

**Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG**

**CITY ADMINISTRATOR'S OFFICE
(LICENSING DIVISION)**

LIST OF FRONTLINE SERVICES

1. SECURING BUSINESS PERMIT (ONE-STOP-SHOP – New & Renewal Transaction)
2. SECURING BUSINESS PERMIT (REGULAR TRANSACTION – New & Renewal Business)
3. SECURING MOTORIZED TRICYCLE OPERATORS PERMIT (MTO)

VISION STATEMENT

A client friendly Business Permit and Licensing Office

MISSION STATEMENT

To create a business-friendly environment and attract investment in the locality

PERFORMANCE PLEDGE

We, the personnel of Business Permit and Licensing Office commit to provide prompt, efficient, honest and courteous service to all business establishment owners, tricycle operators or drivers, consumers and the public in general.

CITIZEN'S CHARTER

**CITY ADMINISTRATOR'S OFFICE
(LICENSING DIVISION)**

TYPE OF FRONTLINE SERVICE	:	SECURING BUSINESS PERMIT (ONE-STOP-SHOP – New & Renewal Transaction)
SCHEDULE OF AVAILABILITY OF SERVICE	:	EVERY FIRST MONTH OF THE YEAR
WHO MAY AVAIL OF THE SERVICES?	:	CONSTITUENTS WHO ENGAGED IN ANY FORM OF BUSINESS WITHIN BISLIG CITY
DURATION OF TRANSACTION	:	
A. NEW APPLICATION	:	FIVE (5) DAYS
B. RENEWAL	:	ONE (1) DAY
WHAT ARE THE REQUIREMENTS	:	
A. NEW APPLICATION	:	1. UNIFIED APPLICATION FORM 2. BARANGAY CLEARANCE 3. BFP- FIRE SAFETY INSPECTION CERTIFICATE 4. OCCUPANCY PERMIT (BUILDING OFFICIAL) 5. ZONING CLEARANCE (CPDO) 6. ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) (CENRO) 7. SANITARY PERMIT (CHO)
B. RENEWAL BUSINESS PERMIT	:	1. UNIFIED APPLICATION FORM 2. BARANGAY CLEARANCE 3. OLD BUSINESS PERMIT
C. OTHER REQUIREMENTS TO BE COMPLIED WITHIN 45 DAYS GRACE PERIOD FOR NEW AND RENEWAL BUSINESS PERMIT AFTER DEADLINE OF BOSS AND APPROVAL	:	1. DTI 2. BIR 3. SSS 4. PHILHEALTH 5. PAG-IBIG
FEE/S	:	Refer to Latest Approved Revenue Code

HOW TO AVAIL OF THE SERVICE

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Secures unified form of Application of Business Permit	Provides client with a checklist of requirements and give short briefing	None	Checklist of Requirements	7 mins.	Teofila C. Corvera Admin. Officer II Marites P. Recto Admin. Aide IV
2	Submits accomplished Unified Application Form of Business Permit and the required supporting documents.	Examines and Evaluates submitted application form the completeness of the supporting documents	None	Application for Business Permit Form	7 mins	Teofila C. Corvera Licensing Officer I
3		Prepares Tax Order of Payment of Business Permit	None	Tax Order of Payment Form	5 mins.	Leo B. Cuadra Admin. Officer IV Christine L. Bandayanon Job Order
4		Reviews and approves Tax Order of Payment of Business Permit	None	TOP and Tax Order Forms	5 mins.	Clemente H. Penados Admin. Officer V
5	Proceed to City Treasurer's Sub-office for payment of fees	Issues Official Receipt	Refer to Latest Approved Revenue Code	Official Receipt	6 mins.	Leonor R. Clar Admin. Officer IV Allan S. Serenado Admin. Officer II Idefonsa Dominguez Admin. Asst. II
6	Go back to Licensing Office for printing of Business Permit	Prepares Computer Generated Business Permit	None	Computer Generated Business Permit	5 mins.	Teofila C. Corvera Licensing Officer I
7		Signs the Business Permit as Recommending Approval	None	None	5 mins.	Clemente H. Penados Admin. Officer V

