKEEPER O ACCOUNTANT** TIR SA DATI NGA TUIG
- **KONTRATA SAN PAGPLITE (CONTRACT OF LEASE)**-*Kun nagpiplite*
- **PHILHEALTH CLEARANCE**

Mga kinahanglanun nga dokumento san ENDORSING OFFICES:

- *Market Clearance* Kun an pwesto sa *Merkado* - ***Municipal Treasurer's Office***
- *Tax Clearance* – ***Municipal Treasurer's Office***
- *Zoning/Locational Clearance*– ***Municipal Assessor's Office***
- *Sanitary Permit/Health Certificate (Food Related Business)* - ***Municipal Health Office***
- *Sanitary Permit (Non-Food Related Business)* - ***Municipal Health Office***
- *Occupancy Permit* – ***Municipal Engineering Office***
- *Certification* – ***Municipal Solid Waste Management Office***
- *Fire Safety Inspection Certificate* – ***Bureau of Fire Protection***
- *Mayor's Clearance*

KADUNGANGAN NGA KINAHANGLANUN (*depende san negosyo*):

Financial Institutions (Banks/Pawnshop/Foreign Exchange Dealer/Money Changer/Lending/Remittance Agents)

- BSP Certificate of Registration/Authority to Operate

Water Station

- Potability Test

Pharmacy

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Franchised Business

- Franchise Agreement

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Learning Institution

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General Contractor/Construction Firm

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Rice Dealer

- National Grains Authority

Telecommunications Services

- National Telecommunications Commissions (NTC) Clearance

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Rice Mill

- Certificate of Non-Compliance (DENR)

Cockpit

- Sangguniang Bayan Resolution

Gravel and Sand

- Provincial Mining Regulation Board License

Durasyon: 1 oras 20 minutos o 1 kaadlaw (kun wara kaulangan)

| PITAD | PAMAAGI | ORAS | BARAYDAN | OPISINA NGA RESPONSABLE | TAWO NGA RESPONSABLE |
|----------------------------------|---|-------------------|----------|-------------------------------|---|
| STEP 1 <u>APPLIKASYON</u> | <ul style="list-style-type: none"> • Pagrehistro san aplikante san Electronic Business Permits & Licensing System (EBPLS) • Pag-encode sa kinahanglanun nga impormasyon • Pag sumiter/upload san ngatanan nga kinahangalanun nga dokumento • Pag-tsek ngan pag-encode san impormasyon | 30 minutos-1 oras | | BPLO Endorsing Offices | <p>Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i></p> <p>Teddy Corong - Draftsman Engr. Roel Morales – <i>Municipal Engineer</i> <i>Municipal Engineering Office</i></p> <p>Recilyn Lobos – Admin Aide Marilyn Siervo – Municipal Assessor <i>Municipal Assessor’s Office</i></p> <p>Nenita Lucban- RST I Dra. Abigail Luis – Municipal Health Officer <i>Municipal Health Office</i></p> |

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| | | | | | Clotilde Soria-Market <i>Supervisor</i> Marianita Abalon-MENRO- <i>Designate</i> SFO3 Alfonso L Magpayo- <i>Municipal Fire Marshal</i> <i>Bureau of Fire Protection</i> |
| STEP 2 <u>PAGKWENTA/</u> <u>PAGBAYAD</u> | <ul style="list-style-type: none"> • Pagkwenta ngan pagbayad san kabaraydan • Paghatag Order of Payment • Paghatag Opisyal nga Resibo | 5-15 minutos | Base san gin-deklarar nga capital ngan naeksiher nga Municipal Revenue Code | Opisina san Tesurero | Paulino Tan <i>Admin Aide III</i> Engracio Tilbe <i>RCC I</i> Evangeline Catherine Espina <i>Mun. Treasurer</i> |
| STEP 3 <u>PAGKUHA</u> <u>SAN BUSINESS</u> <u>PERMIT</u> | <ul style="list-style-type: none"> • Pagkuha ngan Pagprint san Business Permit | 3-5 minutos | | BPLO | Rochelle Mila-Baluyot <i>Licensing Officer I</i> |

