



# **OFFICE OF THE CITY BUSINESS PERMIT AND LICENSING OFFICER**

## **External Services**



## 1. BUSINESS ONE STOP SHOP (BOSS)

### A. ISSUANCE OF NEW BUSINESS PERMIT

Permit issued to business owners who are registered to operate a business within the City of Meycauayan after complying all documentary requirements set forth by the Department of Interior and Local Government, Local Government Code, concerned national entities and local departments, the City Administrative Code, the City Revenue Code as well as other laws, ordinances and policies.

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C & G2B-Government to Client and Business Entity	
<b>Who may avail:</b>	Business Owner or Authorized Representative	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished application form - 2 copies	City Business Permit & Licensing Office, 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
2. Business Name Registration – 1 Original copy & 2 photocopies *DTI Registration (For Single Proprietor) or *SEC Registration (For Corporation /Partnership) or *CDA Registration (For Cooperative)	DTI Negosyo Center, 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan SEC Office – Ortigas, Pasig City  City Cooperatives Office, 5 <sup>th</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
3. Valid Community Tax Certificate (Cedula) – 1 Original copy	Barangay Hall where the business is located or City Treasurer’s Office, 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
4. Latest Barangay Business Clearance – 1 Original copy	City Business Permit & Licensing Office, 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
5. Locational/Zoning Clearance – 1 Original copy and 1 photocopy	City Urban Planning and Development Office, 3rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
6. Occupancy Permit/Change of Use – 1 Original copy and 1 photocopy	City Engineer’s Office, 3rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
7. Sanitary Permit – 1 Original copy	City Health Office – Sanitation Unit, 5 <sup>th</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
8. Fire Safety Inspection Certificate (FSIC) – 1 Original copy and 1 photocopy	BFP - Fire Station, Common Terminal, Malhacan, City of Meycauayan, Bulacan	



<b>Additional requirements if applicant is an authorized representative:</b> <ol style="list-style-type: none"> <li>1. Special Power of Attorney (Single Prop.) / Board Resolution (Corporation) – 1 Original copy and 2 photocopies</li> <li>2. Photocopy of Owner's Valid ID (Single Prop.) / Corp. Secretary(Corporation) with three (3) wet signatures of owner - 2 photocopies</li> <li>3. Valid ID of Representative – 1 Original copy and 1 Photocopy</li> </ol>		Notary Public / Corporation being represented  To be provided by Person / Corporation being represented  To be provided by the representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with complete requirements to Assessment Window	1. Review documents and issue assessment form	None	40 minutes	Arlene A. Balagtas Local Revenue Collection Officer III  Jenny Lyn S. Seminiano Revenue Collection Clerk I  Arlene B. Almacha Administrative Aide I  Alexander C. Ramos Revenue Collection Clerk I City Business Permit and Licensing Office
2. Submit assessment form to Cashier Window and secure Official Receipt	2. Issue Official Receipt	Based on Revenue Code	45 minutes	Teresa M. Fernandez Administrative Assistant III  Corazon DV. Macalinga Administrative Aide I City Business Permit and Licensing Office
3. Submit application form with complete requirements and Official Receipts to Receiving Window.	3.1. Review the application form and other attachments. Issue claim stub.	None	30 minutes	Nory B. Jaropillo License Inspector II  Raymond F. Morte Office Staff  Edward DP. Dela Cruz Administrative Aide III (City Hall Annex)  Ma. Elisa S. Zuñiga Administrative Aide IV



	<p>3.2. Review documents and print Business Permit for C BPLO Head's signature</p> <p>3.3. Forward business permit to the City Mayor's Office for approval and signature After signing, it will be returned to CBPLO</p>	<p>None</p> <p>None</p>	<p>2 hrs.</p> <p>2 days</p>	<p>(City Hall Annex) City Business Permit and Licensing Office</p> <p>Dennis S. Orlanda Licensing Officer III</p> <p>Glenn P. Belisario Licensing Officer I</p> <p>Maribel S. Sese License Inspector II</p> <p>Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office</p> <p>Atty. Henry R. Villarica City Mayor City Mayor's Office</p>
4. Present claim stub with Fire Safety Insurance Certificate (FSIC) to Releasing Window	4. Release Business Permit	None	20 minutes	<p>Pablito R. Curativo Administrative Aide III</p> <p>Edward DP. Dela Cruz Administrative Aide III (City Hall Annex)</p> <p>Ma. Elisa Zuñiga Administrative Aide IV (City Hall Annex)</p> <p>City Business Permit and Licensing Office</p>
	<b>TOTAL:</b>	<b>Based on Revenue Code</b>	<b>2 days, 4 hours and 15 minutes</b>	



## B. ISSUANCE OF BUSINESS PERMIT FOR RENEWAL

Permit issued to all registered business establishments within the City of Meycauayan.  
Renewal of business permit is done annually.

