



Republic of the Philippines  
**CITY GOVERNMENT OF ORMOC**

## **BUSINESS PERMITS AND LICENSING OFFICE**

**CITIZENS CHARTER**

**1<sup>ST</sup> EDITION, 2024**

**FOR ECOPIES:** Please scan the QR Code or access the link below:



**FOR COMPLAINTS/SUGGESTIONS/FEEDBACK**

Please scan the QR Code or access the link below:





## LIST OF SERVICES

### External Services

1. Issuance of New Business Permit (Onsite)
2. Issuance of New Business Permit (Online)
3. Renewal of Business Permit (Onsite)
4. Renewal of Business Permit (Online)
5. Retirement of Business Permit
6. Application for Amendments of Business Records
7. Business Tax Mapping, Inspection and Monitoring
8. Processing of Complaints for Business Establishments
9. Issuance of Occupational Permit
10. Issuance of Streamer's Permit
11. Claim for Refund of Streamer's Deposit
12. Issuance of Mayor's Clearance
13. Issuance of Special Mayor's Permit for specific purpose (Madjong, Billiard, Cockfighting, Motorcade, Parade, etc)
14. Request for Certified True Copy, Business Retirement Certificate, Business Records Certificate, Change Business Records Certificate and Negative Certification
15. Request for Business Data Records/Reports and other Public Documents
16. Application for Local Investment Incentives
17. Conduct of Micro, Small, Medium and Large Enterprises Development and Investment Promotion Activities



## LIST OF SERVICES

### Internal Services

1. Secretariat of the Micro, Small and Medium Enterprise Development (MSMED) Council
2. Secretariat of the Ormoc City Investment Incentives Board (OCIIB)
3. Secretariat of the Local Price Coordinating Council (LPCC)
4. Preparation for Implementation of each Project, Program and Activity
5. Processing of Payment and Payment of Suppliers
6. Processing of Payroll, Honorarium, Overtime Pay and other Monetary Claims



# **Business Permits and Licensing Office**

## **External Services**



## 1. Application for New Business Permit (Onsite)

Any person, whether natural or juridical, is required to secure a Business Permit before engaging in any business, trade or activity within the territorial jurisdiction of the City of Ormoc. The permit issued is valid only until December 31 of the year it was issued and renewable every year thereafter upon payment of applicable taxes, fees and charges. A separate permit shall be issued for different classification of business engaged by the taxpayer. The taxpayer must secure applicable permits/clearances from the relevant regulatory offices following an explicit timeline pursuant to Ordinance No.013-2023, upon the release of the Business Permit.

<b>Office Or Division:</b>	City Mayor's Office - Business Permits and Licensing Office – Business Licensing and Inspectorate Section
<b>Classification:</b>	Simple Transaction
<b>Type Of Transaction:</b>	G2B - Government to Business
<b>Who May Avail:</b>	Any person, natural or juridical, desiring to engage in any business, trade or activity within the territorial jurisdiction of Ormoc City.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly filled-out Unified Application Form (1 original)	Business Permits and Licensing Office – Business Licensing and Inspectorate Section, Ground Floor, New Ormoc City Hall, Ormoc City
2. Proof of registration: (select only one that is applicable)	
i. <b>For Sole Proprietorship:</b> Certificate of Business Name Registration. (1 photocopy)	<b>Department of Trade and Industry (DTI)</b> <b>ORMOC</b> : Ground Floor, New Ormoc City Hall, Aunubing St., Brgy. Cogon, Ormoc City <b>Website</b> : <a href="https://bnrs.dti.gov.ph">https://bnrs.dti.gov.ph</a>
ii. <b>For Corporation/ One-Person Corporation/ Partnership:</b> Certificate of Registration with complete set of Article of Incorporation and By-laws. (1 photocopy)	<b>Securities and Exchange Commission (SEC)</b> <b>CEBU</b> : Englis V. Rama Avenue, Cebu City, 6000 Cebu <b>MANILA</b> : Secretariat Building, PICC Complex, <a href="#">Pasay</a> , <a href="#">Metro Manila</a> , <a href="#">Philippines</a> <b>Website</b> : <a href="http://www.sec.gov.ph">www.sec.gov.ph</a>



<p>iii. <b>For Cooperative:</b> Certificate of Cooperation with complete set of Article of Cooperation and By-laws. (1 photocopy)</p>	<p><b>Cooperative Development Authority (CDA)</b>  <b>TACLOBAN</b> : New Bus Terminal Compound, Tacloban City, Leyte  <b>CEBU</b> : 2/F Coop Bank of Cebu Bldg, M. Velez St, Cebu City, Cebu  <b>MANILA</b> : 827 Aurora Blvd, Immaculate Conception, Quezon City, 1111 Metro Manila  <b>Website</b> : <a href="http://www.cda.gov.ph">www.cda.gov.ph</a></p>
<p>3. Proof of right of applicant to use the location as business address: <b>(select only one that is applicable)</b></p>	<p>Applicant</p>
<p><b>i. If owned, proof of ownership</b></p>	
<p>Transfer Certificate of Title or Tax Declaration (1 photocopy)</p>	<p>City Assessor's Office</p>
<p><b>ii. If not owned by applicant</b></p>	
<p>Contract of Lease (1 photocopy)</p>	<p>Lessor</p>
<p>Memorandum of Agreement (MOA) (1 photocopy)</p>	<p>Other party to whom the applicant has an agreement</p>
<p>Written consent of property owner (if the one giving consent is not the property owner, provide additional proof to establish its relationship and the authority given to use the location as business) (1 photocopy)</p>	<p>Property Owner</p>
<p>4. Locational Plan or Sketch of Business Location (free hand sketch is acceptable) Two (2) copies</p>	<p>Applicant</p>
<p><b>Additional Requirements, as applicable</b></p>	
<p>✓ Clearances, Permits, Authorizations and Certifications in compliance to certain laws. *see attached list of whom are required to submit and where you will get the documents. (1 photocopy)</p>	<p>National Government Agencies*</p>
<p>5. One (1) Long Folder</p>	<p>Applicant</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled-out Unified Application Form together with complete documentary requirements at the Business Permits and Licensing Office	1. Receive the duly accomplished application form and complete documentary requirements for: A. Validation of all the details provided on the Application Form and all documentary requirements submitted; B. Verify taxpayers' records standing in the BPFs. If with delinquency, the taxpayer is advised to settle delinquency/es first before processing the new application.	None	25 minutes	<b>JUNAVELLE C. ROTA</b> <i>(Administrative Aide I)</i> Business Licensing and Inspectorate Section Business Permits and Licensing Office
	1.1 Conduct Ocular Inspection to assess the capitalization, determine nature/lines of business and check declared information as per application of business to be permitted. And, release the Acknowledgment Receipt to taxpayer after inspection.	None	1 day	<b>IAN G. LAPASANDA &amp; ALVIN A. CATAAG</b> <i>(BPLO Staff)</i> Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	1.2 Simultaneously endorse application to Ormoc City Fire Station for inspection and assessment for Fire Safety Inspection Fee – Local.	None		<b>KATHERINE NEDRUDA</b> <i>(Fire Officer)</i> <b>Ormoc City Fire Station</b>



	1.3 Encode and upload pertinent information to BPFs.	None	45 minutes	<b>JUNAVELLE C. ROTA</b> (Admin. Aide I) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	1.4 Review of declared information and capitalization for system registry through BPFs.	None	20 minutes	<b>GEMELYN P. HORCA</b> (Licensing Officer III) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	1.5 Endorsement of verified application with the complete set of attached documents to City Treasurer's Office for a One-time Assessment of taxes and fees.	None	15 minutes	<b>JOAN GALULA</b> (BPLO Staff) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	1.6 Acceptance of a verified application and final review of documents for One-time assessment of taxes and fees.	LBT + MPF + RF = Total Assessment	1 day	<b>GEMMA FLOR C. CORBO</b> (Local Revenue Collection Officer IV) City Treasurer's Office
	1.7 Release assessment to client.	None	15 minutes	<b>GEMMA FLOR C. CORBO</b> (Local Revenue Collection Officer IV) City Treasurer's Office
2. Proceed to CTO for Payment of assessment or pay Online at ( <a href="https://www.lbp.eservices.com/egps/portal/index.jsp">https://www.lbp.eservices.com/egps/portal/index.jsp</a> ).	2. Process Payment either online at ( <a href="https://www.lbp.eservices.com/egps/portal/index.jsp">https://www.lbp.eservices.com/egps/portal/index.jsp</a> ) or onsite and Issue Official Receipt.	None	25 minutes	<b>CHERRY MAE CASTAÑEDA</b> (Revenue Collection Clerk I) City Treasurer's Office
	2.1 Receive paid assessment and other supporting documents.	None	15 minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office





	2.2 Review for Electronic Endorsement of Business Permit for Approval.	None	3 hours	<b>JOEL E. MENDOZA</b> (City Gov't. Asst. Dept. Head I) Business Permits and Licensing Office
	2.3 Final Approval of Business Permit.	None	1 hour	<b>VINCENT L. EMNAS</b> City Administrator
	2.4 Print and Send thru email approved Business Permit and Brgy. Clearance.	None	25 minutes	<b>IAN TAN &amp; NIKKO MARTINITO</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	2.5 Segregate documents as to owner's copy and office file.	None	20 minutes	<b>AL PITOGO</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
3. Present Acknowledgment Receipt to claim Business Permit and Business Registration Plate. Sign at Business Permit Transmittal and Logbook.	3. Release printed Business Permit and Business Registration Plate at BPLO.	None	10 minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	3.1 Accomplish Client Satisfaction Measurement Form.	None	15 minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office



	3.2 Electronic endorsement of approved Business Permit for records monitoring and	None	10 minutes	<p><b>BUSINESS REGULATORY OFFICES</b></p> <p><b>DR. SARAH Q. HERMOSO</b> (City Health Officer) City Health Department</p> <p><b>INGRID MACABARE</b> (Officer in Charge) Environment and Natural Resources Office</p>	<p><b>2. Application for New Business Permit (Online)</b></p> <p>Any person, whether natural or juridical, is required to</p>
<b>Office Or Division:</b>	City Mayor's Office - Inspectorate Section			Reg. Office – Business Licensing and	
<b>Classification:</b>	Simple Transaction			<b>MARINETTE P. SOLIBAGA</b> (Officer in Charge)	
<b>Type Of Transaction:</b>	G2B - Government to Business			Office of the Building Official	
<b>Who May Avail:</b>	Any person, natural or juridical, desiring to engage in any business, trade or activity within the territorial jurisdiction of Ormoc City.			<b>CINSP DARREN P. BACLEA-AN</b>	
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
				Bureau of Fire Protection	
	1. Duly filled-out Unified Application Form (UB Form)	LB + DMF + RF = Total	3 days	Business Permits and Licensing Office – Business Licensing and Inspectorate Section, Ground Floor, New Ormoc City Hall, Ormoc	
	2. Proof of registration (whichever is applicable)	Assessment			
<p><b>i. For Sole Proprietorship:</b> Certificate of Business Name Registration. (1 photocopy)</p>			<p><b>Department of Trade and Industry (DTI)</b>  <b>ORMOC:</b> Ground Floor, New Ormoc City Hall, Aunubing St., Brgy. Cogon, Ormoc City  <b>Website:</b> <a href="https://bnrs.dti.gov.ph">https://bnrs.dti.gov.ph</a></p>		
<p><b>ii. For Corporation/ One-Person Corporation/ Partnership:</b> Certificate of Registration with complete set of Article of Incorporation and By-laws. (1 photocopy)</p>			<p><b>Securities and Exchange Commission (SEC)</b>  <b>CEBU:</b> Englis V. Rama Avenue, Cebu City, 6000 Cebu  <b>MANILA :</b> Secretariat Building, PICC Complex, <a href="#">Pasay</a>, <a href="#">Metro Manila</a>, <a href="#">Philippines</a>  <b>Website:</b> <a href="http://www.sec.gov.ph">www.sec.gov.ph</a></p>		

secure a Business Permit before engaging in any business, trade or activity within the territorial jurisdiction of the City of Ormoc. The permit issued



is valid only until December 31 of the year it was issued and renewable every year thereafter upon payment of applicable taxes, fees and charges. A separate permit shall be issued for different classification of business engaged by the taxpayer. The taxpayer must secure applicable permits/clearances from the relevant regulatory offices following an explicit timeline pursuant to Ordinance No.013-2023, upon the release of the Business Permit.



