



BUSINESS PERMITS & LICENSING OFFICE

CITIZEN'S CHARTER

SCHEDULE OF AVAILABILITY

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

WHO MAY AVAIL?

REGISTERED BUSINESS

TOTAL DURATION OF TIME

5 MINUTES

REQUIREMENTS

Original and Photo Copy of Business/Mayor's Permit;
Letter Request

**If thru representative,
Computerized Authorization
Letter with ID of the taxpayer
and representative*

REQUIRED FEE

PHP 100.00 per copy

*The 5-minute processing time for one client being served at one time.
The time is extended when there are two or more clients.

ISSUANCE OF CERTIFIED TRUE COPY OF BUSINESS/MAYOR'S PERMIT

| STEPS | APPLICANT | SERVICE PROVIDER | DURATION | PERSON / OFFICE IN CHARGE | AMOUNT | REQUIREMENTS |
|----------|--|---|---------------|---|------------------|---|
| 1 | Submit the requirements | Receiving and checking of requirements. Issuance of Order of Payment | 2 mins | Rosalia Ojo | | Original and Photo Copy of Business/Mayor's Permit; Letter Request |
| 2 | Upon receipt of Order of Payment, proceed to Treasury Office for payment | | | City Treasurer's Office | P100.00 per copy | Order of Payment |
| 3 | Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt | Stamping of the Certified True Copy of the Mayor's Permit | 1 min | Rosalia Ojo | | Official Receipt |
| | | Signing of the Certified True Copy of the Mayor's Permit | 1 min | Daisy Santiago Mary Carr Binay Nova Pedrealba | | |
| | | Releasing of the Certified True Copy of the Mayor's Permit | 1 min | Rosalia Ojo | | |

--- END OF TRANSACTION ---