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C / G2B - Government to Client / Business Entity
<b>Who may avail:</b>	Business Owner or Authorized Representative
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly accomplished Application Form - 2 copies	City Business Permit & Licensing Office - 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 <sup>st</sup> Floor, Camalig, City of Meycauayan, Bulacan - City Official Website, CBPLO Facebook Page and via web link
2. Latest Mayor's Permit and its Official Receipt – 1 Original copy and 2 photocopies	To be provided by the Client (Client's Copy Issued by CBPLO/CTO from previous year)
3. Current Community Tax Certificate (Cedula)- 1 Original and 1 photocopy	Barangay Hall where the business is located or City Treasurer's Office - 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 <sup>st</sup> Floor, Camalig, City of Meycauayan, Bulacan
4. Copy of BIR Monthly & Quarterly VAT (January to December of previous year) or ITR/Financial Statement – 1 Original and 2 photocopies	Bureau of Internal Revenue, Guiguinto, Bulacan
5. Current Barangay Business Clearance – 1 Original copy	City Business Permit & Licensing Office - 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 <sup>st</sup> Floor, Camalig, City of Meycauayan, Bulacan
6. Occupancy Permit/Change of Use – 1 Original copy and 1 photocopy	City Engineer's Office (co-located at City Business Permit & Licensing Office), 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan or City Engineer's Office, 3 <sup>rd</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
7. Locational Clearance – 1 Original copy and 1 photocopy	City Urban Planning & Development Office (co-located at City Business Permit & Licensing Office), 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan or City Urban Planning & Development Office, 3 <sup>rd</sup> Floor,



		City Hall, Saluysoy, City of Meycauayan, Bulacan		
8. Valid Fire Safety Inspection Certificate (FSIC) – 1 Original copy and 1 photocopy		Bureau of Fire Protection (co-located at City Business Permit & Licensing Office), 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan or Bureau of Fire Protection, Fire Station, Meycauayan, Common Transpor Terminal, Malhacan, City of Meycauayan, Bulacan		
<b>Additional requirements if applicant is an authorized representative:</b> <ol style="list-style-type: none"> <li>1. Special Power of Attorney (Single Prop.) / Board Resolution (Corporation) – 1 Original copy and 2 photocopies</li> <li>2. Photocopy of Owner's Valid ID (Single Prop.) / Corp. Secretary(Corporation) with three (3) wet signatures of owner - 2 photocopies</li> <li>3. Valid ID of Representative – 1 Original copy and 1 Photocopy</li> </ol>		<p>Notary Public / Corporation being represented</p> <p>To be provided by Person / Corporation being represented</p> <p>To be provided by the representative</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with complete requirements to Assessment Window	1. Review documents and issue assessment form	None	30 minutes	<p>Arlene A. Balagtas Local Revenue Collection Officer III</p> <p>Alexander C. Ramos Revenue Collection Clerk I</p> <p>Arlene B. Almacha Administrative Aide I City Business Perming &amp; Licensing Office</p> <p>Jenny Lyn S. Seminiano Revenue Coll. Clerk I (City Hall Annex)</p>
2. Submit assessment form to Cashier Window and secure Official Receipt.	2. Issue Official Permit.	Based on Revenue Code	40 minutes	<p>Teresa M. Fernandez Administrative Asst. III</p> <p>Corazon DV. Macalinga Administrative Aide I City Business Permit &amp; Licensing Office</p>



<p>3. Submit application form with complete requirements and Official Receipts to Receiving Window.</p>	<p>3.1. Review the application form and other attachments. Issue claim stub.</p> <p>3.2. Review documents, and print Business Permit for CBPLO Head's signature.</p> <p>3.3. Forward business permits to the City Mayor's Office for approval and signature. After signing, it will be returned to CBPLO</p>	<p>None</p> <p>None</p> <p>None</p>	<p>30 minutes</p> <p>2 hours</p> <p>2 days</p>	<p>Nory B. Jaropillo License Inspector II</p> <p>Raymond F. Morte Office Staff City Business Permitting &amp; Licensing Office</p> <p>Edward DP. Dela Cruz Administrative Aide III City Business Permitting &amp; Licensing Office (City Hall Annex)</p> <p>Dennis S. Orlanda Licensing Officer III</p> <p>Glenn P. Belisario Licensing Officer I</p> <p>Maribel S. Sese License Inspector II</p> <p>Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permitting &amp; Licensing Office</p> <p>Atty. Henry R. Villarica City Mayor City Mayor's Office</p>
<p>4. Present claim stub with Fire Safety Insurance Certificate (FSIC) to Releasing</p>	<p>4. Release Business Permit.</p>	<p>None</p>	<p>20 minutes</p>	<p>Pablito R. Curativo Administrative Aide III City Business Permit &amp; Licensing Office</p> <p>Edward DP. Dela Cruz Administrative Aide III</p>



Window				Ma. Elisa Zuñiga Admin Aide IV City Business Permit & Licensing Office (City Hall Annex)
	<b>TOTAL:</b>	<b>Based on Revenue Code</b>	<b>2 days and 4 hours</b>	

## 2. ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTO) (FOR HIRE)

Permit annually issued to all City of Meycauayan residents operating a tricycle-for-hire unit with valid franchise.