<p><b>iii. For Cooperative:</b> Certificate of Cooperation with complete set of Article of Cooperation and By-laws. (1 photocopy)</p>	<p><b>Cooperative Development Authority (CDA)</b>  <b>TACLOBAN:</b> New Bus Terminal Compound, Tacloban City, Leyte  <b>CEBU:</b> 2/F Coop Bank of Cebu Bldg, M. Velez St, Cebu City, Cebu  <b>MANILA:</b> 827 Aurora Blvd, Immaculate Conception, Quezon City, 1111 Metro Manila  <b>Website:</b> <a href="http://www.cda.gov.ph">www.cda.gov.ph</a></p>
<p>3. Proof of right of applicant to use the location as business address: <b>(select only one that is applicable)</b></p>	
<p><b>i. If owned, proof of ownership</b></p>	
<p>Transfer Certificate of Title or Tax Declaration (1 photocopy)</p>	
<p><b>ii. If not owned by applicant</b></p>	
<p>Contract of Lease (1 photocopy)</p>	<p>Lessor</p>
<p>Memorandum of Agreement (MOA) (1 photocopy)</p>	<p>Other party to who the applicant has agreement</p>
<p>Written consent of property owner (if the one giving consent is not the property owner, provide additional proof to establish its relationship and the authority given to use the location as business) (1 photocopy)</p>	<p>Property Owner</p>
<p>4. Locational Plan or Sketch of Business Location (free hand sketch is acceptable) Two (2) copies</p>	<p>Applicant</p>
<p><b>Additional Requirements, as applicable</b></p>	
<p>✓ Clearances, Permits, Authorizations and Certifications in compliance to certain laws *see attached list of whom are required to submit and where you will get the documents. (1 photocopy)</p>	<p>National Government Agencies*</p>
<p>5. One (1) Long Folder</p>	<p>Applicant</p>

**CLIENT STEPS**

**AGENCY ACTION**

**FEES TO BE PAID**

**PROCESSING TIME**

**PERSON RESPONSIBLE**



<p>1. Access link at <a href="http://122.2.23.196/business.php">http://122.2.23.196/business.php</a> or <a href="http://bploormoc.com">bploormoc.com</a> to fill-out Unified Application Form and attach documentary requirements.</p>	<p>1. Receive the duly accomplished application form and complete documentary requirements for:  A. Validation of all the details provided on the Application Form and all documentary requirements submitted;  B. Verify taxpayers' records standing in the BPFS. If with delinquency the taxpayer is advised to settle delinquency/es first before processing the new application.</p>	None	25 minutes	<p><b>VICTOR V. HUGO III</b>  (Licensing Officer I)  Business Licensing and Inspectorate Section  - Business Permits and Licensing Office</p>
	<p>1.1 Conduct Ocular Inspection to assess the capitalization, determine nature/lines of business and check declared information as per application of business to be permitted. And, release the Acknowledgment Receipt to taxpayer after inspection.</p>	None	1 day	<p><b>IAN G. LAPASANDA &amp; ALVIN A. CATAAG</b>  (BPLO Staff)  Business Licensing and Inspectorate Section - Business Permits and Licensing Office</p>
	<p>1.2 Simultaneously endorse application to Ormoc City Fire Station for Inspection and assessment for Fire Safety Inspection Fee – Local.</p>	None		<p><b>KATHERINE NEDRUDA</b>  (Fire Officer)  <b>Ormoc City Fire Station</b></p>
	<p>1.3 Encode and upload pertinent information to BPFS.</p>	None	45 minutes	<p><b>JUNAVELLE ROTA</b>  (Admin. Aide I)  Business Licensing and Inspectorate Section - Business Permits and Licensing Office</p>
	<p>1.4 Review of declared information and capitalization for system registry through BPFS.</p>	None	20 minutes	<p><b>GEMELYN HORCA</b>  (Licensing Officer III)  Business Licensing and Inspectorate Section -</p>



				Business Permits and Licensing Office
	1.5 Endorsement of verified application with the complete set of attached documents to City Treasurer's Office for a One-time Assessment of taxes and fees.	None	15 minutes	<b>JOAN GALULA</b> (BPLO Staff) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	1.6 Acceptance of a verified application and final review of documents for One-time assessment of taxes and fees.	LBT + MPF + RF = Total Assessment	1 day	<b>GEMMA FLOR CORBO</b> (Local Revenue Collection Officer IV) City Treasurer's Office
	1.7 Email assessment to client.	None	15 minutes	<b>GEMMA FLOR CORBO</b> (Local Revenue Collection Officer IV) City Treasurer's Office
2. Proceed to CTO for Payment of assessment or pay Online at ( <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a> ).	2. Process Payment either online ( <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a> ) or onsite and Issue Official Receipt.	None	25 minutes	<b>CHERRY MAE CASTAÑEDA</b> (Revenue Collection Clerk I) City Treasurer's Office
	2.1 Receive paid assessment and other supporting documents.	None	15 minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	2.2 Review for Electronic Endorsement of Business Permit for Approval.	None	3 hours	<b>JOEL E. MENDOZA</b> (City Gov't. Asst. Dept. Head I) Business Permits and Licensing Office
	2.3 Final Approval of Business Permit.	None	1 hour	<b>VINCENT L. EMNAS</b>



				<i>City Administrator</i> <b>IAN TAN &amp; NIKKO MARTINITO</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	2.4 Print and Send thru email approved Business Permit and Brgy. Clearance.	None	25 minutes	
	2.5 Segregate documents as to owner's copy and office file.	None	20 minutes	<b>AL PITOGO</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
3. Present Acknowledgment Receipt to claim Business Permit and Business Registration Plate. Sign at Business Permit Transmittal and Logbook.	3. Release printed Business Permit and Business Registration Plate at BPLO.	None	10 minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	3.1 Accomplish Client Satisfaction Measurement Form	None	15 Minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	3.2 Electronic endorsement of approved Business Permit for records, monitoring and schedule of inspection	None	10 minutes	<b>BUSINESS REGULATORY OFFICES</b> <b>DR. SARAH HERMOSO</b> (City Health Officer) City Health Department <b>INGRID MACABARE</b>



				(Officer in Charge) <i>Environment and Natural Resources</i>  <b>MARINETTE SOLIBAGA</b> (Officer in Charge) <i>Office of the Building Official</i>  <b>CINSP DARREN P. BACLEA-AN</b> (City Fire Marshal) <i>Bureau of Fire Protection</i>
<b>TOTAL</b>		<b>LBT + MPF + RF = Total Assessment</b>	<b>3 days</b>	

**\*LIST OF PERMITS/CLEARANCES FROM NATIONAL GOVERNMENT AGENCIES FOR SELECTED SECTORS**





**(Annex 4 of ARTA-DTI-DILG-DICT JMC No. 2021-001)**

<b>LINE OF BUSINESS</b>	<b>PERMIT/CLEARANCES NEEDED</b>	<b>ISSUING NATIONAL GOVERNMENT AGENCIES</b>
1. All establishments	Fire Safety Inspection Certificate	Local Bureau of Fire Protection (BFP)
2. Animal Facilities	Certificate of Registration	Bureau of Animal Industry
3. Brokers/ Merchants involved in the sale of commodities for future transactions	Future Commodity Merchants/Brokers License	Securities and Exchange Commission (SEC)
4. Cell sites	Refer to ARTA JMC-01-2020	
5. Customs Brokerage Business	License	Customs Brokerage Commission
6. Dealers of Rice and Corn and Wheat	License (depending on the type of activity)	National Food Authority
7. Drugstores	License to Operate	Food and Drug Administration
8. Forwarders	Accreditation for Sea Freight Forwarders	Philippine Shippers Bureau
9. Funeral Homes/Parlors	Training Certificate and license of Undertaker and Embalmer	Department of Health
10. General/Specialty and Engineering Contractor	Contractor's License	Philippine Contractors Accreditation Board
11. Household/Urban Pesticides	- License to Operate Certificate of Product Registration	Food and Drug Administration
12. Lending Institutions	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas
13. LPG Dealer	Application to Supply Natural Gas	Department of Energy
14. Manning and Crewing Services	License for Recruitment Agency	Philippine Overseas and Employment Agency
15. Manpower Agencies with paid up capital of at least Php. 5,000,000.00	License to Operate a Private Recruitment and Placement Agency	Department of Labor and Employment Regional Office
16. Medical Devices	License to Operate	Food and Drug Administration



17.	Messenger and Courier Services		Department of Transportation and Communication
18.	Mining	Permits depend on the activity	Department of Environment and Natural Resources
19.	Pest Control Services	Pest Control License	Fertilizer and Pesticide Authority
20.	Processed Foods	- License to operate - Certificate of Product Registration	Food and Drug Administration
21.	Pre-school, Elementary and High School	Permit to operate	Department of Education (DepEd) Division Office and Regional Board
22.	Real Estate Broker	License	Department of Trade and Industry of Professional Regulatory Board
23.	Rent-a-Car and Transportation Services	Franchise/Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board
24.	Security Agencies	National License	PSCUCIA (PNP Clearance)
25.	Spa/Massage Clinic	Certificate of Training of Therapist or Masseur/Masseuse	- Department of Health - TESDA
26.	STL (Small Town Lottery)	Permit to Operate	Philippine Charity and Sweepstakes Office
27.	Structure within 10KM radius of Communication – Navigation Surveillance Facilities located off-airport	Height Clearance Permit	Civil Aviation Authority of the Philippines
28.	Telecommunications Firm	License to Operate	National Telecommunication Commission
29.	Toys and Childcare Articles	- License to Operate - Certificate of Product Registration	Food and Drug Administration
30.	Veterinary Products	- License to Operate - Certificate of Product Registration	Food and Drug Administration
31.	Video Rental Services	Registration for Optical Media Business	Optical Media Board
32.	Pawnshop and Money Service Business	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas

## SCHEDULE OF FEES

### I. LOCAL BUSINESS TAX (LBT)



Local business tax shall not be collected to newly registered businesses except for those explicitly mentioned as prescribed in the local government code and implemented through a duly enacted tax ordinance of the local government unit.

### MAYOR'S PERMIT FEE (MPF)

Amount of Fees	Legal References
Php. 70.00 – 6,790.00/business activity (a business may have more than one (1) business activity, thus will pay additional fees for each activity engaged)	Tax Ordinance No. 2018-001

### II. REGULATORY FEES (RF)

Fees & Charges	Amount of Fees	Legal References
Garbage Collection Fee	Php. 500.00 – 5,000.00 depending on Business Activity	Tax Ordinance No. 010 series of 2022
Health Certification Card	20.00/ employee	Tax Ordinance No. 003 series of 2021
Sanitary Permit Fee	Variable 100.00 – 200.00	Tax Ordinance No. 2018-001
Annual Inspection Fee (Eng.'ng)	Variable	Presidential Decree No. 1096
Police Fee	5.00	Tax Ordinance No. 2 series of 1986
Barangay Clearance Fee	Variable: based on approved Brgy. Revenue Code of where the business establishment is located	Based on the Barangay Revenue Code passed by respective barangays concern
BFP - Fire Safety Inspection Fee	15% of all fees charged by the LGU but not less than 500.00	RA 9514: The Fire Code of the Philippines
Fire Inspection Fee (Local)	Variable: based on actual assessment of BFP Inspector	Ordinance No. 27 series of 1991
Business Plate	Variable depending on the cost of the business plate	Ordinance No. 115 series of 2004

### 3. Application for Renewal of Business Permit (Onsite)

All Business permits issued are valid until December 31 only of the year it was issued and renewable every year thereafter within the first twenty (20) days of January, unless otherwise extended by an Ordinance. Failure to renew the Business Permit within the time prescribed by law will subject the taxpayer to twenty-five percent (25%) surcharge based on the original amount of fees or charges not paid on time and an interest rate not



exceeding two percent (2%) per month of the unpaid fees or charges including surcharges from the time it is originally due but not exceeding thirty-six (36) months.