8		For Urgent & Non- Urgent Application: (New & Renewal Business Permit) Ferry Business Permit to City Hall for Final Approval of the City Mayor	None	None	3 hours	Felix A. Serenado Job Order Harold B. Cabrera Job Order
9		Approve Business Permit for Urgent and Non-Urgent Application	None	None	5 mins.	Librado C. Navarro City Mayor Charlito R. Lerog City Administrator
10		Bring back all the approved Business Permits at the Licensing Division, Mgy., Bislig City	None	None	3 hours	Felix A. Serenado Job Order Harold B. Cabrera Job Order
11	Received the original copy of approved Business Permit	Segregate and Release the approved Business Permit to the concerned proprietor	None	None	5 mins.	Marites P. Recto Admin. Aide IV Angelie R. Juarbal Job Order
END OF TRANSACTION						

CITIZEN'S CHARTER

**CITY ADMINISTRATOR'S OFFICE
(LICENSING DIVISION)**

TYPE OF FRONTLINE SERVICE	:	SECURING BUSINESS PERMIT (REGULAR TRANSACTION – New & Renewal Business)
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 A.M. - 5:00 PM NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	CONSTITUENTS WHO ENGAGED IN ANY FORM OF BUSINESS WITHIN BISLIG CITY
DURATION OF TRANSACTION	:	
	I.	New Business Permit : 5 days
	II.	Renewal Business Permit : 1 day
WHAT ARE THE REQUIREMENTS:		
	I.	New Business Permit :
		6. UNIFIED APPLICATION FORM
		7. BARANGAY CLEARANCE
		8. BFP – FIRE SAFETY INSPECTION CERTIFICATE
		9. OCCUPANCY PERMIT – BUILDING OFFICIAL
		10. ZONING CLEARANCE - CPDO
		11. ECC – ENVIRONMENT COMPLIANCE CERTIFICATE - CENRO
		12. SANITARY PERMIT – CHO
	II.	Renewal Business Permit :
		1. UNIFIED APPLICATION FORM
		2. BRGY. CLEARANCE
		3. OLD BUSINESS PERMIT
FEE/S	:	Refer to Latest Approved Revenue and P 100.00 pesos

HOW TO AVAIL OF THE SERVICE?

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Secures unified forms of application of Business Permit	Provides client with a checklist of requirements and give a short briefing	None	Checklist of requirements	7 mins.	Marites P. Recto Admin. Aide IV Angelie R. Juarbal JO Clerk
2	Submits accomplished Unified Application Form of Business Permit and the required supporting documents.	Examines and evaluates submitted application form and the completeness of the supporting documents	None	Application for Business Permit Form	7 mins	Teofila C. Corvera Admin. Officer II Leo B. Cuadra Admin. Officer IV
3		Prepares Tax Order of Payment of Business Permit (TOP)	None	Tax Order of Payment Form	5 mins	Leo B. Cuadra Admin. Officer IV Clemente H. Penados Admin. Officer V
4		Reviews and approves Tax Order of Payment of Business Permit	None	TOP and Tax Order Forms	5 mins	Clemente H. Penados Admin. Officer V
5	Proceeds to City Treasurer's Sub-Office for payment of fees	Issues Official Receipt	Refer to Latest Approved Revenue Code	Official Receipt	6 mins	Leonor R. Clar Admin. Officer IV Allan S. Serenado Admin. Officer II Ildefonsa L. Dominguez Admin. Assistant I
6	Proceeds to Fire Department to secure FSIC (Fire Safety Inspection Certificate) for New Business Permit Only	Issues FSIC Certificate Inspection Fee	100.00 Variable	FSIC Certificate	15 mins.	Fire Personnel

7	Go back to Licensing Office for Printing of Business Permit	Prepares Computer Generated Business Permit	None	Computer Generated Business Permit	5 mins.	Teofila C. Corvera Admin. Officer II Christine L. Bandayanon Job Order
8		Signs the Business Permit as Recommending Approval	None	None	5 mins.	Clemente H. Penados Admin. Officer V
9		<p>For Urgent Application: (New & Renewal Business Permit) Ferry Business Permit to City Hall for final approval of the City Mayor</p> <p>For Non-Urgent Application: (New & Renewal Business Permit) Ferry all the Business Permit Applications for the day to the City Mayor's Office for final Approval of the City Mayor</p>	None	None	3 HOURS	Felix A. Serenado Job Order Harold B. Cabrera Job Order
			None	None	3 HOURS	Felix A. Serenado Job Order Harold B. Cabrera Job Order Loreto Y. Alba Admin Aide III
10		Approval of Business Permit for Urgent and Non-Urgent Application	None	None	5 mins	Librado C. Navarro City Mayor Charlito R. Lerog City Administrator
11		Bring back all the approved Business Permits at the Licensing Division, Mgy., Bislig City	None	None	15 mins.	Felix A. Serenado Job Order Harold B. Cabrera Job Order
12	Receive the original copy of approved Business Permit	Segregate and Release the approved Business Permit to the concerned proprietor	None	None	5 mins.	Marites P. Recto Admin. Aide IV Angelie R. Juarbal Job Order
END OF TRANSACTION						