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Tricycle Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Barangay Clearance with O.R. (1 Original and 1 photocopy)	Barangay Hall where the operator resides or City Treasurer's Office, 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
2) Federation TODA Certification (1 Original and 1 photocopy)	FMTODA
3) O.R./C.R. of Tricycle Unit (MUST BE FOR-HIRE) (1 Original and 1 Photocopy)	Motorcycle Dealer / Seller / LTO
4) Valid Certificate of Franchise (1 Original and 1 Photocopy)	Sangguniang Panglungsod, 2 <sup>nd</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
5) Valid Professional Driver's License (1 Original and 1 Photocopy)	Land Transportation Office (LTO), Camalig, City of Meycauayan, Bulacan
6) Current Community Tax Certificate (CEDULA) (1 Original and 1 Photocopy)	Barangay Hall where the operator resides or City Treasurer's Office, 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
7) Old MTO (Renewal) (1 Original and 1 photocopy)	City Business Permit and Licensing Office, 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan





8) 2 X 2 Picture of Tricycle Operator – 1 photo		To be provided by the operator		
9) Long Folder – 1 piece		To be provided by the operator		
10) Road-worthy Tricycle Unit		To be complied by the operator		
<b>Additional requirements if applicant is an authorized representative:</b> 1. Authorization Letter (1 Original and 1 photocopy) 2. Valid ID of Representative (1 Original and 1 photocopy) 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)		To be provided by the operator  To be provided by the representative  To be provided by the operator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to MTOP Window	1.1 Review documents, inspect the tricycle unit and issue order of payment	None	35 minutes	Joseph A. Abacan Administrative Aide IV  Joseph Christian Salas Office Staff  Ma. Elizabeth Y. Payas License Inspector II City Business Permit & Licensing Office
2. Present order of payment to the Cashier Window or proceed to the Cashier Window at the City Treasurer's Office, 1 <sup>st</sup> Floor, present the order of payment and pay the required fees	2.1 Issue Official Receipt.	Php 800.00	10 minutes	Teresa Fernandez, Administrative Assistant III  Corazon Macalinga Admin Aide I  Michelle A. Lanozo Senior Administrative Assistant I  Ethel B. Zuniga Administrative Assistant V  Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Photocopy Official Receipt, proceed to	3.1 Review documents and print MTOP for CBPLO Head's	None	20 minutes	Ma. Elizabeth Y. Payas License Inspector II  Maribel S. Sese License Inspector II



MTOP Window at City Business Permit & Licensing Office, 1 <sup>st</sup> Floor and present original Official Receipt and order of payment	signature			Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit & Licensing Office
	3.2 Forward the MTOP to City Mayor's Office for approval and signature *After signing, it will be returned to CBPLO	None	2 days	Atty. Henry R. Villarica City Mayor City Mayor's Office
4. Present photocopy of Official Receipt to MTOP Window	5.1 Release plate to client and install sticker to the tricycle unit.	None	25 minutes	Joseph A. Abacan Administrative Aide IV  Joseph Christian Salas Office Staff City Business Permit & Licensing Office
	<b>TOTAL</b>	<b>P800.00</b>	<b>2 days, 1 hour and 30 minutes</b>	

### 3. ISSUANCE OF TRICYCLE PERMIT FOR PRIVATE USE (PERSONAL AND BUSINESS)

Permit issued to person operating a private tricycle used for personal or for business purpose within the city.

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Tricycle Owner or Authorized Representative
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



1) 2 x 2 Picture of Tricycle Operator (1 photo)	To be provided by applicant			
2) O.R. / C.R. of the Motorcycle (1 Original and 1 photocopy)	Motorcycle Dealer / Seller / LTO			
3) Barangay Clearance (1 Original and 1 photocopy)	Barangay Hall where the operator resides			
4) Valid Driver's License (1 Original and 1 Photocopy)	LTO, Camalig, City of Meycauayan, Bulc			
5) Voter's ID/ Voter's Certification (For Personal Use) (1 Original and 1 Photocopy), or  Valid Business Permit (For Business Use) (1 Original and 1 Photocopy)	COMELEC Office, Old City Hall, Camalig, City of Meycauayan, Bulacan  CBPLO, 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan			
6) Road-worthy Tricycle Unit	To be complied by the operator			
<b>Additional requirements if applicant is an authorized representative:</b> 1. Authorization Letter (1 Original and 1 photocopy) 2. Valid ID of Representative (1 Original and 1 photocopy) 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)		To be provided by the operator  To be provided by the representative  To be provided by the operator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to MTOP Window.	1.1. Receive, inspect the tricycle unit and issue order of payment	None	35 minutes	Joseph A. Abacan Administrative Aide IV  Joseph Christian Salas Office Staff  Ma. Elizabeth Y. Payas License Inspector II City Business Permit & Licensing Office
2. Present order of payment to the Cashier Window or proceed to the Cashier Window at the	2.1 Issue Official Receipt.	P 200.00	10 minutes	Teresa Fernandez, Administrative Assistant III  Corazon Macalinga Admin Aide I  Michelle A. Lanozo Senior Administrative Assistant I



City Treasurer's Office, 1 <sup>st</sup> Floor, present the order of payment and pay the required fees				Ethel B. Zuniga Administrative Assistant V  Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3.Present OR to MTOP Window.	3.Install sticker to the tricycle unit.	None	10 minutes	Joseph A. Abacan Administrative Aide IV  Joseph Christian Salas Office Staff City Business Permit & Licensing Office
	<b>TOTAL:</b>	<b>P200.00</b>	<b>55 minutes</b>	

#### 4. REQUEST FOR ENDORSEMENT LETTER OF MEYCAUAYAN-TRICYCLES TRAVERSING VALENZUELA

Certification availed by tricycle owners (Private or For-Hire) residing in the City who has regular route in Valenzuela and has the intention to apply for Supervision Permit in Valenzuela.

