

BUSINESS PERMIT**Who may avail: DAGITI MAKAGUN-OD**

All interested to do business in the Municipality: AMIN A MANGAYAT NGA AGNEGOSYO ITI AGLAWLAW TI MUNISIPYO

Requirements: DAGITI MAKASAPULAN

Community Tax Certificate (Sedula)
Barangay Business Clearance
Barangay Clearance

Schedule of Availability of Service: NAITUDING NGA PANNAKAALA DAYTOY A SERBISYO

MONDAYS to FRIDAYS-8:00AM to 5:00PM

How to avail: KASATNO A MAGUN-OD

STEP	CLIENT	DIVISION CHIEF	DURATION (Normal Situation)	PERSON-IN-CHARGE	FEES/CHARGES
1. Assessment	Sees the License Officer	Emmanuel Ventinilla	10-15 minutes	Gloria Quezada	-Fees/Charges vary from business to business. The LICENSE OFFICER determines the fees or charges per applicant -10% of the total Municipal charges is to be paid for the Fire Permit.
2. Payment of Charges	Goes to the Treasury Office	Emmanuel Ventinilla	5-10 minutes	Daisy Estoesta	
3. Issuance of Sanitary Permit	Proceeds to the Municipal Health Office	Dr. Arsenio Parazo	5-10 minutes	Noemi Rivera	
4. Availment of Fire Permit	Treks to the Municipal Fire Station(BFP)	SFO4Teofilo Abacco Jr.	5-10 minutes	Fire Officer Aquitania	
5. Issuance of MAYOR'S PERMIT	Goes back to the Office of the Mayor	Admin. Asst. II Oscar M. Sobredo	5-10 minutes	Honorable Mayor MARIETTA C. CARBONELL	
6. Availment of Business Plate	Goes back downstairs to the Treasury Office	Emmanuel Ventenilla	5-10 minutes	Evelyn S. Quesada	

PROCUREMENT OF FRANCHISE FOR TRI-CYCLE FOR HIRE**Who may avail: DAGITI MAKAGUN-OD**

Interested Tri-cycle Owners around the Municipality

Requirements: DAGITI MAKASAPULAN

Barangay Tax Certificate (Sedula)
Barangay Clearance and Business Tax Clearance
Official Receipt (OR)
Certificate of Registration

Schedule of Availability of Service: NAITUDING NGA PANNAKAALA DAYTOY A SERBISYO

MONDAYS to FRIDAYS-8:00AM to 5:00PM

How to avail: KASATNO A MAGUN-OD

STEP	APPLICANT	DIVISION CHIEF	DURATION (Normal Situation)	PERSON-IN-CHARGE	FEES/CHARGES
1. Application and Assessment of Submitted requirements	Goes to the Treasury Office	Emmanuel Ventenilla	10 minutes	Isagani Arafles	Mayor's Permit-Php200.00 Annual Franchise Fee-Php160.00

2. Payment of Charges	Stays at the Treasury Office	Emmanuel Ventenilla	5 minutes	Daisy Estoesta	Application Fee-Php30.00
3. Availment of Franchise	Goes to the Office of the Sangguniang Bayan	Vice-Mayor Vincent Rafanan	10 minutes	Vice-Mayor Vincent Rafanan	Business Plate-Php200.00 MTC Clearnca-Php60.00
4. Issuance of Business Permit	Proceeds to the Office of the Mayor	Admin. Asst. II Oscar M. Sobredo	5 minutes	Hon. Marietta C. Carbonell	Police Clearance-Php50.00
5. Issuance of Business Plate	Goes downstairs to the Treasury Office	Emmanuel Ventenilla	3 minutes	Isagani Arafiles	Documentary Stamp-Php30.00 Oath-Php50.00 Penalty-Php90.00