CITIZEN'S CHARTER

**CITY ADMINISTRATOR'S OFFICE
(LICENSING DIVISION)**

TYPE OF FRONTLINE SERVICE	:	SECURING MOTORIZED TRICYCLE OPERATORS PERMIT (MTOPI)																					
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 A.M. TO 5:00 PM NO LUNCH BREAK																					
WHO MAY AVAIL OF THE SERVICES?	:	CONSTITUENTS WHO ENGAGED IN THE OPERATION OF MOTORCYCLES FOR HIRE WITHIN BISLIG CITY																					
DURATION OF TRANSACTION	:	1 DAY																					
WHAT ARE THE REQUIREMENTS	:	1. INSURANCE 2. CR (Certification of Registration) 3. OR (Official Receipt) 4. Picture of Unit																					
FEE/S	:	<table border="0"> <tr> <td>Annual Fee</td> <td>-</td> <td>P440.00</td> </tr> <tr> <td>Fare Matrix (Tarrifa)</td> <td>-</td> <td>55.00</td> </tr> <tr> <td>Filing Fee</td> <td>-</td> <td>55.00</td> </tr> <tr> <td>Succeeding Unit</td> <td>-</td> <td>100.00</td> </tr> <tr> <td>Change Unit</td> <td>-</td> <td>105.00</td> </tr> <tr> <td>Cancellation Fee</td> <td>-</td> <td>172.50</td> </tr> <tr> <td>Amendment of MTOPI</td> <td>-</td> <td>105.00</td> </tr> </table>	Annual Fee	-	P440.00	Fare Matrix (Tarrifa)	-	55.00	Filing Fee	-	55.00	Succeeding Unit	-	100.00	Change Unit	-	105.00	Cancellation Fee	-	172.50	Amendment of MTOPI	-	105.00
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HOW TO AVAIL OF THE SERVICE?

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Secure and fill-up application form for Motorized Tricycle Operators Permit (MTOPI) and make clarificatory inquiries	Provide client with a checklist of requirements and give short briefing	None	Application Form	10 mins.	Marites P. Recto Admin. Aide IV Angelic R. Juarbal Job Order
2	Submit accomplished Application Form of Motorized Tricycles Operators Permit and the required supporting documents	Examine and evaluate submitted application form and the completeness of the supporting documents	None	Application Form	10 mins	Leo B. Cuadra Licensing Officer II Teofila C. Corvera Licensing Officer I
3		Prepares Tax Order of Payment of (MTOPI)	None	Tax Order of Payment Form	5 mins	Leo B. Cuadra Licensing Officer II Teofila C. Corvera Licensing Officer I
4		Review and approve Tax Order of Payment of MTOPI	None	TOP and Tax Order Forms	5 mins	Clemente H. Penados Licensing Officer III
5	Proceed to City Treasurer's Sub-Office for payment of fees	Issue Official Receipt	Refer to above fees	Official Receipt	6 mins.	Leonor R. Clar Admin. Officer IV Alan S. Serenado Admin. Officer II Ildefonsa L. Dominguez Admin. Assistant I
6	Go back to Licensing Office for Printing of MTOPI	Prepares Computer Generated of MTOPI	None	Computer Generated MTOPI	5 mins.	Teofila C. Corvera Licensing Officer I Christine L. Bandayanon Job Order
7		Sign the MTOPI as Recommending Approval	None	None	5 mins.	Clemente H. Penados Licensing Officer III
8		Ferry MTOPI to City Hall for Final Approval of the City Mayor	None	None	3 hours	Felix A. Serenado Job Order Harold B. Cabrera Job Order

9		Approval of MTOP Permit	None	None	5 mins	Librado C. Navarro City Mayor Charlito R. Lerog City Administrator
10		Bring back all the approved MTOP Permits at the Licensing Division, Mgy., Bislig City	None	None	3 hours	Felix A. Serenado Job Order Harold B. Cabrera Job Order
11	Received the original copy of approved MTOP Permit	Segregate and Release the approved MTOP Permit to the concerned proprietor	None	None	5 mins.	Marites P. Recto Admin. Aide IV Angelie R. Juarbal Job Order
END OF TRANSACTION						