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Tricycle Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Tricycle Permit (1 Original and 1 Photocopy)	CBPLO, 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
<b>Additional requirements if applicant is an authorized representative:</b> 1. Authorization Letter (1 Original and 1 photocopy) 2. Valid ID of Representative (1 Original and 1 photocopy) 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)	To be provided by the operator  To be provided by the representative  To be provided by the operator



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Original and one photocopy of tricycle permit to MTOP Window.	1.1. Verify documents, return submitted permit with RECEIVED stamp, and print Endorsement Letter.	None	25 minutes	Ma. Elizabeth Y. Payas License Inspector II  Joseph A. Abacan Administrative Aide IV  Joseph Christian Salas Office Staff City Business Permit & Licensing Office
	1.2. Forward Endorsement Letter for approval and signature to City Mayor's Office and City Admin Office After signing, it will be returned to CBPLO	None	2 days	Atty. Jackelyn Joy B. Pernitez Attorney III City Mayor's Office  Ms. Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
2. Present copy of permit with RECEIVED stamp	2. Release Endorsement Letter	None	5 minutes	Ma. Elizabeth Y. Payas License Inspector II  Joseph A. Abacan Administrative Aide IV  Joseph Christian Salas Office Staff City Business Permit & Licensing Office
	<b>TOTAL</b>	<b>None</b>	<b>2 days and 30 minutes</b>	



## 5. ISSUANCE OF SUPERVISION PERMIT FOR TRICYCLE

Permit issued to operators of tricycle-for-hire unit having a valid franchise from other city/municipality allowing them to pass/operate to specific route/s as stated on the agreement between the City of Meycauayan and the other city/ municipality (currently in agreement with Valenzuela City).

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Tricycle Operator or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1) Current Barangay Clearance (1 Original and 1 photocopy)		Barangay Hall where the operator resides.		
2) Endorsement from Valenzuela Transport Office (1 Original and 1 photocopy)		Valenzuela Transport Office, Valenzuela City Hall		
3) OR/CR of Tricycle Unit (1 Original and 1 Photocopy)		Motorcycle Dealer / Seller / LTO		
4) Voter's ID/ Voter's Certification (1 Original and 1 Photocopy)		COMELEC Office, City Hall of Valenzuela		
5) Cert. of Franchise from Valenzuela City (FOR HIRE) (1 Original and 1 Photocopy)		City Hall of Valenzuela		
6) Valid Professional Driver's License (FOR HIRE) (1 Original and 1 Photocopy)		LTO, Camalig		
7) Current Community Tax Certificate (1 Original and 1 Photocopy)		Barangay Hall where the operator resides		
8) Road-worthy Tricycle Unit		To be complied by the operator		
<b>Additional requirements if applicant is an authorized representative:</b>				
1. Authorization Letter (1 Original and 1 photocopy)		To be provided by the operator		
2. Valid ID of Representative (1 Original and 1 photocopy)		To be provided by the representative		
3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)		To be provided by the operator		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit documents to MTOP Window.	1.1 Verify documents, inspect the tricycle unit and issue order of payment.	None	35 minutes	Joseph A. Abacan Admin Aide IV  Ma. Elizabeth Y. Payas License Inspector II  Joseph Christian Salas Office Staff  City Business Permit and Licensing Office
2. Present order of payment to the Cashier Window or proceed to the Cashier Window at the City Treasurer's Office, 1 <sup>st</sup> Floor, present the order of payment and pay the required fees	2.1 Issue Official Receipt.	P400.00 for Private Unit  P500.00 For for-hire Unit	10 minutes	Teresa Fernandez, Administrative Assistant III  Corazon Macalinga Admin Aide I City Business Permit & Licensing Office  Michelle A. Lanozo Senior Administrative Assistant I  Ethel B. Zuniga Administrative Asst. V  Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Photocopy Official Receipt and submit original Official Receipt and order of payment to MTOP Window.	3.1. Review documents and print Supervision Permit for CBPLO Head's signature.	None	15 minutes	Ma. Elizabeth Y. Payas, License Inspector II Maribel S. Sese, License Inspector II  Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit & Licensing Office



	3.2. Forward Supervision Permit for City Mayor's approval and signature After signing, it will be returned to CBPLO	None	2 days	Atty. Henry R. Villarica City Mayor City Mayor's Office
4. Present photocopy of Official Receipt to MTOP Window.	4. Release Tricycle Sticker, Supervision Permit and Official Receipt.	None	20 minutes	Joseph A. Abacan Administrative Aide IV  Joseph Christian Salas Office Staff  Ma. Elizabeth Y. Payas License Inspector II City Business Permit & Licensing Office
	<b>TOTAL:</b>	<b>P400.00</b> <i>For Private Unit</i>  <b>P500.00</b> <i>For for-hire Unit</i>	<b>2 days, 1 hour and 10 minutes</b>	

## 6. APPLICATION FOR TRICYCLE FRANCHISE (NEW)

Tricycle Franchise is given to owners who intends to operate a tricycle-for-hire in the City of Meycauayan as allowed by the provisions of the City Administrative Code as well as all existing laws, ordinances and policies. Franchise is issued by the Sangguniang Panlungsod while application of which is being processed by the CBPLO.