2. PAGLIWAT IMPORMASYON SAN BUSINESS PERMIT

KINAHANGLANUN:

- Letter-Request (Surat Paghangyo)
 - Business Permit nga liliwatan datos
 - Surat pagtugot sa tag-yaon (kun dire personal nga mag-aapply an tagyaon)
- a. Pagliwat san ngaran sa negosyo-DTI Registration
 - b. Pagliwat san address – Barangay Clearance and/or Kontrata sa pagplite

Durasyon: 10 minutos

| PITAD | PAMAAGI | ORAS | BARAYDAN | OPISINA NGA RESPONSABLE | TAWO NGA RESPONSABLE |
|--|--|-----------|----------|-------------------------|--|
| STEP 1 <u>APLIKASYON</u> | <ul style="list-style-type: none"> • Pag sumiter san tanan nga kinahangalanun nga dokumento | 3 minutos | | BPLO | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |
| STEP 2 <u>PAG-LIWAT SAN DETALYE</u> | <ul style="list-style-type: none"> • Pag-liwat ngan pag-encode san impormasyon | 5 minutos | | BPLO | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |
| STEP 3 | <ul style="list-style-type: none"> • Pagrekord ngan Pagprint san Business Permit | 2 minutos | | BPLO | Rochelle Mila-Baluyot |

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| PAGKUHA SAN BUSINESS PERMIT | | | | | <i>Licensing Officer</i> |
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3. PAG-SARA SAN NEGOSYO

KINAHANGLANUN:

- Letter-Request (Surat Paghangyo)
- Dati nga Business Permit
- Surat pagtugot sa tag-yaon (kun dire personal nga mag-aapply an tagyaon)
- Barangay Certification pagkamatuod nga sarado o san pagtuko san negosyo
- Latest Income Statement
- Opisyal nga resibo san kabaraydan
- Kun an pwesto ada sa Merkado- *Xerox copy san Market Clearance*

Durasyon: 15 minutos (kun wara kumpleto an dokumento)

| PITAD | PAMAAGI | ORAS | BARAYDAN | OPISINA NGA RESPONSABLE | TAWO NGA RESPONSABLE |
|-------------------------------------|--|-------------|---|-------------------------|---|
| STEP 1 <u>APPLIKASYON</u> | <ul style="list-style-type: none"> • Pag sumiter san tanan nga kinahangalanun nga dokumento | 2 minutos | | BPLO | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |
| STEP 2 <u>PAGBAYAD</u> | <ul style="list-style-type: none"> • Pagkwenta ngan pagbayad san kabaraydan • Paghatag Order of Payment • Paghatag Opisyal nga Resibo | 3-5 minutos | Base san gin-deklarar nga capital ngan naeksiher nga Municipal Revenue Code | Opisina san Tesurero | Paulino Tan Admin Aide III Engracio Tilbe <i>RCC I</i> |

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| | | | | | Evangeline Catherine Espina <i>Mun. Treasurer</i> |
| STEP 3 <u>PAGPREPARAR SAN SERTIPIKASYON</u> | <ul style="list-style-type: none"> Pag-encode nga pag-print san Sertipikasyon | 5 minutos | | | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |
| STEP 4 <u>PAGKUHA SAN SERTIPIKASYON</u> | <ul style="list-style-type: none"> Pagrekord ngan Paghatag san Sertipikasyon | 3 minutos | | BPLO | Rochelle Mila-Baluyot <i>Licensing Officer I</i> |

4. MAYOR'S CLEARANCE, MAYOR'S PERMIT, OCCUPATIONAL PERMIT & SHIPPING PERMIT

KINAHANGLANUN:

MAYOR'S CLEARANCE

- Application Form
- Barangay Clearance nga yaon Opisyal nga Resibo (Xerox Copy)
- Opisyal nga Resibo san kabaraydan
- Sedula
- 2x2 ID picture

MAYOR'S PERMIT

- Letter-Request (Surat Paghangyo)

