



BUSINESS PERMITS & LICENSING OFFICE CITIZEN'S CHARTER

ISSUANCE OF CERTIFICATION OF STATUS OF BUSINESS

STEPS	APPLICANT	SERVICE PROVIDER	DURATION	PERSON / OFFICE IN CHARGE	AMOUNT	REQUIREMENTS	
1		Submit letter-request with Business Permits and Licensing Office (BPLO) stating reason for the request	Receiving and checking of requirements	1 min	Rosalia Ojo		Letter request; if thru representative, computerized authorization with I.D. of the taxpayer and the representative
			Verification of records	5 mins	Arlene Dorosan Jimboy Catugda, Jeffrey John Rodriguez Abegail Melarpis		
			Issuance of Order of Payment	1 min	Rosalia Ojo		
2		Upon receipt of Order of Payment, proceed to City Treasurer's Office for payment		City Treasurer's Office	100.00	Order of Payment	
3		Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt	Preparation and Printing of Certification	5 mins	Karole Inessa Apodaca		Official Receipt
			Signing of Certification	3 mins	Atty. Melanie T. Soriano-Malaya		
			Releasing of Certification	1 min	Rosalia Ojo		

--- END OF TRANSACTION ---

SCHEDULE OF AVAILABILITY

MONDAY – FRIDAY
8:00 AM – 5:00 PM
NO NOON BREAK

WHO MAY AVAIL?

REGISTERED BUSINESSES

TOTAL DURATION OF TIME

16 MINUTES

REQUIREMENTS

Letter-request; if thru representative, computerized authorization with I.D. of the taxpayer and the representative

REQUIRED FEE: PHP 100.00

*The 16-minute processing time for one client being served at one time. The time is extended when there are two or more clients.