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Tricycle Operator or Authorized Representative
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>





1) Barangay Clearance (Original and 1 photocopy)		Barangay Hall where the operator resides.		
2) OR/CR of Tricycle Unit (Original and 1 photocopy)		LTO, Camalig		
3) Federation TODA Certification (Original and 1 Photocopy)		FMTODA		
4) Voter's ID/ Voter's Certification (Original and 1 Photocopy)		Comelec Office, Camalig		
5) Valid Professional Driver's License (Original and 1 Photocopy)		LTO, Camalig		
6) Picture of Tricycle Operator (2 x 2) (Original and 1 Photocopy)		To be provided by the applicant		
7) Long Folder - One (1) piece		To be provided by the applicant		
8) Road-worthy Tricycle Unit		To be complied by the operator		
<b>Additional requirements if applicant is an authorized representative:</b> <ol style="list-style-type: none"> <li>1. Authorization Letter (1 Original and 1 photocopy)</li> <li>2. Valid ID of Representative (1 Original and 1 photocopy)</li> <li>3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)</li> </ol>		<p>To be provided by the operator</p> <p>To be provided by the representative</p> <p>To be provided by the operator</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements to MTOP Window.	1.Review submitted documents and inspect tricycle and issue application form.	None	35 minutes	<p>Joseph A. Abacan Administrative Aide IV</p> <p>Ma. Elizabeth Y. Payas License Inspector II</p> <p>Joseph Christian Salas Office Staff City Business Permit and Licensing Office</p>



2.1. Photocopy signed application form and submit original application form to MTOP Window.	2.1. Review application and assign control number on application form.	None	10 minutes	Ma. Elizabeth Y. Payas License Inspector II  Joseph A. Abacan Administrative Aide IV  Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	2.2. Forward the application for Sangguniang Panlungsod's approval	None	10 minutes	Sangguniang Panlungsod
	<b>TOTAL:</b>	<b>None</b>	<b>55 minutes</b>	

## 7. APPLICATION FOR RENEWAL OF TRICYCLE FRANCHISE

Tricycle Franchise is given to franchise owners who intends to renew their franchise to be able to operate a tricycle-for-hire in the city of Meycauayan. Franchise is issued by the Sangguniang Panlungsod while application of which is being processed by the CBPLO.

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C - Government to Citizen		
<b>Who may avail:</b>	Tricycle Operator or Authorized Representative		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1) Old Franchise Certificate (Original and 1 photocopy)		Sangguniang Panlungsod, 2 <sup>nd</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
2) Barangay Clearance (Original and 1 photocopy)		Barangay Hall where the operator resides.	
3) OR/CR of Tricycle Unit (Original and 1 photocopy)		Seller / LTO, Camalig	
4) Federation TODA Certification (Original and 1 Photocopy)		FMTODA	



5) Local TODA Certification (Original and 1 Photocopy)		Local TODA		
6) Voter's ID/ Voter's Certification (Original and 1 Photocopy)		Comelec, Camalig		
7) Valid Professional Driver's License (Original and 1 Photocopy)		LTO Camalig		
8) Picture of Tricycle Operator (2 x 2) (Original and 1 Photocopy)		To be provided by applicant		
9) Long Folder - One (1) piece		To be provided by applicant		
10) Road-Worthy Tricycle Unit		To be complied by the operator		
<b>Additional requirements if applicant is an authorized representative:</b> <ol style="list-style-type: none"> <li>1. Authorization Letter (1 Original and 1 photocopy)</li> <li>2. Valid ID of Representative (1 Original and 1 photocopy)</li> <li>3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)</li> </ol>		<p>To be provided by the operator</p> <p>To be provided by the representative</p> <p>To be provided by the operator</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements to MTOP Window	1. Review submitted document, inspect tricycle unit and print application form.	None	30 minutes	<p>Joseph A. Abacan Administrative Aide IV</p> <p>Ma. Elizabeth Y. Payas License Inspector II</p> <p>Joseph Christian Salas Office Staff City Business Permit and Licensing Office</p>



2. Photocopy signed application form and submit original application form to MTOP Window	2.1. Review application and assign control number on application form.	None	10 minutes	Ma. Elizabeth Y. Payas License Inspector II  Joseph A. Abacan Administrative Aide IV  Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	2.2. Forward the application for Sangguniang Panlungsod's approval.	None	10 minutes	Sangguniang Panlungsod
<b>TOTAL:</b>		<b>None</b>	<b>50 minutes</b>	

## 8. ISSUANCE OF ORDER OF DROPPING

Certification issued to tricycle-for-hire operators with franchise who intends to terminate said franchise.

<b>Office or Division:</b>		Office of the City Business Permit and Licensing Officer		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may avail:</b>		Tricycle Owner or Authorized Representative		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. OR/CR of Tricycle Unit (1 Original copy and 1 Photocopy)		Motorcycle Dealer / Seller		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit OR/CR to MTOP Window.	1. Verify OR/CR and issue order of payment.	None	5 minutes	Joseph A. Abacan Administrative Aide IV  Ma. Elizabeth Y. Payas License Inspector II  Joseph Christian Salas Office Staff



				City Business Permit and Licensing Office
2. Submit order of payment to Cashier Window	2. Issue Official Receipt	P200.00	5 minutes	Teresa Fernandez, Administrative Assistant III  Corazon Macalinga Administrative Aide I City Business Permit and Licensing Office
3. Photocopy signed application form. Submit original application form to MTOP Window.	3.1. Review documents and print Order of Dropping Certificate for CBPLO head's signature.	None	15 minutes	Joseph A. Abacan Administrative Aide IV  Ma. Elizabeth Y. Payas License Inspector II  Joseph Christian Salas Office Staff  Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	3.2. Forward Order of Dropping Certificate for City Vice Mayor's signature After signing, it will be returned to CBPLO	None	2 days	Hon. Josefina O. Violago City Vice Mayor City Vice Mayor's Office
4. Present photocopy of Official Receipt to MTOP Window	4.1 Release Order of Dropping Certificate	None	10 minutes	Joseph Christian Salas Office Staff  Joseph A. Abacan Administrative Aide IV  Ma. Elizabeth Y. Payas License Inspector II City Business Permit and Licensing Office
	<b>TOTAL</b>	<b>P200.00</b>	<b>2 days and 35 minutes</b>	



## 9. REQUEST FOR MAYOR'S CLEARANCE

Permit issued to all residents of this city requiring said document for a specific purpose.