- Iskedyul san Program (Xerox Copy)
- Opisyal nga Resibo san kabaraydan

OCCUPATIONAL PERMIT

- Application Form
- PSA Live Birth (Xerox Copy)
- Police Clearance nga yaon Opisyal nga Resibo
- Sedula
- PRC license/Company ID (opsyonal)
- Health Certificate (opsyonal)
- 2 bug-os 1x1 ID picture

SHIPPING PERMIT

- Order of Payment tikang sa Municipal Agriculture Office
- Opisyal nga Resibo san kabaraydan

Durasyon: 15 minutos (kun wara kumpleto an dokumento)

| PITAD | PAMAAGI | ORAS | BARAYDAN | OPISINA NGA RESPONSABLE | TAWO NGA RESPONSABLE |
|-------------------------------------|---|-------------|---|-------------------------|--|
| STEP 1 <u>APPLIKASYON</u> | <ul style="list-style-type: none"> • Pag sumiter san tanan nga kinahangalanun nga dokumento • Paghatag Order of Payment | 3 minutos | | BPLO | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |
| STEP 2 <u>PAGBAYAD</u> | <ul style="list-style-type: none"> • Pagbayad san kabaraydan • Paghatag Opisyal nga Resibo | 3-5 minutos | Mayor's Clearance: Php 20.00 Mayor's Permit: Php50.00 | Opisina san Tesurero | <i>MTO Staff</i> |

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| | | | Occupational Permit: Php70.00-100.00 Special Permit: 1% san gross o base san naeksiher nga Municipal Revenue Code | | |
| STEP 3 <u>PAGPREPARAR SAN CLEARANCE/PERMIT</u> | <ul style="list-style-type: none"> Pag-encode ngan pag-print san clearance o permit | 5 minutos | | BPLO | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |
| STEP 4 <u>PAGKUHA SAN CLEARANCE/PERMIT</u> | <ul style="list-style-type: none"> Pagrekord ngan paghatag san clearance o permit | 2 minutos | | BPLO | Rochelle Mila-Baluyot <i>Licensing Officer</i> |

5. PERMIT TO OPERATE

KINAHANGLANUN:

TRICYCLE

- Application Form
- Sangguniang Bayan Franchise
- SRTODA Certification
- ORCR tikang sa LTO

- Driver's License
- 2 pcs 1x1 ID Picture
- Documentary Stamp

MOTORCYCLE

- Application Form
- SRBTA/LAPBTA Certification
- ORCR tikang sa LTO
- Driver's License
- 2 pcs 1x1 ID Picture
- Documentary Stamp

PEDICAB

- Application Form
- SRPODA Certification
- 2 pcs 1x1 ID Picture
- Documentary Stamp

Kadugangan nga Kinahanglanun:

Pag-transfer sa ngaran – Deed of Sale

Duration: 20 minutos (kun kumpleto an dokumento)

| PITAD | PAMAAGI | ORAS | BARAYDAN | OPISINA NGA RESPONSABLE | TAWO NGA RESPONSABLE |
|-------------------------------------|---|-----------|-----------------------------|-------------------------|--|
| STEP 1 <u>APPLIKASYON</u> | <ul style="list-style-type: none"> • Pag sumiter san tanan nga kinahangalanun nga dokumento • Paghatag Order of Payment | 3 minutos | | BPLO | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |
| STEP 2 | <ul style="list-style-type: none"> • Pagbayad san kabaraydan | | Tricycle: Php 400.00 | | |

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| <u>PAGBAYAD</u> | <ul style="list-style-type: none"> Paghatag Opisyal nga Resibo | 5 minutos | Motorcycle: Php 300.00 Pedicab: Php 200.00 LIBRE: an usa nga unit kun miyembro san asosasyon | Opisina san Tesurero | <i>MTO Staff</i> |
| STEP 3 <u>PAGPREPARAR SAN PERMIT TO OPERATE</u> | <ul style="list-style-type: none"> Pag-encode ngan pagprint san Permit To Operate | 10 minutos | | BPLO | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |
| STEP 4 <u>PAGKUHA SAN PERMIT TO OPERATE</u> | <ul style="list-style-type: none"> Pagrekord ngan paghatag san Permit To Operate | 2 minutos | | BPLO | Rochelle Mila-Baluyot <i>Licensing Officer</i> |

