

FRONTLINE SERVICES	STEP/S	LOCATION	PROCESSING TIME	FORM/S REQUIRED	DOCUMENTARY REQUIREMENTS	FEES/ CHARGES	RESPONSIBLE EMPLOYEE/S
Issuance of Mayor's 1. BUSINESS Permit 2. WORKING Permit 3. SPECIAL Permit A. Bidders B. Pakyaw Takay Services C. Other Services and Business Operation	Secure application form and list of requirements.	> BPL Division		> None	> 1. Barangay Clearance 2. Community Tax Certificate 3. *DTI – for Single Proprietorship * SEC – for Corporation * CDA – for Cooperative * Other supporting document/s may be required varies on business activity applied.	> None	> ERWIN MORA ROSELYN ALEGRE JIEVY HANNY JALE JOYCE DUPA
	START HERE:						
	1. NEW: File/Submit Documents and One-time assessment	> BPL DIVISION	> 10 mins	> None	> Application form and supporting documents required.	> None	> ERWIN MORA ROSELYN ALEGRE
	RENEWAL: One-time Assessment	> City Treasurer's Office	> 5 mins	> None	> Application form and supporting documents required.	> None	> Marylil Beldad
2. One-time payment	> City Treasurer's Office	> 3 mins	> None	> Approved Tax Order of Payment	> Business Taxes and Regulatory Fees varies upon the Approved business activity applied.	> Ana Lou Lopez Marlon Olofernes	

	<p>3. NEW: Submit documents for inspection</p> <p>RENEWAL Submit documents/ Claim approval Mayor's Permit</p>	> BPL Division	>13 days	> None	<p>> 1. Approved application form 2. Complete documents required 3. Approved Tax Order of Payment 4. Official Receipts of taxes, fees, and charges</p>	> None	> ERWIN MORA ROSELYN ALEGRE
	<p>4. NEW Claim approved Mayor's Permit</p>	> BPL Division	>10 mins.	> None		> None	> ERWIN MORA ROSELYN ALEGRE JIEVY HANNY JALE JOYCE DUPA

FRONTLINE SERVICES	STEP/S	LOCATION	PROCESSING TIME	FORM/S REQUIRED	DOCUMENTARY REQUIREMENTS	FEES/ CHARGES	RESPONSIBLE EMPLOYEE/S
ISSUANCE OF: 1. Tricycle Operator's Permit 2. Driver's Permit	> Secure List of Requirements	> BPL Division		> None	> 1. Barangay Clearance 2. Community Tax Certificate (Cedula) 3. Approved MTOP (Motorized Tricycle Operator's Permit) 4. Photocopy of LTO OR/CR (Latest) 5. Unit Insurance as For Hire 6. Certificate of Safety Driving Seminar 7. Driver's License	> None	> IRVIN DAGANI REA MARY BOLAMBOT RAFAEL MONDEJAR
	START HERE: 1. File/Submit Documents and Secure order of Payment	> BPL Division	> 10 mins.	> None	> Complete documents required.	> None	> IRVIN DAGANI REA MARY BOLAMBOT RAFAEL MONDEJAR
	2. Pay fees and charges due <i>(one time payment)</i>	> City Treasurer's Office	> 6 mins.	> None	> Approved Order of Payment	> Tricycle REGISTRATION: -NEW 305.00 FRANCHISE 300.00 Driver's ID 25.00 Laboratory 120.00 DS 15.00 <u> </u> P 765.00 -Renewal 305.00 Driver's ID 25.00 Laboratory 120.00 DS 15.00 <u> </u> P 465.00 -Driver's Permit 180.00 Driver's ID 25.00 DS 15.00 <u> </u> P 220.00 -Not for Hire 265.00 DS 15.00 <u> </u> P 280.00	

	<p>3. NEW: Submit complete documents for franchise approval.</p> <p>RENEWAL: Claim approved Mayor's Permit</p>	<p>> SP Office</p> <p>> BPL Division</p>	<p>> 1 month</p> <p>> 1 day</p>	<p>> None</p>	<p>> Complete documents required.</p> <p>> - OR of payment. - Complete documents required - Present tricycle unit for inspection.</p>	<p>> None</p> <p>> None</p>	<p>> JOE MARY BULASA</p> <p>> IRVIN DAGANI REA MARY BOLAMBOT RAFAEL MONDEJAR</p>
	<p>4. NEW: Claim approved Mayor's Permit</p>	<p>> BPL Division</p>	<p>> 10 mins.</p>	<p>> None</p>	<p>> - OR of payment. - Present tricycle unit for final inspection</p>	<p>> None</p>	<p>> IRVIN DAGANI REA MARY BOLAMBOT RAFAEL MONDEJAR</p>