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C & G2G – Government to Citizen and Employee or Official			
<b>Who may avail:</b>	Business Owner or Authorized Representative, All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1) Current Community Tax Certificate (Cedula) - (Original and 1 photocopy)		Barangay Hall where the business is located or City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present filled out application form to Cashier Window and secure Official Receipt	1. Issue Official Receipt.	P100.00 (For Local Employment, Identification, Driver's License Requirement and Late Birth Certificate Registration)  P300.00 (For Abroad)	10 minutes	Teresa Fernandez, Administrative Assistant III  Corazon Macalinga Administrative Aide I  City Business Permit and Licensing Office
2. Present application form and Official Receipt to Receiving Window.	2. Prepare and issue Mayor's Clearance.	None	20 minutes	Edward DP. Dela Cruz Administrative Aide III  Ma. Elisa Zuñiga Administrative Aide IV  Dolly A. Pregonero Office Staff  Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer



				City Business Permit and Licensing Office
	<b>TOTAL:</b>	<b>P100.00</b> <i>(For Local Employment, Identification, Driver's License Requirement, and Late Birth Certificate Registration)</i>  <b>P300.00</b> <i>(For Abroad)</i>	<b>30 minutes</b>	

## 10. REQUEST FOR SPECIAL PERMIT (SIGNAGE/BANNER/PARADE/SPECIAL EVENTS)

Permit issued to requesting person/s, business/es, alliance or society allowing them to undertake a specific activity within the City of Meycauayan or post a banner/s to advertise an undertaking. Said request is subject for approval.

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer								
<b>Classification:</b>	Simple								
<b>Type of Transaction:</b>	G2C / G2B / G2G – Government to Client / Government to Business Entities / Government to Government								
<b>Who may avail:</b>	Business Owner or Authorized Representative, All								
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td>1) Approved Letter of Request (Original approved copy and 4 photocopies)</td><td>City Mayor's Office and City Admin Office, 4<sup>th</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan</td></tr> <tr> <td>2) Design/ Format (For Banner) – 1 original</td><td>To be provided by requesting person/corporation</td></tr> <tr> <td>3) Memorandum of Undertaking (For Special Events) – 4 Original copies</td><td>City Mayor's Office, 4<sup>th</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1) Approved Letter of Request (Original approved copy and 4 photocopies)	City Mayor's Office and City Admin Office, 4 <sup>th</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	2) Design/ Format (For Banner) – 1 original	To be provided by requesting person/corporation	3) Memorandum of Undertaking (For Special Events) – 4 Original copies	City Mayor's Office, 4 <sup>th</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
1) Approved Letter of Request (Original approved copy and 4 photocopies)	City Mayor's Office and City Admin Office, 4 <sup>th</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan								
2) Design/ Format (For Banner) – 1 original	To be provided by requesting person/corporation								
3) Memorandum of Undertaking (For Special Events) – 4 Original copies	City Mayor's Office, 4 <sup>th</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan								



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive call from CBPLO. Secure a Memorandum of Undertaking.	1.1 After receiving approved request letter from City Mayor's Office, call and inform client to pay the required fee and secure a Memorandum of Undertaking.	None	10 minutes	Glenn Belisario Licensing Officer I City Business Permit and Licensing Office
2. Proceed to the City Business Permit and Licensing Office and secure order of payment	2.1 Forward a copy to assessment for printing of Order of Payment.	None	15 minutes	Glenn Belisario Licensing Officer I Arlene Balagtas Local Rev. Collection Officer III Jenny Lyn Seminiano Revenue Coll. Clerk I Arlene B. Almacha Administrative Aide I Alexander C. Ramos Revenue Coll. Clerk I City Business Permit and Licensing Office
3. Present order of payment to Cashier Window	3.1 Issue Official Receipt	Base on Revenue Code	5 minutes	Teresa Fernandez Administrative Asst. III City Business Permit and Licensing Office
4. Submit Official Receipt and Memorandum of Undertaking to Receiving Window	4.1 Prepare Special Permit for CBPLO Head's signature and release.	None	15 minutes	Dennis S. Orlanda, Licensing Officer III Glenn P. Belisario Licensing Officer I Maribel S. Sese License Inspector II Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	<b>TOTAL</b>	See <b>City Revenue Code</b> for reference	<b>45 minutes</b>	





## 11. REQUEST FOR SPECIAL PERMIT (GAFFER/PEDDLER)

Permit issued to requesting person that allows them to practice a specific occupation.