<b>Office Or Division:</b>	City Mayor's Office - Business Permits and Licensing Office – Business Licensing and Inspectorate Section	
<b>Classification:</b>	Simple Transaction	
<b>Type Of Transaction:</b>	G2B - Government to Business	
<b>Who May Avail:</b>	Any person who has an existing business within the territorial jurisdiction of Ormoc	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly filled-out Unified Application Form (1 original)	Business Permits and Licensing Office – Business Licensing and Inspectorate Section, Ground Floor, New Ormoc City Hall, Ormoc City The same is accessible at <a href="http://www.ormoc.gov.ph">www.ormoc.gov.ph</a>	
2. Previous Business Permit (Original or 1 photocopy)	Applicant	
3. MTOP Application Form & Tricycle Safety Inspection Report ( 1 copy) ( For Motorized Tricycle for Hire).	Transportation Development Franchising and Regulatory Office, Ground Floor, New Ormoc City Hall, Ormoc City	
4. Proof of annual gross receipts which may include any of the following:		
A. Duly Notarized Sworn Declaration of Gross Sales or Receipts ( 1 original)	Notary Public	
B. Latest Annual Income Tax Return (AITR)	Bureau of Internal Revenue Brgy. Bantigue, Ormoc City	
5. One (1) Long Folder	Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled-out Unified Application Form and complete documents at the Business Permits and Licensing Office (Windows 2-5).	1. Receive and verify complete documents, verify taxpayers' records standing in the BPFs and issue Acknowledgement Receipt. If with delinquency, the taxpayer is advised to settle delinquency/es first before acceptance of application.	None	25 minutes	<p><b>JANICE A. BOHOLST</b> (Admin. Aide I)</p> <p><b>FE TRINILA CHU</b> (Admin Aide I)</p> <p><b>EVANGELINE A. MONTES</b> (Admin. Aide I)</p> <p><b>LEAH S. YPIL</b> (BPLO Staff) Business Licensing and Inspectorate Section – Business Permits and Licensing Office</p>
	1.1 Indorsement of verified application with complete set of attached documents to City Treasurer's Office for One-time Assessment of taxes and fees.	None	15 minutes	<p><b>JOAN GALULA</b> (BPLO Staff) Business Licensing and Inspectorate Section – Business Permits and Licensing Office</p>
	1.2 Acceptance of verified application and final review of documents for One-time assessment of taxes, fees and charges	LBT + MPF + RF + penalties (if any) = Total Assessment	1 day	<p><b>GEMMA FLOR C. CORBO</b> (Local Revenue Collection Officer IV) City Treasurer's Office</p>
	1.3 Releasing of Assessment to Client for payment	None	20 minutes	<p><b>GEMMA FLOR C. CORBO</b> (Local Revenue Collection Officer IV) City Treasurer's Office</p>



2. Proceed to CTO for payment of assessment or Online Payment at ( <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a> ).	2. Process Payment either online ( <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a> ) or onsite and Issue Official Receipt.	None	40 minutes	<b>ELVISA LAM</b> (Revenue Collection Clerk III) City Treasurer's Office
	2.1 Receive paid assessment and other supporting documents.	None	20 minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	2.2 Review for Electronic Endorsement of Business Permit for Approval.	None	3 hours	<b>JOEL E. MENDOZA</b> (City Gov't. Asst. Dept. Head I) Business Permits and Licensing Office
	2.3 Final Review and approval of Business Permit.	None	1 hour	<b>VINCENT L. EMNAS</b> (City Administrator) City Admin Office
	2.4 Print and Send thru email approved Business Permit and Brgy. Clearance.	None	40 minutes	<b>IAN TAN &amp; NIKKO S. MARTINITO</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	2.5 Segregation of documents for owner's copy and office file.	None	35 minutes	<b>AL PITOGO</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office



<p>3. Present Acknowledgment Receipt to claim Business Permit and Business Registration Plate sticker. Sign at Business Permit Transmittal and Logbook.</p>	<p>3. Release printed Business Permit and Business Registration Plate sticker.</p>	<p>None</p>	<p>15 minutes</p>	<p><b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office</p>
	<p>3.1 Accomplish Client Satisfaction Measurement Form</p>	<p>None</p>	<p>15 minutes</p>	<p><b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office</p>
	<p>3.2 Electronic endorsement of approved Business Permit for records, monitoring and schedule of inspection</p>	<p>None</p>	<p>15 minutes</p>	<p><b>BUSINESS REGULATORY OFFICES, include but not limited to</b>  <b>DR. SARAH HERMOSO</b> (City Health Officer) City Health Department</p>



				<p><b>INGRID MACABARE</b> <i>(Officer-in-Charge)</i> ENRO</p> <p><b>DELIA C. VILBAR</b> <i>(City Treasurer)</i> City Treasurer's Office</p> <p><b>CINSP DARREN P. BACLEA-AN</b> <i>(City Fire Marshal)</i> Bureau of Fire Protection</p> <p><b>MARINETTE SOLIBAGA</b> <i>(Officer-in-Charge)</i> Office of the Building Official</p>
<b>TOTAL</b>		<b>LBT + MPF + RF + penalties (if any) = Total Assessment</b>	<b>2 days</b>	





#### 4. Application for Renewal of Business Permit (Online)

All Business permits issued are valid until December 31 only of the year it was issued and renewable every year thereafter within the first twenty (20) days of January, unless otherwise extended by an Ordinance. Failure to renew the Business Permit within the time prescribed by law will subject the taxpayer to twenty-five percent (25%) surcharge based on the original amount of fees or charges not paid on time and an interest rate not exceeding two percent (2%) per month of the unpaid fees or charges including surcharges from the time it is originally due of not exceeding of thirty-six (36) months.

<b>Office Or Division:</b>	City Mayor's Office - Business Permits and Licensing Office – Business Licensing and Inspectorate Section	
<b>Classification:</b>	Simple Transaction	
<b>Type Of Transaction:</b>	G2B - Government to Business	
<b>Who May Avail:</b>	Any person who has an existing business within the territorial jurisdiction of Ormoc	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly filled-out Unified Business Permit Application Form (1 original)	Business Permits and Licensing Office – Business Licensing and Inspectorate Section, Ground Floor, New Ormoc City Hall, Ormoc City The same is accessible at <a href="http://www.ormoc.gov.ph">www.ormoc.gov.ph</a>	
2. Previous Business Permit (Original or 1 photocopy)	Applicant	
3. MTOP Application Form & Tricycle Safety Inspection Report (1 copy) (For Motorized Tricycle for Hire).	Transportation Development Franchising and Regulatory Office, Ground Floor, New Ormoc City Hall, Ormoc City	
4. Proof of annual gross receipts which may include any of the following:		
Duly Notarized Sworn Declaration of Gross Sales or Receipts (1 original)	Notary Public	
Latest Annual Income Tax Return (AITR)	Bureau of Internal Revenue Brgy. Bantigue, Ormoc City	
5. One (1) Long Folder	Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access link at <a href="http://122.2.23.196/business.php">http://122.2.23.196/business.php</a> or <a href="http://bploormoc.com">bploormoc.com</a> to fill-out Unified Application Form and attach documentary requirements	1. Receive and verify complete documents, verify taxpayers' records standing in the BPFs and issue Acknowledgement Receipt. If with delinquency, the taxpayer is advised through email to settle delinquency/es first before acceptance of application.	None	25 minutes	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	1.1 Indorsement of verified application with complete set of attached documents to City Treasurer's Office for One-time Assessment of taxes and fees	None	15 minutes	<b>JOAN GALULA</b> (BPLO Staff) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	1.2 Acceptance of verified application and final review of documents for One-time assessment of taxes, fees and charges	LBT + MPF + RF + penalties (if any) = Total Assessment	1 day	<b>GEMMA FLOR C. CORBO</b> (Local Revenue Collection Officer IV) City Treasurer's Office
	1.3 Releasing of Assessment to Client for payment	None	20 minutes	<b>GEMMA FLOR CORBO</b> (Local Revenue Collection Officer IV) City Treasurer's Office
2. Proceed to CTO for payment of assessment or pay online at <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a>	2. Process Payment either online ( <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a> ) or onsite and Issue Official Receipt	None	35 minutes	<b>ELVISA LAM</b> (Revenue Collection Clerk III) City Treasurer's Office



	2.1 Receive paid assessment and other supporting documents	None	20 minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	2.2 Review for Electronic Endorsement of Business Permit for Approval	None	3 hours	<b>JOEL E. MENDOZA</b> (City Gov't. Asst. Dept. Head I) Business Permits and Licensing Office
	2.3 Final Review and approval of Business Permit	None	1 hour	<b>VINCENT L. EMNAS</b> (City Administrator) City Admin Office
	2.4 Print and Send thru email approved Business Permit and Brgy. Clearance.	None	40 minutes	<b>IAN TAN &amp; NIKKO S. MARTINITO</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
	2.5 Segregation of documents for owner's copy and office file.	None	40 minutes	<b>AL PITOGO</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office
3. Present Acknowledgment Receipt to claim Business Permit and Business Registration	3. Release printed Business Permit and Business Registration Plate sticker	None	15 minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section - Business Permits and Licensing Office



Plate sticker. Sign at Business Permit Transmittal and Logbook.	3.1 Accomplish Client Satisfaction Measurement Form	None	15 minutes	<b>APPLICANT/CLIENT</b>
	3.2 Electronic endorsement of approved Business Permit for records, monitoring and schedule of inspection	None	15 minutes	<b>BUSINESS REGULATORY OFFICES, includes but not limited to</b>  <b>DR. SARAH HERMOSO</b> <i>(City Health Officer)</i> <i>City Health Department</i>  <b>INGRID MACABARE</b> <i>(Officer-in-Charge)</i> <i>ENRO</i>  <b>DELIA C. VILBAR</b> <i>(City Treasurer)</i> <i>City Treasurer's Office</i>  <b>CINSP DARREN P. BACLEA-AN</b> <i>(City Fire Marshal)</i> <i>Bureau of Fire Protection</i>  <b>MARINETTE SOLIBAGA</b> <i>(Officer-in-Charge)</i> <i>Office of the Building Official</i>
<b>TOTAL</b>		<b>LBT + MPF + RF + penalties (if any) = Total Assessment</b>	<b>2 Days</b>	<b>END OF TRANSACTION</b>



**I. LOCAL BUSINESS TAX**

**RETAILERS**

With gross sales or receipts for the preceding calendar year in the amount of:	Rate of Tax per Annum	
P 400,000.00 or less	1%	
more than P 400,000.00	1/2%	(50% of 1%)

**WHOLESALEERS/DISTRIBUTORS/DEALERS**

On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in Accordance with the following schedule:

With gross sales or receipts for the Preceding calendar year in the amount of:		Amount of Tax per Annum	
Less than P 1,000.00		P	22.50
P	1,000.00 or more than but less than	P	2,000.00
	2,000.00 or more than but less than		3,000.00
	3,000.00 or more than but less than		4,000.00
	4,000.00 or more than but less than		5,000.00
	5,000.00 or more than but less than		6,000.00
	6,000.00 or more than but less than		7,000.00
			135.00
			165.00
			195.00



7,000.00 or more than but less than	8,000.00	225.00
8,000.00 or more than but less than	10,000.00	255.00
10,000.00 or more than but less than	15,000.00	300.00
15,000.00 or more than but less than	20,000.00	375.00
20,000.00 or more than but less than	30,000.00	450.00
30,000.00 or more than but less than	40,000.00	600.00
40,000.00 or more than but less than	50,000.00	900.00
50,000.00 or more than but less than	75,000.00	1,350.00
75,000.00 or more than but less than	100,000.00	1,800.00
100,000.00 or more than but less than	150,000.00	2,550.00
150,000.00 or more than but less than	200,000.00	3,300.00
200,000.00 or more than but less than	300,000.00	4,500.00
300,000.00 or more than but less than	500,000.00	6,000.00
500,000.00 or more than but less than	750,000.00	9,000.00
750,000.00 or more than but less than	1,000,000.00	12,000.00
1,000,000.00 or more than but less than	2,000,000.00	20,000.00
2,000,000.00 or more than at a rate not exceeding fifty-percent (50%) of one percent (1%)		



## SERVICE ESTABLISHMENTS

On contractors, and other independent contractors, in accordance with following schedule.

