

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.

Office or Division:	Office of the City Business Permit and Licensing Officer				
Classification:	Simple	Simple			
Type of Transaction:	G2C & G2B-Government to Client and Business Entity				
Who may avail:	Business Own	ner or Authorized Representative			
CHECKLIST OF R	REQUIREMENTS	S WHERE TO SECURE			
Duly accomplished ap 2 copies	•	Hall, Saluysoy, City of Meycauayan, Bulacan			
2. Business Name Recordinal copy & 2 phosphology and 2 phosphology are proprietor) or a second proprietor and a second proprie	tocopies n (For Single tion tion or tration (For	DTI Negosyo Center, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan SEC Office – Ortigas, Pasig City City Cooperatives Office, 5 th Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan			
Latest Barangay Bus Original coopy	iness Clearance	Meycauayan, Bulacan City Business Permit & Licensing Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan			
Conginal coopy Locational/Zoning Clearance – 1 Original copy and 1 photocopy		 			
 6. Occupancy Permit/Change of Use – 1 Original copy and 1 photocopy 7. Sanitary Permit – 1 Original copy 		City Engineer's Office, 3rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan City Health Office – Sanitation Unit, 5 th Floor, City Hall,			
	tion Certificate al copy and 1	Saluysoy, City of Meycauayan, Bulacan BFP - Fire Station, Common Terminal, Malhacan, City			



Additional requirements if applicant is an authorized representative:

- Special Power of Attorney (Single Prop.) / Board Resolution (Corporation) – 1 Original copy and 2 photocopies
- 2. Photocopy of Owner's Valid ID (Single Prop.) / Corp. Secretary(Corporation) with three (3) wet signatures of owner 2 photocopies
- 3. Valid ID of Representative 1 Original copy and 1 Photocopy

Notary Public / Corporation being represented

To be provided by Person / Corporation being represented

To be provided by the representative

copy and 1 Photocopy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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

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				NAN 2006 B
				(City Hall Annex) City Business Permit and Licensing Office
	3.2. Review documents and print Business	None	2 hrs.	Dennis S. Orlanda Licensing Officer III
	Permit for C BPLO Head's			Glenn P. Belisario Licensing Officer I
	signature			Maribel S. Sese License Inspector II
				Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer
				City Business Permit and Licensing Office
	3.3. Forward business permit to the 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 claim stub with Fire	4. Release Business	None	20 minutes	Pablito R. Curativo Administrative Aide III
Safety Insurance Certificate (FSIC) to Releasing	Permit			Edward DP. Dela Cruz Administrative Aide III (City Hall Annex)
Window				Ma. Elisa Zuñiga Administrative Aide IV (City Hall Annex)
				City Business Permit and Licensing Office
	TOTAL:	Based on Revenue Code	2 days, 4 hours and 15 minutes	



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.

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



Administrative Asst. III

Corazon DV. Macalinga Administrative Aide I

City Business Permit & Licensing Office

				FICALIAYAN 2006 BULKET
		City Hall, Sa	luysoy, City of Mey	/cauayan, Bulacan
Valid Fire Safety Inspection Certificate (FSIC) — 1 Original copy and 1 photocopy		Permit & Lic Saluysoy, Ci Bureau of Fi	ensing Office), 1st I ity of Meycauayan, re Protection, Fire anspor Terminal, M	Bulacan or Station, Meycauayan,
Additional require	ements if applicant is			
an authorized rep	resentative:			
	er of Attorney (Single Board Resolution	Notary Publi	c / Corporation bei	ng represented
(Corporation) - photocopies	- 1 Original copy and 2	To be provi	ded by Person / C	Corporation being
 Photocopy of Owner's Valid ID (Single Prop.) / Corp. Secretary (Corporation) with three (3) wet signatures of owner - 2 photocopies 		To be provid	ded by the represei	ntative
copy and 1 Pho	resentative – 1 Original			
copy and i i iic	Посору	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE
Submit filled out application form with complete requirements to Assessment Window	Review documents and issue assessment form	None	30 minutes	Arlene A. Balagtas Local Revenue Collection Officer III Alexander C. Ramos Revenue Collection Clerk I
				Arlene B. Almacha Administrative Aide I City Business Perming & Licensing Office
				Jenny Lyn S. Seminiano Revenue Coll. Clerk I (City Hall Annex)
2. Submit	2. Issue Official	Based on	40 minutes	Teresa M. Fernandez

Revenue

Code

assessment form

to

Window

secure

Receipt.

Cashier

and Official Permit.