<b>Office or Division:</b>		Office of the City Business Permit and Licensing Officer		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1) Previous Permit (Renewal) (Original)		To be provided by the client		
2) Current Barangay Clearance (Original)		Barangay Hall where the requesting person resides		
3) Valid Community Tax Certificate (Original and 1 Photocopy)		Barangay Hall where the requesting person resides or City Treasurer's Office, 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
4. City Health ID of attendant (For Food)		City Health Office, 5 <sup>th</sup> Flr., City Hall, Saluysoy, City of Meycauayan, Bulacan		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements to Receiving Window	1.1 Review documents and endorse a copy to Assessment for computation of fees	None	5 minutes	Dennis S. Orlanda Licensing Officer III  Glenn P. Belisario Licensing Officer I  Maribel S. Sese License Inspector II City Business Permit and Licensing Office
	1.2 Compute and Release Order of Payment.		10 minutes	Arlene Balagtas Local Rev.Coll. Officer III  Jenny Lyn Seminiano Revenue Collection Clerk I  Arlene B. Almacha Administrative Aide I  Alexander C. Ramos Revenue Collection Clerk I City Business Permit and Licensing Office



2. Present order of payment to Cashier Window.	2.1 Issue Official Receipt.	P400.00	5 minutes	Teresa Fernandez Administrative Assistant III City Business Permit and Licensing Office
3. Submit Official Receipt to Receiving Window.	3.1 Print Special Permit for CBPLO Head's signature and issue Special Permit, and Official Receipt.	None	15 minutes	Dennis S. Orlanda Licensing Officer III  Glenn P. Belisario Licensing Officer I  Maribel S. Sese License Inspector II  Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	<b>TOTAL</b>	<b>P 400.00</b>	<b>35 minutes</b>	

## 12. REQUEST FOR CERTIFICATIONS

Document requested by a person, corporation or other government offices. Issuance of the same is covered by the provisions of the Data Privacy Act of 2012, the City Administrative Code as well as all existing laws, ordinances and policies.

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C / G2B / G2G – Government to Client / Government to Business / Government to Government			
<b>Who may avail:</b>	Business Owner or Authorized Representative, All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1) Request letter (Original)		City Mayor's Office / City Administrator's Office, 4 <sup>th</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
2) Consent Letter (Depends on the type of request)		Secured by Requesting party from Business Owner		
3) USB		To be provided by 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. Received letter from CBPLO and bring USB (if necessary)	1. After receiving approved letter of request, inform client to pay the required fee and to bring USB (if necessary)	None	10 minutes	Glenn Belisario Licensing Officer I City Business Permit and Licensing Office
2. Proceed to the City Business Permit and Licensing Office and secure order of payment	2.1 Forward a copy to assessment for printing of Order of Payment.	None	15 minutes	Glenn Belisario Licensing Officer I  Arlene Balagtas Local Rev. Collection Officer III City Business Permit and Licensing Office
3. Present order of payment to Cashier Window	3.1 Issue Official Receipt	P50.00	5 minutes	Teresa Fernandez Administrative Assistant III City Business Permit and Licensing Office
4. Submit Official Receipt to Receiving Window	4.1 Prepare Certification for CBPLO Head's signature and release.	None	15 minutes	Dennis S. Orlanda, Licensing Officer III  Glenn P. Belisario Licensing Officer I  Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	<b>TOTAL</b>	<b>Php 50.00</b>	<b>45 minutes</b>	



### 13. REQUEST FOR AMENDMENT ON BUSINESS PERMIT

Availed by business owners who request to amend information on their permit (address, owner, type of business, spelling, additional line of business) likewise update the system record. Prior amendment, the owner/representative must first update their records in the Zoning and Engineering departments.

<b>Office or Division:</b>	CITY BUSINESS PERMIT AND LICENSING OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2B & G2G – Government to Citizen, Business Entity and other Government Agency, Employee or Official			
<b>Who may avail:</b>	Business Owner or Authorized Representative, All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application Form - 2 Copies		CBPLO, 1 <sup>st</sup> Floor, New Meycauayan City Hall		
2. Affidavit (Single Prop.) / Board Resolution (Corp) - 1 Original and 2 photocopies		Notary Public / To be provided by the applicant		
3. Updated Zoning Clearance – 1 original copy		CUPDO, 3 <sup>rd</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
4. Clearance – 1 photocopy		City Engineer's Office, 3 <sup>rd</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
<b>Additional requirements if applicant is an authorized representative:</b>				
1. Special Power of Attorney (Single Prop.) / Board Resolution (Corporation) – 1 Original copy and 2 photocopies		Notary Public / Corporation being represented		
2. Photocopy of Owner's Valid ID (Single Prop.) / Corp. Secretary(Corporation) with three (3) wet signatures of owner - 2 photocopies		To be provided by Person / Corporation being represented		
3. Valid ID of Representative – 1 Original copy and 1 Photocopy		To be provided by the representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application and complete documents to Assessment Window	1.1 Review Documents and issue order of payment	None	15 minutes	Arlene A. Balagtas Local Revenue Collection Officer III  Jenny Lyn Seminiano Revenue Coll. Clerk I Arlene B. Almacha Administrative Aide I  Alexander Ramos Revenue Coll. Clerk I City Business Permit and Licensing Office



2. Submit order of payment to Cashier Window	2.1 Issue Official Receipt	Php 50.00	5 minutes	Teresa Fernandez, Administrative Asst. III  Corazon Macalinga Administrative Aide I City Business Permit and Licensing Office
3. Submit OR and complete documents to Receiving Window	3.1. Issue claim stub	None	10 minutes	Dennis S. Orlanda Licensing Officer III  Glenn P. Belisario Licensing Officer I City Business Permit and Licensing Office
	3.2. Review documents and print Business Permit for CBPLO Head's signature	None	15 minutes	Dennis S. Orlanda Licensing Officer III  Glenn P. Belisario Licensing Officer I  Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	3.3. Forward permit to City Mayor's Office for approval and signature Approved request will be forwarded to the City Business Permit and Licensing Office	None	2 days	Atty. Henry R. Villarica City Mayor City Mayor's Office
4. Present claim stub	4.1 Release business permit	None	10 minutes	Pablito R. Curativo, Administrative Aide III City Business Permit and Licensing Office
	<b>TOTAL</b>	<b>Php 50.00</b>	<b>2 days and 55 minutes</b>	