With gross sales or receipts for the Preceding calendar year in the amount of		Amount of Tax per Annum
Less than P 5,000.00		P 37.50
P 5,000.00 or more than but less than	P 10,000.00	84.00
10,000.00 or more than but less than	15,000.00	142.50
15,000.00 or more than but less than	20,000.00	225.00
20,000.00 or more than but less than	30,000.00	375.00
30,000.00 or more than but less than	40,000.00	525.00
40,000.00 or more than but less than	50,000.00	750.00
50,000.00 or more than but less than	75,000.00	1,200.00
75,000.00 or more than but less than	100,000.00	1,800.00
100,000.00 or more than but less than	150,000.00	2,700.00
150,000.00 or more than but less than	200,000.00	3,600.00
200,000.00 or more than but less than	250,000.00	4,950.00
250,000.00 or more than but less than	300,000.00	6,300.00
300,000.00 or more than but less than	400,000.00	8,400.00



400,000.00 or more than but less than	500,000.00	11,250.00
500,000.00 or more than but less than	750,000.00	14,000.00
750,000.00 or more than but less than	1,000,000.00	17,250.00
1,000,000.00 or more than but less than	2,000,000.00	20,000.00
2,000,000.00 or more at the rate not exceeding fifty-percent (50%) of one percent (1%)		

### MANUFACTURERS

With gross sales for the preceding calendar year in the amount of:		Amount of Tax per Annum	
Less than P 10,000.00		P	225.00
P	10,000.00 or more but less than	P	300.00
	15,000.00 or more but less than		412.50
	20,000.00 or more but less than		600.00
	30,000.00 or more but less than		900.00
	40,000.00 or more but less than		1,125.00
	50,000.00 or more but less than		1,800.00
	75,000.00 or more but less than		2,250.00





100,000.00 or more but less than	150,000.00	3,000.00
150,000.00 or more but less than	200,000.00	3,750.00
200,000.00 or more but less than	300,000.00	5,250.00
300,000.00 or more but less than	500,000.00	7,500.00
500,000.00 or more but less than	750,000.00	11,250.00
750,000.00 or more but less than	1,000,000.00	15,000.00
1,000,000.00 or more but less than	2,000,000.00	18,750.00
2,000,000.00 or more but less than	3,000,000.00	22,500.00
3,000,000.00 or more but less than	4,000,000.00	27,000.00
5,000,000.00 or more but less than	5,000,000.00	31,500.00
6,000,000.00 or more but less than	6,500,000.00	36,000.00
6,500,000.00 or more at a rate not exceeding thirty-seven & a half percent (37 1/2%)		
of one percent (1%)		



## II. MAYOR'S PERMIT FEE (MPF)

Amount of Fees	Legal References
Php.70.00 – 6,790.00/business activity (a business may have more than one (1) business activity, thus will pay additional fees for each activity engaged)	Tax Ordinance No. 2018-001

## III. REGULATORY FEES (RF)

Fees & Charges	Amount of Fees	Legal References
Garbage Collection Fee	Php.500.00 – 5,000.00 depending on Business Activity	Tax Ordinance No. 010 series of 2022
Health Certification Card	20.00/ employee	Tax Ordinance No. 003 series of 2021
Sanitary Permit Fee	Variable 100.00 – 200.00	Tax Ordinance No. 2018-001
Annual Inspection Fee (Eng 'ng)	Variable	Presidential Decree No. 1096
Police Fee	5.00	Tax Ordinance No. 2 series of 1986
Barangay Clearance Fee	Variable: based on approved Brgy. Revenue Code of where the business establishment is located	Based on the Barangay Revenue Code passed by respective barangays concern
BFP - Fire Safety Inspection Fee	15% of all fees charged by the LGU but not less than 500.00	RA 9514: The Fire Code of the Philippines
Fire Inspection Fee (Local)	Variable: based on actual assessment of BFP Inspector	Ordinance No. 27 series of 1991
Sticker	Variable depending on the cost of the business plate	Ordinance No. 115 series of 2004

## IV. PENALTIES (for late renewal)

[(Total Taxes, Fees and Charges Due x 125%) 2% x No. of Months unpaid from the due date prescribed by law] = Total Penalties

## 5. Retirement Of Business Permit



Cancellation of Business Permits issued due to permanent closure of business. Any tax due shall first be paid before any business or undertaking is finally considered terminated.

<b>Office or Division:</b>	City Mayors Office - Business Permits and Licensing Office – Business Licensing and Inspectorate Section	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	G2B Government to Business	
<b>Who may avail:</b>	Any person who has an existing business within the territorial jurisdiction of Ormoc City whose business operations had permanently ceased	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly filled-out Application for Retirement of Business (3 forms originally filled up)	Business Permits and Licensing Office – Business Licensing and Inspectorate Section, Ground Floor, New Ormoc City Hall, Ormoc City	
2. Latest Business/ Mayors Permit (1 original)	Applicant	
Affidavit of Loss if the same cannot be provided (1 original)	Any Notary Public Office	
3. Business Registration Plate (original)	Applicant	
Affidavit of Loss if the same cannot be provided (1 original)	Any Notary Public Office	
4. Letter of Intent to Retire the business, if sole proprietor (1 original)	Applicant	
Duly Notarized Secretary's Certificate / Board Resolution), if corporation, partnership or cooperative (1 original)	Applicant	
5. Sworn Statement of the Gross Sales Receipts for the Current Year or Quarter within Thirty (30) days following closure. (1 Original)	Any Notary Public Office	



6. Certificate of Business Closure stating the exact Date of Closure (1 photocopy)	Location of Business (Barangay/Mall/Lessor/Building Administrator)
7. Affidavit if Closure of Business is not reported as closed for more than Two (2) years. (1 Original)	Any Notary Public Office
8. Special Power of Attorney for represented Sole Proprietorship (1 updated and original)	Any Notary Public
9. Partnership Resolution for represented partnership (1 updated and original)	Any Notary Public
10. Secretary's Certificate or Board Resolution for other form of ownership (1 updated and original)	Any Notary Public
11. One (1) Long Folder	Applicant



LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Application for Retirement of Business Form together with supporting documents.	1. Receive and verify requirements.			
	1.1 Interview applicant.	None	1 hour 25 minutes	<b>MARILOU CABELIDA</b> <i>(BPLO Staff)</i> Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	1.2 Validate all the details on the Application Form.			
	1.3 Verify taxpayer record whether delinquent or not.			
	1.4 Taxpayer with tax delinquency shall be referred to CTO for computation of surcharges and penalties.			
	1.5 Indorse for ocular inspection if no delinquency.			
	1.6 Ocular Inspection. If business is still operational, application will be denied	None	3 days	<b>ALVIN A. CATAAG &amp; IAN LAPASANDA</b> <i>(BPLO Staff)</i> Business Licensing and Inspectorate Section - Business Permits and Licensing Office



	1.7 Upon determination of non-operation, assess application for tax therefrom be less than the tax dues for the current year based on the gross sales/receipts of the current year until date of closure. Client should likewise pay Certification Fee.	(Total Taxes, Fees and Charges due from January to date of retirement - Total Assessment of Taxes, Fees and Charges due upon renewal)-Tax payments made = Total Taxes, Fees and Charges still due*  Certification Fee: Php.50.00	2 hours	<b>GEMELYN P. HORCA</b> (Licensing Officer III) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
2. Pay assessment at City Treasurer's Office	2.1 Process payment and issue Official Receipt	None	35 minutes	<b>ELVISA LAM</b> (Revenue Collection Clerk III) (BPLO Staff) City Treasurers Office
3. Submit assessment form with all supporting documents and official receipt.	3.1 Receive and verify documents.	None	15 minutes	<b>MARILOU CABELIDA</b> (BPLO Staff) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	3.2 Endorse application for approval of retirement of business.	None	20 minutes	<b>GEMELYN P. HORCA</b> (Licensing Officer III) Business Licensing and Inspectorate Section – Business Permits and Licensing Office



	3.3 Approval of application for retirement of business.	None	20 minutes	<b>JOEL E. MENDOZA</b> (City Gov't. Asst. Dept. Head I) Business Permits and Licensing Office
	3.4 System update business status as Retired Business.	None	10 minutes	<b>MARILOU CABELIDA</b> (BPLO Staff) Business Licensing and Inspectorate Section
4. Receive Business Retirement Certificate	4. Prepare Business Closure Certificate and Issue to Client	None	30 minutes	<b>LOUIE JAY BURLAS</b> (BPLO Staff) Business Licensing and Inspectorate Section
	4.1 Accomplish Client Satisfaction Measurement Form	None	20 minutes	<b>APPLICANT/CLIENT</b>
	4.2 Provide Client Satisfaction Measurement Form	None	5 minutes	<b>MARILOU CABELIDA</b> (BPLO Staff) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
<b>TOTAL</b>	<b>(Total Taxes, Fees and Charges due from January to date of retirement - Total Assessment of Taxes, Fees and Charges due upon renewal)-Tax payments made = Total Taxes, Fees and Charges still due*</b>  <b>Certification Fee (Inclusive of Documentary Stamp): Php.80.00</b>		<b>4 days</b>	<b>END OF TRANSACTION</b>

\* If assessment of taxes, fees and charges due upon renewal is more than the assessment made until retirement, there will be no refund since the taxes due are based on the last year's operations payable on the current year. Assessment is based on the schedule of fees indicated on either for New or Renewal of business process.

## 6. Application For Amendments of Business Records



Processing of Changes in Business Records such as change of Taxpayer's Address and Business Address and Change of Business Name.

	<b>Office or Division:</b>	Business Permits and Licensing Office - Business Licensing and Inspectorate Section		
	<b>Classification:</b>	Simple Transaction		
<b>CHANGE OF BUSINESS NAME:</b> A. Proof Requirements (select only one that is applicable) i. Certificate of Business Name Registration (for existing Mayor's Permit in the City of Ormoc) ii. Certificate of Registration for all kinds of Corporation and By-laws (1 photocopy) iii. Certificate of Cooperation for Cooperative with complete set of Article of Cooperation and By-laws (1 photocopy)	<b>Type of Transaction:</b>	G2C – Government to Citizen		
	<b>Who may avail:</b>	Businesses with existing Mayor's Permit in the City of Ormoc		
	<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
	1. Letter Request/Letter of Intent (Original)	i. Department of Trade and Industry (DTI)	Applicant	
	2. Secretary Certificate/Board Resolution (for Corporation)			
	3. Mayor's Permit (Original)		Business Permits and Licensing Office	
	Additional requirements, depending on application; <b>CHANGE OF ADDRESS</b> i. If owned, proof of ownership: Transfer Certificate of Title or Tax Declaration (1 photocopy) ii. If not owned by applicant Contract of Lease / Memorandum of Agreement / Written consent of property owner (with id of the signatures) (1 photocopy)	ii. Securities and Exchange Commission (SEC)	i. City Assessor's Office	
		iii. Cooperative Development Authority (CDA)	Applicant	
	iii. Locational Plan or Sketch of Business Location (free hand sketch is acceptable) Two (2) copies		Applicant	





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Verify documentary requirements	None	10 minutes	<b>JANICE BOHOLST</b> <i>(Admin. Aide I)</i>  <b>JUNAVELLE ROTA</b> <i>(Admin. Aide I)</i>  <b>MARILOU CABELIDA</b> <i>(BPLO Staff)</i> Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	1.1 Forward application to Licensing Officer/BPLO Head for approval	None	10 minutes	<b>JANICE BOHOLST</b> <i>(Admin. Aide I)</i>  <b>JUNAVELLE ROTA</b> <i>(Admin. Aide I)</i>  <b>MARILOU CABELIDA</b> <i>(BPLO Staff)</i> Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	1.2 Approval of Application	None	1 hour	<b>GEMELYN P. HORCA</b> <i>(Licensing Officer III)</i>  <b>JOEL E. MENDOZA</b> <i>(City Gov't. Asst. Dept. Head I)</i>  Business Licensing and Inspectorate Section – Business Permits and Licensing Office



	1.2 Update business records at the system	None	10 minutes	<b>EVANGELINE MONTES</b> (Admin. Aide I) Business Permits and Licensing Office
	1.3 Print updated mayor's Permit and ancillary permits, licenses and clearances	None	10 minutes	<b>IAN TAN</b> (BPLO Staff) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
2.Claim Mayor's Permit and ancillary permits, licenses and clearances	2.1 Release Mayor's Permit and ancillary permits, licenses and clearances	None	5 minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
2.	2.2 Accomplish Client Satisfaction Measurement Form	None	15 minutes	<b>APPLICANT/</b>
	2.3 Provide Client Satisfaction Measurement Form	None	5 minutes	<b>TRECIA GERALDEZ</b> (BPLO Staff) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
<b>Total</b>		<b>NONE</b>	<b>2 hours and 5 minutes</b>	<b>END OF TRANSACTION</b>

## 7. Business Tax Mapping, Inspection and Monitoring



Inspection of all businesses operating within the jurisdiction of Ormoc City whether they are registered or unregistered, and/or operating within the authority given as stated in the Mayors Permit.