6. SERTIPIKASYON

KINAHANGLANUN:

NAEKSIHER

- Letter-Request (Surat Paghangyo)
- Barangay Certification pagkamatuod nga naeksiher an negosyo
- Opisyal nga Resibo san kabaraydan

DIRE NAEKSIHER

- Letter-Request (Surat Paghangyo)

- Barangay Certification pagkamatuod nga dire naeksiher an negosyo
- Opisyal nga Resibo san kabaraydan

NAABUYON (NO OBJECTION)

- Letter-Request (Surat Paghangyo)
- Permit to Cut tikang sa Philippine Coconut Authority
- Sertipikasyon tikang sa Barangay
- Sertipikasyon tikang sa Municipal Agriculture Office
- Kopya san presente nga pag-bayad san tuna
- Kopya san Deklarasyon san Tuna
- Opisyal nga Resibo san kabaraydan

Durasyon: 15 minutos (kun kumpleto an dokumento)

| PITAD | PAMAAGI | ORAS | BARAYDAN | OPISINA NGA RESPONSABLE | TAWO NGA RESPONSABLE |
|---|--|-------------|--|--------------------------------|--|
| STEP 1 <u>APPLIKASYON</u> | <ul style="list-style-type: none"> • Pag sumiter ngan pag-tsek san tanan nga kinahanglanun nga dokumento • Paghatag Order of Payment | 3 minutos | | BPLO | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |
| STEP 2 <u>PAGBAYAD</u> | <ul style="list-style-type: none"> • Pagbayad san kabaraydan • Paghatag Opisyal nga Resibo | 3-5 minutos | Certification Fee: Php 20.00 | Opisina san Tesurero | <i>MTO Staff</i> |
| STEP 3 <u>PAGPREPARAR SAN SERTIPIKASYON</u> | <ul style="list-style-type: none"> • Pag-encode ngan pag-print san sertipikasyon | 5 minutos | | BPLO | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |

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|---|--|-----------|--|------|--|
| STEP 4 <u>PAGKUHA SAN SERTIPIKASYON</u> | <ul style="list-style-type: none"> Paghatag san sertipikasyon | 2 minutos | | BPLO | Rochelle Mila-Baluyot <i>Licensing Officer</i> |
|---|--|-----------|--|------|--|

7. PAGKAMATUOD NGA ORIHINAL AN DOKUMENTO

KINAHANGLANUN:

- Orihinal/Xerox Copy san Dokumento
- Opisyal nga Resibo san kabaraydan

Durasyon: 7-10 minutos

| PITAD | PAMAAGI | ORAS | BARAYDAN | OPISINA NGA RESPONSABLE | TAWO NGA RESPONSABLE |
|---|--|-------------|-------------------------------|-------------------------|--|
| STEP 1 <u>APPLIKASYON</u> | <ul style="list-style-type: none"> Pag sumiter ngan pag-tsek san tanan nga kinahanglanun nga dokumento Paghatag Order of Payment | 2-3 minutos | | BPLO | Cherry Dacut Pamela Dorado Guia Tadina Emelyn Galupo <i>BPLO Staff</i> |
| STEP 2 <u>PAGBAYAD SAN KABARAYDAN</u> | <ul style="list-style-type: none"> Pagbayad san kabaraydan Paghatag Opisyal nga Resibo | 3-5 minutos | Sealing Fee: Php 20.00 | Opisina san Tesurero | <i>MTO Staff</i> |
| STEP 3 <u>PAGHATAG SAN KOPYA</u> | <ul style="list-style-type: none"> Pag pirma, pagselyo ngan paghatag san kopya | 2 minutos | | BPLO | Rochelle Mila-Baluyot <i>Licensing Officer</i> |