## 14. REQUEST FOR ADDITIONAL LINE OF BUSINESS

Availed by existing business permit owners who request to add another line of business in their permit. The owner/representative must first update their records in the Zoning and Engineering departments

<b>Office or Division:</b>	Office of the City Business Permit and Licensing Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C / G2B – Government to Client / Government to Business			
<b>Who may avail:</b>	Business Owner or Authorized Representative, All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Filled out Application Form (2 Copies)		CBPLO, 1 <sup>st</sup> Floor, New Meycauayan City Hall		
2. Affidavit (Single Prop.)/ Board Resolution (Corp) (Original and 2 photocopies)		Notary Public / To be provided by the applicant		
3. Updated Zoning Clearance – 1 copy		CUPDO, 3 <sup>rd</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
4. Clearance – 1 copy		City Engineer's Office, 3 <sup>rd</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
<b>Additional requirements if applicant is an authorized representative:</b>				
1. Special Power of Attorney (Single Prop.) / Board Resolution (Corporation) – 1 Original copy and 2 photocopies		Notary Public / Corporation being represented		
2. Photocopy of Owner's Valid ID (Single Prop.) / Corp. Secretary(Corporation) with three (3) wet signatures of owner - 2 photocopies		To be provided by Person / Corporation being represented		
3. Valid ID of Representative – 1 Original copy and 1 Photocopy		To be provided by the representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application and complete documents to Assessment Window	1.1 Review documents, print and issue order of payment	None	15 minutes	Arlene Balagtas Local Rev. Coll. Off. III  Jenny Lyn Seminiano Revenue Coll. Clerk I  Arlene B. Almacha Administrative Aide I  Alexander C. Ramos Revenue Coll. Clerk I City Business Permit and Licensing Office



2. Submit order of payment to Cashier Window	2.1 Issue Official Receipt	Based on Revenue Code	5 minutes	Teresa Fernandez, Administrative Asst. III  Corazon Macalinga Admin. Aide I City Business Permit and Licensing Office
3. Submit OR and complete documents to Receiving Window	3.1 Review documents and print Business Permit for CBPLO Head's signature	None	25 minutes	Dennis S. Orlanda Licensing Officer III  Glenn P. Belisario Licensing Officer I  Maribel S. Sese License Inspector I  Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
4. Present claim stub	4.1 Release business permit	None	10 minutes	Pablito R. Curativo Administrative Aide III City Business Permit and Licensing Office
	<b>TOTAL:</b>	<b>Based on Revenue Code</b>	<b>55 minutes</b>	



## 15. ISSUANCE OF BARANGAY BUSINESS CLEARANCE

Clearance given to business owners as a requirement in applying for a business permit.

Office or Division:	Office of the City Business Permit and Licensing Officer			
Classification:	Simple			
Type of Transaction:	G2C / G2B – Government to Client / Government to Business			
Who may avail:	Business Owner or Authorized Representative, All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Application Form - 2 copies		City Business Permit & Licensing Office - 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 <sup>st</sup> Floor, Camalig, City of Meycauayan, Bulacan - City Official Website, CBPLO Facebook Page and via web link		
2. Current Community Tax Certificate (Cedula) (Original and 1 photocopy)		Barangay Hall where the business is located or City Treasurer’s Office - 1 <sup>st</sup> Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 <sup>st</sup> Floor, Camalig, City of Meycauayan, Bulacan		
Additional requirements if applicant is an authorized representative: 1. Special Power of Attorney (Single Prop.) / BoardResolution (Corporation) (Original and 2 copies) 2. Valid ID of Owner (Single Prop.) / Corp. Secretary(Corporation) (Original and 2 copies)		To be provided by the applicant  To be provided by the applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and complete documents to Assessment Window.	1.1 Review documents, encode data, print and issue order of payment	None	10 minutes	Arlene Balagtas Local Revenue College Officer III  Arlene B. Almacha Administrative Aide I  Alexander C. Ramos Revenue Collection Clerk I  Pia Rica Z. Bautista Assessment Clerk City Business Permit and





				<p>Licensing Office</p> <p>Jenny Lyn Seminiano Revenue Collection Clerk I City Business Permit and Licensing Office (City Hall Annex)</p>
2. Submit order of payment to Cashier Window	2.1 Issue Official Receipt	P1,000.00	5 minutes	<p>Teresa Fernandez, Administrative Assistant III</p> <p>Corazon Macalinga Administrative Aide I City Business Permit and Licensing Office</p>
3. Submit OR and complete documents to Receiving Window	3.1 Review documents, print and release Barangay Business Clearance to client	None	10 minutes	<p>Dennis S. Orlanda Licensing Officer III</p> <p>Glenn P. Belisario Licensing Officer I</p> <p>Maribel S. Sese License Inspector I</p> <p>Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office</p> <p>Edward DP. Dela Cruz Administrative Aide III</p> <p>Ma. Elisa Zuñiga Administrative Aide IV City Business Permit and Licensing Office (City Hall Annex)</p>
	<b>TOTAL</b>	<b>P1,000.00</b>	<b>25 minutes</b>	