<b>Office or Division:</b>		Business Permits and Licensing Office - Business Licensing and Inspectorate Section		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		Businesses with existing Mayor's Permit in the City of Ormoc		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Inspection Slip		BPLO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Conducts ocular inspection to business per barangay	None	30 days	<b>GEMELYN P. HORCA</b> (Licensing Officer III) Business Licensing and Inspectorate Section, BPLO
1. Accepts inspection slip issued	1.1 Issue inspection slip to all with findings	None	10 minutes	<b>GEMELYN P. HORCA</b> (Licensing Officer III) Business Licensing and Inspectorate Section, BPLO
2. Act on the findings issued	2.1 Coordinate with the applicant to process findings	* Depending on the findings	1 day	<b>GEMELYN P. HORCA</b> (Licensing Officer III) Business Licensing and Inspectorate Section, BPLO
<b>Total</b>		<b>None</b>	<b>31 days and 10 minutes</b>	<b>END OF TRANSACTION</b>

Business Tax Mapping, Inspection and Monitoring qualified for multi-stage processing.

## 8. Processing Of Complaints for Business Establishments



A complaint may be initiated against any natural or juridical person operating a business establishment in Ormoc City, by any private individual or any government officer or employee, on any of the following grounds:

- a. Lack of any permit(s)/ clearance(s) required to be secured prior to engaging in commercial activity;
- b. Violation of any of the condition(s) stated in the permit(s);
- c. Violation of any of the provision(s) contained in Tax Ordinance No. 2018-001 (Mayor's Permit Fee Ordinance of 2018);
- d. When the business becomes a nuisance or is permitted to be issued for criminal activities;
- e. When the applicant has made any false statement on any portion on his application for any of the permit(s);
- f. Any circumstance(s) analogous to the foregoing.

<b>Office or Division:</b>		Business Permits and Licensing Office - Business Licensing and Inspectorate Section		
<b>Classification:</b>		Highly Technical Transaction		
<b>Type of Transaction:</b>		G2G/G2B/G2C – Government to Citizen/ Government to Business/Government to Citizens		
<b>Who may avail:</b>		All persons natural or juridical with compliant of business located in Ormoc City		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Complaint Letter		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complaint letter with supporting documents to concern regulatory offices.	1. Validate the complaint received at the Business Establishment.	None	1 day	<b><i>BUSINESS REGULATORY OFFICES, (any of the following)</i></b>  <b><i>DR. SARAH HERMOSO</i></b> <i>(City Health Officer)</i> <i>City Health Department</i>  <b><i>FOR. ROSILYN C. SANCHEZ</i></b> <i>(OIC – ENRO)</i>



	1.1 Issue notice(s) /order(s) with indicated period to concern business establishment to comply with the complaint and direct compliance with all applicable laws.	None	1 day	<p><b>DELIA C. VILBAR</b> (City Treasurer) City Treasurers Office</p> <p><b>CINSP DARREN P. BACLEA-AN</b> (City Fire Marshal) Bureau of Fire Protection</p>
	1.2 If and notwithstanding the issuance(s) of the notice(s) / order(s), the violation(s) still remain(s), issue report narrating the violation(s) complained of to the Review Board with documentary proof(s)	None	1 day	<p><b>ENGR. LUCILLE ARANETA</b> OIC, OBO Office of the Building Official</p> <p><b>JOEL E. MENDOZA</b> City Gov't Asst. Dept. Head I Business Permits and Licensing Office</p>
2. Receive the CDO issued and comply with the requirements of the order.	2. Upon the preparation of the report of the concern regulatory offices, and if the continued operation of the establishment complained will cause serious and irreversible damage to the health and safety of affected residents, the regulatory office shall submit a written request for the issuance of a Cease-and-Desist Order (CDO) to the review board,	None	1 day	<p><b>BUSINESS REGULATORY OFFICES, (any of the following)</b></p> <p><b>DR. SARAH HERMOSO</b> (City Health Officer) City Health Department</p> <p><b>FOR. ROSILYN C. SANCHEZ</b> (OIC – ENRO)</p> <p><b>DELIA C. VILBAR</b> (City Treasurer) City Treasurers Office</p> <p><b>CINSP DARREN P. BACLEA-AN</b> (City Fire Marshal)</p>



	directing the establishment to immediately stop the conduct of any activity in relation to the business to be approved by the City Mayor			<p><i>Bureau of Fire Protection</i></p> <p><b>MRS. MARINETTE SOLIBAGA</b> OIC, OBO <i>Office of the Building Official</i></p> <p><b>JOEL E. MENDOZA</b> <i>City Gov't Asst. Dept. Head I</i> <i>Business Permits and Licensing Office</i></p>
2.1 Act on the Notice issued within three (3) days otherwise the board will decide regardless of reply is made or not	2.1 If the report is found to be sufficient, the Review Board will issue three (3) Notice requiring the establishment to explain. After the expiration of the 3day notice, the Board will decide whether or not to terminate the complaint or to pursue administrative/criminal action against the owner.	None	10 days	<b>MEMBERS OF THE REVIEW BOARD</b>
	2.2 If the board decided to pursue administrative or criminal action against the owner, the board shall prepare a Memorandum Report recommending the issuance of a Closure Order (CO) or	None	1 day	<b>MEMBERS OF THE REVIEW BOARD</b>



	cancellation of permit(s) as the case may be. The recommendation shall be forwarded to the City Mayor for Approval			
3. Comply with the process of Closure Order including the physical closing and sealing of the doors or other means of ingress/egress of the establishment and posting of proper signage(s).	3. If approved, serve the Closure Order, Memorandum Report and the basis of the closure to the establishment	None	1 day	<p><b>BUSINESS REGULATORY OFFICES, (any of the following)</b></p> <p><b>DR. SARAH HERMOSO</b> (City Health Officer) City Health Department</p> <p><b>FOR. ROSILYN C. SANCHEZ</b> (OIC – ENRO)</p> <p><b>DELIA C. VILBAR</b> (City Treasurer) City Treasurers Office</p> <p><b>CINSP DARREN P. BACLEA-AN</b> (City Fire Marshal) Bureau of Fire Protection</p> <p><b>ENGR. LUCILLE ARANETA</b> OIC, OBO Office of the Building Official</p> <p><b>JOEL E. MENDOZA</b> City Gov’t Asst. Dept. Head I Business Permits and Licensing Office</p>
	3.1 The CO shall last for a period of not less than 30 days and shall be in force until the violation is	None	1 day	



	<p>rectified. After the lapse of 30 days, the closure shall be considered as permanent without need of further action. If:</p> <ol style="list-style-type: none"><li>1. If no rectification(s) has been made. The regulatory office concern shall submit a report to the board that there has been no rectification(s) made and the board shall cause recommendation to the City Mayor for the revocation of the permit(s) issued.</li><li>2. There has been rectification(s) made within the 30 days period. The owner shall submit proof thereof to the regulatory office concern which the latter shall evaluate the veracity thereof and make proper recommendations to the Review Board</li></ol>			<p><b>MEMBERS OF THE REVIEW BOARD</b></p>
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	for the lifting of the CO/reinstatement of the permit(s) to be approved by the City Mayor. The lifting of the CO shall not release the owner from the compliance requirements and from the penalties prescribed by the applicable law(s)			
<b>Total</b>		<b>None</b>	<b>17 days</b>	<b>END OF TRANSACTION</b>

### 9. Issuance of Occupational Permit

Occupational Permit is issued to those persons who wanted to be employed at any business establishment/s in Ormoc City. It shall be valid for a period of not more than one (1) year and shall expire on the last day of the year it was issued.



<b>Office or Division:</b>	Business Permits and Licensing Office - Business Licensing and Inspectorate Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Any Persons working or intents to work in the City of Ormoc			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. 1 x 1 ID Picture (2pcs)		Any Photo shoot businesses		
3. Police Clearance (1 original, 1 photocopy)		Application is done online at <a href="https://pnpclearance.ph/">https://pnpclearance.ph/</a> , processing is done at the Ormoc City Police Office, Brgy. Camp Downes, Ormoc City		
4. Barangay Clearance (1 original, 1 photocopy)		Barangay Hall of Clients' place of residence		
5. Cedula (1 original, 1 photocopy)		Barangay Hall of Clients' place of residence/ City Treasurers Office		
6. Mayors Clearance (1 original, 1 photocopy)		Business Permits and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Verify documentary requirements and issue Order of Payment to Client	Variable: Depends on the kind of occupation	20 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
2. Receive Order of Payment and Present it to the CTO for payment.	2. Process payment and issue Official Receipt (OR)	None plus Health Fee of Php.15.00 and Garbage Fee of Php.45.00	10 minutes	<b>DELIA C. VILBAR</b> (City Treasurer) City Treasurers Office



3. Submit Official Receipt	3. Receive Official Receipt, print and issue Occupational Permit for applicants' signature and Thumb Mark	None	10 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
4. Receive Occupational Permit for Signature and Thumb Mark	4. Received signed with Thumb Mark Occupational Permit	None	5 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	4.1 Final review and recommend Approval	None	30 minutes	<b>JOEL E. MENDOZA</b> (City Gov't Asst. Dept. Head I) Business Permits and Licensing Office
	4.2 Endorse Occupational Permit to City Administrator for Approval	None	1 hour	<b>VINCENT L. EMNAS</b> (City Administrator) City Admin. Office
5. Claim Occupational Permit and Sign Client Logbook	5. Release Occupational Permit and provide client logbook for signature	None	5 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
5.1 Accomplish Client Satisfaction Measurement Form	5.1 Provide Client Satisfaction Measurement Form	None	5 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
<b>Total</b>		<b>Variable: Depends on the kind of occupation</b>	<b>2 hours and 25 minutes</b>	<b>END OF TRANSACTION</b>



<b>Plus Garbage fee of 45.00 and Health Fee of 15.00</b>		Dealer of Secondhand Merchandise	110.00	Pawn broker/appraiser	200.00
Animal Trainer	75.00	Dispatcher	180.00	Photographer (itinerant/freelance)	110.00
Ambulant Vendor	150.00	Earth Filling Contractor	350.00	Piano tuner	110.00
Barber	75.00	Electrical Contractor	590.00	Plumber, carpenter	110.00
Bartender	75.00	Electrician	110.00	Printer	180.00
Beautician	110.00	Event Manager/Coordinator	150.00	Private ballistic expert	150.00
Blacksmith	80.00	Factory Worker	75.00	Real Estate Broker/Custom	590.00
Bondsman	75.00	Forensic Expert	150.00	Rig Driver	50.00
Book binder	90.00	Goldsmith	80.00	Sand and gravel concessionaires	550.00
Boxer	110.00	GRO and Dance Instructor	430.00	Scrap / Junk dealer	460.00
Boxing Promoter	270.00	Hair Stylist	75.00	Sports promoter	550.00
Business Agent	220.00	Hospital Attendant	75.00	Sports referee	270.00
Butcher	90.00	Hawker or Peddler	110.00	Stores or business establishment helper	75.00
Chambermaid	75.00	Interior Decorator	190.00	Transportation contractor	110.00
Chiropractor	180.00	Life Guard	75.00	Tricycle, Jeepney, Truck & Taxi Driver	100.00
Club Floor Manager	225.00	Lumber dealer	230.00	Tinsmith	100.00
Concerts/cultural & variety show promoters	550.00	Make-up artist	75.00	Tattoo Artist	75.00
Construction Contractor	420.00	Manicurist/Pedicurist	110.00	Waiter and waitresses	110.00
Cook	75.00	Manpower and Labor Contractor	380.00	Well drilling contractor:	
Criminologist	75.00	Masseur – Attendant	75.00	A. Commercial and/or industrial	1,100.00
Dealer of fowls and the like	110.00	Mechanic or Machinist	110.00	B Domestic	600.00
Dealer of Large Cattle	110.00	Money Changer	500.00	Water works contractor	190.00

## 10. Issuance of Streamers Permit

Any individual or group of persons, education institutions, business establishments, organizations or corporations intending to hand streamers/s in the designated areas shall first secure streamers permit. Streamers allowed to be hanged shall not be more than one (1) meter in width and five (5) meters in length. The City has identified the following designated areas where streamers are allowed to be hanged: Agua Dulce Street, Cogon Bridge, Don Felipe Road, Alegria Bridge, Real Cor. Hermosilla Drive, Lilia Avenue, Revilla Avenue, Bus Terminal and Public



Market. Hanging of streamers is permitted to be hanged for not more than 15 days and shall be removed within three (3) days at designated areas only.

