

**BUSINESS PERMITS AND LICENSING OFFICE**

**CITIZEN'S CHARTER**

**ISSUANCE MAYOR'S PERMIT (OCCUPATION)**

**SCHEDULE OF AVAILABILITY**

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

**WHO MAY AVAIL?**

**EMPLOYEES WORKING IN PARANAQUE CITY**

**TOTAL DURATION OF TIME**

22 Minutes

**REQUIREMENTS:**

1. Health Card
2. Police Clearance
3. Consent from parents w/ID (for underage applicants)
4. Alien Certificate or Registration (for foreign applicants)
5. Posting Permit (for Security Agency)

STEPS	APPLICANT	SERVICE PROVIDER	DURATION	PERSON/OFFICE IN CHARGE	AMOUNT	REQUIREMENTS
1	Ask for list of requirements and application form.	Give application form and list of requirements.	2 mins	Rosanita Antipuesto Ramon Prieto		All requirements stated above.
2	Show Medical Exam Records or Submission of Specimen and Blood Extraction to City Health Office for verification and evaluation. For Night Workers, submit Social Hygiene Certificate.  City Health Office Seminar on Food Handlers	Verification and evaluation of medical records.  Issuance of Health card. (if non-food handler)  After the seminar, releasing of Health Card.		City Health Office		All requirements stated above.
		Encoding of applicant information	5 mins	Annabelle Umbal Rogelio Nobleza Jocelyn Nono Marife Gonzaga Rosalie Palces Joel Vallia Salvador Santos		
		Printing of Order of Payment	3 min	John Morris Mauricio Jonathan Raymond Baylon		
3	Payment at Cashier co-located in the Integrated Occupational Mayor's Permit Lounge			City Treasurer's Office		
		Cedula		City Treasurer's Office		
4	Show all documents stated above together with official receipt to Police Clearance encoder.	Encode & Release Police Clearance		PNP – Police Clearance		
		Picture Taking	3 mins	John Crisostomo Dela Cruz Jonathan Raymond Baylon John Morris Mauricio		
		Printing of Mayor's Permit ID Card	3 mins			
		Validation of Mayor's Permit ID Card.	1 min	Annabelle Umbal Karole Inessa Apodaca		
5	Releasing of Mayor's Permit ID Card		5 mins	Rosanita Antipuesto Ramon Prieto		

--- END OF TRANSACTION ---

**\*PROCESSING TIME IS BASED ON ONE CLIENT TRANSACTION ONLY. PROCESSING TIME IS EXTENDED WHEN THERE ARE 2 OR MORE CLIENTS.**

**\*For non-food handlers, seminar with the City Health Office is not required.**