<b>Office or Division:</b>		Office of the City Mayor - Business Permits and Licensing Office		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		G2C/G2B/G2G – Government to Citizen/Government to Business/Government to Government		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent which shall states: <ul style="list-style-type: none"> <li>✓ No. of Streamers to be hanged</li> <li>✓ Exact dates of the 15 days duration; and</li> <li>✓ Place where the streamer/s is/are to be hanged (1 original)</li> </ul>		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of Intent	1. Review Letter of Intent and issue Order of Payment to the Client	None	10 Minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
2. Receive Order of Payment and Present it to the CTO for Payment	2. Process payment and issue Official Receipt	200.00/streamer plus 200.00 refundable deposit/streamer	5 minutes	<b>DELIA C. VILBAR</b> (City Treasurer) City Treasurers Office



2.1 Submit Official Receipt	2.1 Receive Official Receipt and Print Streamers Permit	None	5 Minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	2.2 Final review and recommend approval	None	10 minutes	<b>JOEL E. MENDOZA</b> (City Gov't Asst. Dept. Head I) Business Permits and Licensing Office
	2.3 Endorse Occupational Permit to City Administrator for Approval	None	1 hour	<b>VINCENT L. EMNAS</b> (City Administrator) City Admin. Office
3. Claim Streamers Permit and Sign Client Logbook	3. Release Occupational Permit and provide client logbook for signature	None	5 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
4. Accomplish Client Satisfaction Measurement Form	4. Provide Client Satisfaction Measurement Form	None	5 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
<b>Total</b>		<b>200.00/streamer plus 200.00 deposit/streamer</b>	<b>1 hour and 40 minutes</b>	<b>END OF TRANSACTION</b>



Exemptions for the payment of required permit fee
1. Streamers welcoming high ranking government officials, the same shall allowed to be hanged across streets, roads, and highways at such clearance as will not obstruct the passage of motor vehicles.
2. Streamers welcoming dignitaries, the same shall allowed to be hanged across streets, roads, and highways at such clearance as will not obstruct the passage of motor vehicles.
3. Streamers hanged at the place of residence or business establishments of the client provided that same will not be hanged across the street
4. Streamers promoting government programs
Penalty:
Any individual or group of persons, educational institutions, business establishments, organization or corporation violating any of the Ordinance shall suffer the penalty of a fine of not more than Two Hundred (P200.00), or imprisonment of not more than 7 days, or both fine and imprisonment at the discretion of the Honorable Court.



## 11. Claim for Refund of Streamer's Deposits

Within three (3) days after the lapsed of the 15 days coverage where streamers are allowed to be hanged on designated areas as stated in the Streamers Permit, shall be removed by the applicant. Failure of the applicant to remove all streamers within the prescribed period shall cause forfeiture of the deposits in favor of the City Government.

<b>Office or Division:</b>	Office of the City Mayor - Business Permits and Licensing Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C/G2B/G2G – Government to Citizen/Government to Business/Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Official Receipt (OR) of the Deposit Paid (Original)	Applicant (released by CTO during the application of special mayors permit for streamers)			
2. Streamers Permit issued (1 Photocopy)	Applicant			
3. Streamers Clearance (1 Original)	Business Permits and Licensing Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Official Receipt and other Documents	1. Verify requirements submitted	None	10 Minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	1.1 Coordinate with General Service Department if Streamers are removed within the prescribed period	None	1 hour	<b>KATHERYN SOLAÑA</b> (City Gov't. Asst. Dept. Head I) General Services Department
	1. 2 If streamers are removed after 3 days, GSD will remove the streamers and deposits paid shall be forfeited in favor of the government	None	5 Minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office





	1.2 If streamers are removed within 3 days, ask client to pay Certification Fee	Certification Fee: 50.00	5 minutes	<b>DELIA C. VILBAR</b> (City Treasurer) City Treasurer's Office
	1.3 Issue Streamers Clearance	None	5 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
	1.4 Final review and approval of Streamers Clearance	None	20 Minutes	<b>JOEL E. MENDOZA</b> (City Gov't Asst. Dept. Head I) Business Permits and Licensing Office
2. Receive Streamers Clearance and other documents	2. Release Streamers Clearance and other documents for claim of refund of deposits	None	10 Minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
3. Accomplish Client Satisfaction Measurement Form	3. Provide Client Satisfaction Measurement Form	None	5 Minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Business Permits and Licensing Office
4. Proceed to CTO to claim refund of deposits paid	4. Release refund of deposits paid	None	10 minutes	<b>DELIA C. VILBAR</b> (City Treasurer) City Treasurer's Office
<b>Total</b>		<b>Certification Fee: 50.00</b>	<b>2 hours and 10 minutes</b>	<b>END OF TRANSACTION</b>



## 12. Issuance of Mayor's Clearance

Issued to residents of Ormoc City certifying that a person is of good moral character.

<b>Office or Division:</b>	Office of the City Mayor - Business Permits and Licensing Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Police Clearance	signature	None	5 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section, Business Permits and Licensing Office
2. Documentary Stamp (1pc)				
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PERSON RESPONSIBLE</b>
5. Accomplish Client Satisfaction Measurement Form		5 Provide Client Satisfaction Measurement Form	None	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section, Business Permits and Licensing Office
1. Submit Documents		1. Verify documents submitted and issue Order of Payment	50.00	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section – Licensing Office
<b>Total</b>			<b>50.00</b>	<b>END OF TRANSACTION</b>
2. Receive Order of Payment and Present it to the CTO for Payment		2. Process payment and issue Official Receipt	None	<b>DELIA C. VILBAR</b> (City Treasurer) City Treasurer's Office
3. Submit Official Receipt		3. Receive Official Receipt and Print Mayors Clearance	None	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section, Business Permits and Licensing Office
		3.1 Final review and recommend approval	None	<b>JOEL E. MENDOZA</b> City Gov't Asst. Dept. Head I Business Permits and Licensing Office
		3.2 Endorse Mayors Clearance to City Administrator for Approval	None	<b>VINCENT L. EMNAS</b> (City Administrator)



**13. Issuance of Special Mayor's Permit for Specific Purpose (Madjong , Billiard, Cockfighting, Motorcade, Parade, etc.)**

Special Mayor's Permit is to any persons or entity authorizing the same to conduct specific activity on a specific duration only.

<b>Office or Division:</b>	Office of the City Mayor - Business Permits and Licensing Office	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2C/G2B/G2G – Government to Citizen/Government to Business/Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Intent/Request Letter (1 original)	Client	
2. Additional Requirements, depending on type of application		
3. Certification from City Health Department allowing to conduct said activity (1 original or photocopy)	City Health Department	
4. Brgy. Clearance (Original & 1 photocopy),	Brgy Hall as to where the activity is to be conducted	
5. PNP Certification/Clearance (Original & 1 photocopy),	Ormoc City Police Office	
6. Affidavit of undertaking	Notarial Public	
7. Mayor's Permit	Business Permits and Licensing Office	
8. OR and CR	LTO	
9. Picture 1x1 (2pcs)	Applicant	
10. Cedula (Original and photocopy)	City Treasurer's Office	
11. All other permits, clearances from relevant offices		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents	1. Verify documents submitted and issue Order of Payment	Variable based on the type of activity	5 Minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section, BPLO
2. Receive Order of Payment and Present it to the CTO for Payment	2. Process payment and issue Official Receipt	None	5 minutes	<b>GEMMA FLOR CORBO</b> (Local Revenue Collection Officer IV) City Treasurer's Office
3. Submit Official Receipt	3. Receive Official Receipt and Print Special Mayors Permit	None	10 Minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section, BPLO
	3.1 Final review and recommend approval	None	10 minutes	<b>JOEL E. MENDOZA</b> (City Gov't Asst. Dept. Head I) Business Permits and Licensing Office
	3.2 Endorse Special Mayors Permit to City Administrator for Approval	None	1 hour	<b>VINCENT L. EMNAS</b> (City Administrator)
4. Claim Special Mayors Permit and Sign Client Logbook	3.3 Release Special Mayors Permit and provide client logbook for signature	None	5 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section, Business Permits and Licensing Office
5. Accomplish Client Satisfaction Measurement Form	5. Provide Client Satisfaction Measurement Form	None	5 minutes	<b>MICHELLE D. ROA</b> (Admin. Aide I) Business Licensing and Inspectorate Section, Business Permits and Licensing Office
<b>Total</b>		<b>Variable based on the type of activity</b>	<b>1 hour and 40 minutes</b>	<b>END OF TRANSACTION</b>



**Schedule of Fees for Special Mayors Permit**

**14.  
for  
True**

Type of Fees	Amount
<i>Three (3) days pintakasi with sponsor without derby</i>	500.00
<i>Three (3) days pintakasi with derby and sponsor</i>	1,000.00
<i>Promotional Derby, one day only</i>	500.00
<i>City Fiesta, three (3) days pintakasi without derby and sponsor</i>	500.00
<i>City Fiesta, three (3) days pintakasi with derby</i>	1,000.00
<i>Permit to Transport</i>	100.00
<i>Use of Gov't Facilities: (City Stage)</i>	100.00
<i>Madjong</i>	255.00
<i>Billard</i>	235.00
<i>Benefit Dance</i>	86.25
<i>Graffer</i>	160.00
<i>Promotional/Sampling</i>	260.00
<i>Massure/GRO/Waiters</i>	200.00

**Request  
Certified  
Copy of  
Mayor's  
Permit,  
Business**

**Retirement Certificate, Business Records Certificate, Change Business Records Certificate and Negative Certification**

Request for Certified True Copy of permits, Certificate of Closure, Certificate of No Business and other similar purpose.



<b>Office or Division:</b>	Office of the City Mayor - Business Permits and Licensing Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C/G2B/ G2G – Government to Citizen/ Government to Business/Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Receipt (Original)		City Treasurers Office, New Ormoc City Hall, Aunubing Street, Brgy. Cogon, Ormoc City		
2. Additional Requirements, if necessary				
Affidavit of Lost (if Certified true copy is requested and the original document is lost, stolen or destroyed) ( 1 original)		Any Notarial Public Office		
Approved Closure Form of business (1 Photocopy)		Business Permits and Licensing Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Complete Requirements	1.1 Received complete requirements for evaluation	None	5 Minutes	<b>EVANGELINE A. MONTES</b> Business Licensing and Inspectorate Section, Business Permits and Licensing Office
	1.2 Ask the client to go to CTO for payment of fee			
2. Proceed to CTO and inform them to pay for certification fee. Make sure to secure OR after the transaction	2. Accept Payment for Certification Fee and issue Official Receipt to Client.	50.00/copy	5 Minutes	<b>DELIA C. VILBAR</b> (City Treasurer) City Treasurer's Office



3. Forward the OR to BPLO for printing of certification	3. Accept the OR and prepare Certification	None	20 minutes	<b>EVANGELINE A. MONTES</b> Business Licensing and Inspectorate Section, Business Permits and Licensing Office
	3.1 Forward the Certification to BPLO Head for final approval	None	20 minutes	<b>JOEL E. MENDOZA</b> City Gov't Asst. Dept. Head / Business Permits and Licensing Office
4. Claim Certification	4. Release Certification	None	5 minutes	<b>EVANGELINE A. MONTES</b> Business Licensing and Inspectorate Section, Business Permits and Licensing Office
4.1 Sign in the Client Logbook	4.1 Provide Client Logbook			
4.2 Accomplish Client Satisfaction Measurement Form	4.2 Provide Client Satisfaction Measurement Form			
<b>Total</b>		<b>50.00/copy</b>	<b>55 minutes</b>	<b>END OF TRANSACTION</b>



## 15. Request for Business Data Records/Report and other public documents

Every Filipino resident of the City shall have access to information, official records, and public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development, in the custody of the City Government of Ormoc or any of its offices. Freedom of Information (FOI) shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing laws or jurisprudence. In providing information, the Data Privacy Act of 2012 (Republic Act No. 10173) must be observed and followed at all times.

<b>Office or Division:</b>	Office of the City Mayor - Business Permits and Licensing Office			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C/ G2G – Government to Citizen/ Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter Request stating the: a. Name and contact information of requesting party b. Reasonable describe the information requested c. Reason for or purpose of the request for information (1 original)			Requesting Party	
2. Valid ID of the representative (2 photocopies)			Representative of the requestor	
3. Additional Requirements, if necessary a. Letter of Authorization, if representative is not related to the requesting party (1 original)			Requesting Party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure FOI Request Form	1.1 Provide FOI Request Form	None	10 minutes	<b>LILIAN A. POCSON</b> (PAIAO Head) Public Affairs and Information Assistance Office





2. Submit duly filled-out FOI Request form and supporting documents	2.1 Check completeness of documents and verify information	None	5 minutes	<b>DOROTHY M. DOSDOS</b> (Administrative Aide IV) Records and Data Management Section Business Permits and Licensing Office
	2.2 Prepare Approval and Assessment Form and forward to Office Head	None	10 minutes	
	2.3 Decision to Approve or Disapprove Request	None	1 hour	<b>JOEL E. MENDOZA</b> (City Gov't Asst. Dept. Head I) Business Permits and Licensing Office
	2.3.1 If approved, prepare requested documents and assess the applicable fees	See below schedule of fees	3 days	<b>DOROTHY M. DOSDOS</b> (Administrative Aide IV) Records and Data Management Section Business Permits and Licensing Office
	2.3.2 If denied, prepare Notice of Denial	None	2 days	
3. Pay applicable Fees at the CTO	3. Issue approved FOI Request Form	None	5 minutes	<b>DELIA C. VILBAR</b> (City Treasurer) City Treasurers Office
4. Present Official Receipt and Received Requested Records/ Reports or Notice of Denial of Request	4. Issue Requested Records/Reports or Notice of Denial	None	20 minutes	<b>DOROTHY M. DOSDOS</b> (Administrative Aide IV) Records and Data Management Section Business Permits and Licensing Office
5. Accomplish Client Satisfaction Measurement Form	Provide Client Satisfaction Measurement Form	None	5 minutes	<b>DOROTHY M. DOSDOS</b> (Administrative Aide IV) Records and Data Management Section Business Permits and Licensing Office
<b>Total</b>		<b>See Schedule of Fees below</b>	<b>5 days, 1 hour and 55 minutes</b>	<b>END OF TRANSACTION</b>



### Schedule of Fees

Certification of Official Records	P50.00/page for the 1 <sup>st</sup> Copy P10.00/page for succeeding copies
Printing	P10.00/page
Photocopying <ul style="list-style-type: none"><li>● Long</li><li>● Short/A4</li></ul>	P5.00/page P3.00/page
Exemptions <ul style="list-style-type: none"><li>● Indigent, through the presentation of Certificate of Indigency;</li><li>● Government agency or Office for official use thereof;</li><li>● City Government Officials and Employees for official use thereof;</li></ul>	




## 16. Application for Local Investment Incentives

Application of Local Investment Incentives offered by the City of Ormoc to new, expansion or diversification of projects by investors pursuant to the amended List of Investment Priority Areas (IPAs) of the City and the Ormoc City Investment Incentives Code. Local Investment Incentives given may be either fiscal or non-fiscal for a period not exceeding **seven (7)** years but not less than **two (2)** years.

<b>Office or Division:</b>	City Mayor's Office - Business Permits and Licensing Office – Local Economic and Investment Promotion Section	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Prospective local and foreign investors in the City	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Intent addressed to the City Mayor (1 Original)	Applicant	
2. Application form to be notarized (3 copies)	LEIPS, Business Permits and Licensing Office	
3. Certified true copies of ((1 photocopy): <ul style="list-style-type: none"> <li>● SEC Registration Certificate and Articles of Incorporation and by-Laws for corporation/ partnership, or</li> <li>● CDA Certification or</li> <li>● DTI Business Name registration, whichever is applicable)</li> </ul>	Security Exchange and Commission,  Cooperative Development Authority  Department of Trade and Industry	
4. Latest comparative audited financial statements acknowledged received by the BIR and/or SEC (in the case of corporation), If operation has already commenced (1 photocopy)	Applicant/ Bureau of Internal Revenue	
5. Proof of proposed place of business which shall show that the main operating facility, whether a service/manufacturing/production facility or plantation, and not just the warehouse or the administrative office of the applicant, is located within the territorial jurisdiction of the City. (1 photocopy)	Applicant	



6. Duly Notarized Secretary's Certificate or Board Resolution authorizing the partners or the Board of Directors, or any of their authorized representative as the case may be, to file the application. (1 photocopy)	Applicant
7. Additional Requirements, if necessary	
Certified true copy of its Certificate of Registration with the appropriate Registering Agency including the terms and conditions of the same, if applicant has existing Registration with other registering agencies. (1 photocopy)	Concerned Registering Agency
8. Feasibility Study or Project Study (1 photocopy)	Applicant
9. Proof that the applicant meets the criteria pursuant to which it is claiming eligibility to avail of incentives. (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client secures Checklist of Requirements and Forms from BPLO-LEIPS	1. Provide checklist of requirements and forms	None	5 Minutes	 <b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section Business Permits and Licensing Office
2. Submit all complete Requirements	2. Accept complete requirements	None	10 Minutes	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	2.1 Logged application in the Registration Application Logbook and stamped the application form "Received" with date of acceptance for it to be considered officially accepted.			
3 Pay the reasonable, non-refundable filing fee	3.1 LEIPO issues Order of Payment to Client	P 2,000.00*	10 minutes	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	3.2 Accepts payment and issue Official Receipt			<b>DELIA C. VILBAR</b> (City Treasurer) City Treasurers Office
	3.3 Post application in the City Hall bulletin board	NONE	10 minutes	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section Business Permits and Licensing Office



	3.4 Conduct evaluation to the proposed project. Evaluation may include conduct of ocular inspection at the premises of the business, if necessary	NONE	2 days	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	3.5 Submit application together with the result of evaluation and recommendation to Ormoc City Investment Incentives Board for discussion and decision.	None	1 hour	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
4. Client may be asked to present project before the board and answer queries raised	4 Approve or disapprove application	None	60 days/30 days**	<i>Members</i> Ormoc City Investment Incentives Board (OCIIB)
5. Receive Certification of Approval of Notice of Disapproval	5. Issuance of Certificate of Approval or Notice of Disapproval	None	1 day	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
6. Accomplish Client Satisfaction Measurement Form	6. Provide Client Satisfaction Measurement Form	None	5 minutes	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section Business Permits and Licensing Office
<b>Total</b>		<b>P2,000.00</b>	<b>63/33days, 1 hr. and 35 mins</b>	<b>END OF TRANSACTION</b>

\* For Micro Enterprise, they are exempted for the payment of filing fee.

\*\* 60 days if applicant is local registrants and 30 days for those already registered with Registering Agencies.



### 17. Conduct Of Each Projects, Programs and Activities of Micro, Small, Medium and Large Enterprises And Investment Promotions of The City.

- Projects, Programs and Activities identified by the MSMED Council and OCIIB respectively based on the annual plans prepared at the start of the year.

<b>Office or Division:</b>	City Mayors Office - Business Permits and Licensing Office – Local Economic and Investment Promotion Section			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Registered Businesses in Ormoc City and prospect investors			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. By Invitation only to capture target participants base on a. Type of activity\y to be conducted b. Topics to be discussed c. Number of participants to be invited				
2. Program of Activities			BPLO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Attend the projects, programs and activities on the scheduled date.	1. Conduct the activity	None	3 days (depending of the project, programs and activities)	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
2. Fill-out the Client Satisfaction Rating Form	2. Receive the accomplished Client Satisfaction Rating Form	None	5 minutes	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section Business Permits and Licensing Office
<b>Total</b>		<b>None</b>	<b>3 days and 5 minutes</b>	<b>END OF TRANSACTION</b>

**Business Permits and Licensing Office**  
**Internal Services**



**1. Secretariat to the Micro, Small and Medium Enterprise Development (MSMED) Council**





The Business Permits and Licensing Office thru the Local Economic and Investment Promotion Section is assigned to perform secretariat functions to the Micro, Small and Medium Enterprise Development (MSMED) Council in preparing, implementing and monitoring of various projects, programs and activities for Micro, Small and Medium Enterprises.

<b>Office or Division:</b>	Business Permits and Licensing Office – Local Economic and Investment Promotion Section			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Micro, Small and Medium Enterprise Development Council Members			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Notice of Meeting with agenda (1 copy)			Secretariat	
2. Minutes of Meetings (1 copy)			Secretariat	
3. Matters Arising during the last meeting, if any (1 copy)			Secretariat	
4. Attendance Sheet (2 copies)			Secretariat	
5. Other Documentations,				
A. MSME Plan B. Resolutions			MSMED Council	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Set date and time, reserve venue	None	10 minutes	<b>CHERYL P. GALLO</b> <i>(Admin. Officer V, LEIPO)</i> Local Economic and Investment Promotion Section, BPLO
2. Council Members received Notice of Meeting and attachments	2. Send Notice of Meeting with attached proposed agenda, and minutes of the previous meeting at least 5 days before the scheduled meeting	None	1 day	<b>CHERYL P. GALLO</b> <i>(Admin. Officer V, LEIPO)</i> Local Economic and Investment Promotion Section, Business Permits and Licensing Office



2.1 Council Members to confirm if they will attend the meeting 3 days before the meeting	2.1 Secure confirmation from the council members to determine the quorum	None	1 day	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	2.2 Prepare necessary materials and documents to be used during the meeting	None	1 day	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
3. Attend the meeting	3. Facilitate the meeting – distribute materials, attendance, meals/snacks, conducts roll call, prepare recordings	None	4 hours	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	3.1 After the meeting, prepare minutes of meetings and other deliverables	None	5 days	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	3.2 Endorse minutes of meetings to Chairman of SP Committee on Trade and Commerce and Industry, Chairperson and Vice-Chairperson of the MSMED Council,	None	30 minutes	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	3.3. Final review and approval of the Minutes of Meeting and other deliverables	None	3 days	<b>Hon. REY F. EVANGELISTA</b> Chairperson, SP Committee on Trade, Commerce and Industry  <b>Mr. NOEL V. BARQUERA</b> Vice-Chairperson, MSMED Council  <b>Hon. LUCY TORRES GOMEZ</b> Chairperson, MSMED Council



4. Implement of projects, programs and activities	4. Report updates to the MSMED Council and other bodies involved	None	3 days	<b>CHERYL P. GALLO</b> (Admin. Officer V, LEIPO) Local Economic and Investment Promotion Section Business Permits and Licensing Office
<b>Total</b>		<b>None</b>	<b>14 days, 4 hours and 40 minutes</b>	<b>END OF TRANSACTION</b>



## 2. Secretariat to the Ormoc City Investment Incentives Board

The Business Permits and Licensing Office thru the Local Economic and Investment Promotion Section is assigned to perform secretariat functions to the Ormoc City Investment Incentives Board (OCIIB in preparing, implementing and monitoring of various projects, programs and activities for Large Enterprises and Investment Promotions of the City

<b>Office or Division:</b>	Business Permits and Licensing Office – Local Economic and Investment Promotion Section	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Ormoc City Investment Incentives Board Members	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Notice of Meeting with agenda (1 copy)		Secretariat
2. Minutes of Meetings (1 copy)		Secretariat
3. Matters Arising during the last meeting, if any (1 copy)		Secretariat
4. Attendance Sheet (2 copies)		Secretariat
5. Other Documentations,		
A. Investment Promotion Plan B. Resolutions		OCIIB

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Set date and time, reserve venue	None	10 minutes	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section, BPLO
2. Board Members receive Notice of Meeting and attachments	2. Send Notice of Meeting with attached proposed agenda, and minutes of the previous meeting at least 5 days before the scheduled meeting	None	1 day	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section, BPLO
2.1 Board Members to confirm if they will attend the meeting 3 days before the meeting	2.1 Secure confirmation from the board members to determine the quorum	None	1 day	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	2.2 Prepare necessary materials and documents to be used during the meeting	None	1 day	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section Business Permits and Licensing Office
3. Attend the meeting	3. Facilitate the meeting – distribute materials, attendance, meals/snacks, conducts roll call, prepare recordings	None	4 hours	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	3.1 After the meeting, prepare Minutes of Meetings and other deliverables	None	5 days	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	3.2 Endorse minutes of meetings and other deliverables to BPLO Head, Chairman of SP Committee on Trade and Commerce and Industry, Chairperson and Vice-Chairperson of the OCIB.	None	30 minutes	<b>ANTHONY M. ORAYLE</b> (Admin. Officer II) Local Economic and Investment Promotion Section Business Permits and Licensing Office
	3.3. Final review and approval of the Minutes of Meeting, and other deliverables	None	3 days	<b>JOEL E. MENDOZA</b> City Gov't. Asst. Dept. Head I



				<p><i>Business Permits and Licensing Office</i></p> <p><b>Hon. REY F. EVANGELISTA</b> <i>Chairperson, SP Committee on Trade, Commerce and Industry</i></p> <p><b>Mr. NOEL V. BARQUERA</b> <i>Vice-Chairperson, Ormoc City Investment Board</i></p> <p><b>Hon. LUCY TORRES GOMEZ</b> <i>Chairperson, Ormoc City Investment Board</i></p> <p><b>ANTHONY M. ORAYLE</b> <i>(Admin. Officer II)</i> Local Economic and Investment Promotion Section Business Permits and Licensing Office</p>
4. Implement of projects, programs and activities	4. Report updates to the MSMED Council and other bodies involved	None	3 days	
<b>Total</b>		<b>None</b>	<b>14 days, 4 hours and 40 minutes</b>	<b>END OF TRANSACTION</b>



### 3. Secretariat to the Local Price Coordinating Council

The Business Permits and Licensing Office thru the Business License and Inspectorate Section is assigned to perform secretariat functions for the Local Price Coordinating Council in monitoring prices of commodities in the City of Ormoc.

<b>Office or Division:</b>	Business Permits and Licensing Office – Business Licensing and Inspectorate Section			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Local Price Coordinating Council Members			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Notice of Meeting with agenda (1 copy)			Secretariat	
2. Minutes of Meetings (1 copy)			Secretariat	
3. Matters Arising during the last meeting, if any (1 copy)			Secretariat	
4. Attendance Sheet (2 copies)			Secretariat	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Set date and time, reserve venue	None	10 minutes	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Business Licensing and Inspectorate Section, BPLO
2. Council Members received Notice of Meeting and attachments	2. Send Notice of Meeting with attached proposed agenda, and minutes of the previous meeting at least 5 days before the scheduled meeting	None	1 day	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Business Licensing and Inspectorate Section, BPLO
2.1 Council Members to confirm if they will attend the meeting 3 days before the meeting	2.1 Secure confirmation from the council members to determine the quorum	None	1 day	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Business Licensing and Inspectorate Section, BPLO



	2.2 Prepare necessary materials and documents to be used during the meeting	None	1 day	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Business Licensing and Inspectorate Section, BPLO
3. Attend the meeting	3. Facilitate the meeting – distribute materials, attendance, meals/snacks, conducts roll call, prepare recordings	None	4 hours	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Business Licensing and Inspectorate Section, BPLO
	3.1 After the meeting, prepare Minutes of Meetings and other deliverables	None	5 days	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Business Licensing and Inspectorate Section, BPLO
	3.2 Endorse minutes of meetings to Chairman of SP Committee on Trade and Commerce and Industry, Chairperson and Vice-Chairperson of the LPCC	None	30 minutes	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Business Licensing and Inspectorate Section, BPLO
	3.3. Final review and approval of the Minutes of Meeting and other deliverables	None	3 days	<b>Hon. REY F. EVANGELISTA</b> Chairperson, SP Committee on Trade, Commerce and Industry  <b>Mr. JUDE P. ABENOJA</b> Vice-Chairperson, MSMED Council  <b>Hon. LUCY TORRES GOMEZ</b> Chairperson, MSMED Council
4. Implement of projects, programs and activities	4. Report updates to the LPCC Council and other bodies involved	None	3 days	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Business Licensing and Inspectorate Section, BPLO
<b>Total</b>		<b>None</b>	<b>14 days, 4 hours and 40 minutes</b>	<b>END OF TRANSACTION</b>





#### 4. Preparation For Implementation of each Projects, Programs, And Activities

Necessary preparations in implementing various projects, programs and activities of the Micro, Small, Medium and Large Enterprise and Investment Promotions of the City.

<b>Office or Division:</b>	Business Permits and Licensing Office – Local Economic and Investment Promotion Section	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2G – Government to Government; G2B – Government to Business	
<b>Who may avail:</b>	Government and Business Organization	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. 1.Project Proposal (5 copies)	Secretariat	
2. Purchase Request and other Procurements (Meals and Snacks, Supplies/Materials, Kits)	Secretariat	
3. Letter of Request ( 1 original)	Secretariat	
4. Letter of Invitations (1 original)	Secretariat	
5. Receiving Sheets	Secretariat	
6. Programs of the Activity	Secretariat	
7. Attendance Sheet	Secretariat	
8. Certificates	Secretariat	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare Project Proposal for each project, programs and activities	None	2 days	<b>VICTOR V. HUGO III</b> <i>(Licensing Officer I)</i> Local Economic and Investment Promotion Section, BPLO
	1.1 Indorse project proposal to LEIPO for review and approval	None	1 day	<b>CHERYL P. GALLO</b> <i>(Administrative Officer V)</i> Local Economic and Investment Promotion Section, BPLO
	1.2 Forward reviewed Project Proposal for final approval	None	3 days	<b>JOEL E. MENDOZA</b> <i>(City Gov't. Asst. Dept. Head I)</i> Business Permits and Licensing Office <b>REY F. EVANGELISTA</b> <i>Chairman</i> SP Committee on Trade, Commerce and Industry <b>LUCY TORRES GOMEZ</b> <i>City Mayor</i>
	1.3 Once approved, prepare Purchase Requests and other procurements	None	1 day	<b>DOROTHY M. DOSDOS</b> <i>(Administrative Aide IV)</i> Records and Data Management Section, BPLO
	1.4 Finalize date of the event, venue, participants, speaks and other preparations thru coordination meetings	None	1 day	<b>VICTOR V. HUGO III</b> <i>(Licensing Officer I)</i> Local Economic and Investment Promotion Section, BPLO



	1.5 Sent letter request to appropriate offices for request such as (venue reservation, tokens among others)	None	1 day	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Local Economic and Investment Promotion Section, BPLO
	1.6 Few weeks before the event, send letter of invitation to identified participants, speakers etc.	None	3 days	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Local Economic and Investment Promotion Section, BPLO
	1.7 within 2 days before the activity proper, prepare attendance sheets, certificates among others	None	1 day	<b>VICTOR V. HUGO III</b> (Licensing Officer I) Local Economic and Investment Promotion Section, BPLO

### 5. Processing of Procurement and Payment to Suppliers

Procurement and payment of supplies, materials, other supplies and other materials.

<b>Office or Division:</b>	Coordinate with supplier, Business Permits and Licensing Office			<b>VICTOR V. HUGO III</b> (Licensing Officer I)
<b>Classification:</b>	Highly Technical Transaction	None		
<b>Type of Transaction:</b>	G2G – Government to Government		1 day	Local Economic and Investment Promotion Section, BPLO
<b>Who may avail:</b>	All BPLO Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Project Procurement Management Plan (PPMP) 1 copy	1.9 Conduct of Activity	None	LGU Bids and Awards Committee (BAC)	(Licensing Officer I)
2. Purchase Request/Agency Procurement Request (6 copies)	Proper	None	LGU Bids and Awards Committee	3 days Local Economic and Investment Promotion Section, BPLO
3. Request for Quotation (1 copy)			LGU Bids and Awards Committee	
4. Notice of Awards and BAC Resolution (1 copy)	1.10 After the activity, prepare necessary		LGU Bids and Awards Committee	<b>VICTOR V. HUGO III</b> (Licensing Officer I)
5. Purchase Order (1 copy)	documentations for the	None	LGU Bids and Awards Committee	
6. Inspection and Acceptance Report (1 copy)	processing of payment for		General Services Department	3 days Local Economic and Investment Promotion Section, BPLO
7. Original Charge Invoice (1 copy)	suppliers procured		Supplier	
8. Certification on Appropriations, Funds and Obligation of Allotment (CAFOA) 6 copies	<b>Total</b>	<b>None</b>	Business Permits and Licensing Office	<b>20 days</b> <b>END OF TRANSACTION</b>
9. Disbursement Voucher (DV) 6 copies			Business Permits and Licensing Office	
10. Summary List of Documentary Attachments			City Accountants Office	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Prepare CAFOA, DV and other documentary attachments for payment and forward to City Accountant Office for processing of payment	None	7 days	<b>DOROTHY M. DOSDOS</b> (Administrative Aide IV) Records and Data Management Section, BPLO  <b>MS. CHARIVIC SERAFICA</b> City Accountant
3. Client to Claim payment at the City Treasurers Office	3. Coordinate with City Treasurers Office for issuance of payment	None	3 days	<b>DOROTHY M. DOSDOS</b> (Administrative Aide IV) Records and Data Management Section, BPLO  <b>MS. MARIA GINALEN C. DIXIMO</b> (RCC I) City Treasurer Office
<b>Total</b>		<b>None</b>	<b>43 days and 30 minutes</b>	<b>END OF TRANSACTION</b>

\* Qualified for Multi - Stage processing under RA 9184 Government Procurement Law

**6. Processing Of Payrolls, Honorarium, Overtime Pay and Other Monetary Claims.**

Processing of monetary claims for BPLO employees, resource speakers and others persons providing service to BPLO.



<b>Office or Division:</b>		Business Permits and Licensing Office		
<b>Classification:</b>		Complex Transaction		
	1.3 Forward to City Accounting Office for Auditing	None	2 days	<b>CHARIVIC SERAFICA</b> (City Accountant) City Accounting Office
	1.4 Forward to City Treasurers Office for Disbursement	None	1 day	<b>MS. DELIA C. VILBAR</b> (City Treasurer) City Treasurer Office
	1.5 Issue Payment to claimant	None	1 day	<b>MS. DELIA C. VILBAR</b> (City Treasurer) City Treasurer Office
<b>Total</b>		<b>None</b>	<b>4 days and 2 hours</b>	<b>END OF TRANSACTION</b>
4. Other monetary claims shall depend on the list of requirements as listed by the City Accounting Office		City Accounting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Claim payment	1. Preparation of complete requirements	None	30 minutes	<b>SALLEY O. CABEROS</b> (Administrative Assistant III) Records and Data Management Section Business Permits and Licensing Office
	1.1 Final review and approval of claims	None	30 minutes	<b>JOEL E. MENDOZA</b> City Gov't. Asst. Dept. Head I Business Permits and Licensing Office
	1.2 Forward to City Budget Office for funding	None	1 hour	<b>SABRINA P. DUERO</b> (City Budget Officer) City Budget Office