				APAN 2006 B
3. Submit application form with complete requirements and Official Receipts to Receiving	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 City Business Perming & Licensing Office
Window.				Edward DP. Dela Cruz Administrative Aide III City Business Perming & Licensing Office (City Hall Annex)
	3.2. Review documents, and print Business Permit for CBPLO	None	2 hours	Dennis S. Orlanda Licensing Officer III Glenn P. Belisario
	Head's signature.			Licensing Officer I Maribel S. Sese License Inspector II
				Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Perming
				& Licensing Office
	3.3. Forward business permits to the 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 claim stub with Fire Safety Insurance	4. Release Business Permit.	None	20 minutes	Pablito R. Curativo Administrative Aide III City Business Permit & Licensing Office
Certificate (FSIC) to Releasing				Edward DP. Dela Cruz Administrative Aide III



	TOTAL:	Based on Revenue Code	2 days and 4 hours	(Only Fram 7 amosty
Window				Ma. Elisa Zuñiga Admin Aide IV City Business Permit & Licensing Office (City Hall Annex)

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

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

Office of the City Business Permit and Licensing Officer

Office or Division:

Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Tricycle Owner or Authorized Representative		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
Barangay Clearance with O.R. (1 Original and 1 photocopy)		Barangay Hall where the operator resides or City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
2) Federation TODA ((1 Original and 1 p		FMTODA	
3) O.R./C.R. of Tricycle Unit (MUST BE FOR- HIRE) (1 Original and 1 Photocopy)		Motorcycle Dealer / Seller / LTO	
Valid Certificate of Franchise (1 Original and 1 Photocopy)		Sangguniang Panglunsod, 2 nd 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, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
7) Old MTOP (Renewal) (1 Original and 1 photocopy)		City Business Permit and Licensing Office, 1 st 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-wort	10) Road-worthy Tricycle Unit			ed by the operator
Additional requiauthorized repres	irements if applica entative:	nt is an		
1. Authorizatio			To be provide	ed by the operator
2. Valid ID of F	•		To be provide	ed by the representative
	and 1 photocopy) of owner's valid ID with tools of the owner.	three (3)	To be provide	ed by the operator
(2 Photocopi				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1.Submit requirements to	1.1 Review documents, inspect	None	35 minutes	Joseph A. Abacan Administrative Aide IV
MTOP Window	the tricycle unit and issue order of payment			Joseph Christian Salas Office Staff
				Ma. Elizabeth Y. Payas License Inspector II City Business Permit & Licensing Office
2. Present order of	2.1 Issue Official Receipt.	Php 800.00	10 minutes	Teresa Fernandez, Administrative Assistant III
payment to the Cashier Window or				Corazon Macalinga Admin Aide I
proceed to the Cashier Window at the City				Michelle A. Lanozo Senior Administrative Assistant I
Treasurer's Office, 1 st Floor, present				Ethel B. Zuniga Administrative Assistant V
the order of payment and pay the required fees				Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Photocopy Official	3.1 Review documents and	None	20 minutes	Ma. Elizabeth Y. Payas License Inspector II
Receipt, proceed to	print MTOP for CBPLO Head's			Maribel S. Sese License Inspector II



MTOP Window at City Business Permit & Licensing Office, 1st Floor and present originalOfficial 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
	TOTAL	P800.00	2 days, 1 hour and 30 minutes	

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.

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



Michelle A. Lanozo

Senior Administrative

Assistant I

				CALAYAN 2006 BULAS	
1) 2 x 2 Picture (1 photo)	e of Tricycle Operator	To be pro	vided by applican	t	
2) O.R. / C.R. o	of the Motorcycle and 1 photocopy)	Motorcycle Dealer / Seller / LTO			
3) Barangay Cl		Barangay Hall where the operator resides			
4) Valid Driver'		LTO, Car	LTO, Camalig, City of Meycauayan, Bulc		
5) Voter's ID/ V (For Personal U	oter's Certification	COMELEC Office, Old City Hall, Camalig, City of Meycauayan, Bulacan			
, ,	ess Permit (For	CBPLO, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan			
(1 Original a	and 1 Photocopy)				
6) Road-worthy	,	To be cor	nplied by the oper	rator	
1. Authorization (1 Original a 2. Valid ID of R (1 Original a 3. Photocopy of three (3) wet sign	an authorized representative: 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	
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	2.1 Issue Official Receipt.	P 200.00	10 minutes	Teresa Fernandez, Administrative Assistant III Corazon Macalinga Admin Aide I	

Window or proceed to the

Window at the

Cashier



City Treasurer's Office, 1 st				Ethel B. Zuniga Administrative Assistant V
Floor, present the order of payment and pay the required fees				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
	TOTAL:	P200.00	55 minutes	

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.

Office or Division:	Office of the City Bu	siness Permit and Licensing Officer	
Classification:	Simple		
Type of Transaction:	G2C - Government	to Citizen	
Who may avail:	Tricycle Owner or A	uthorized Representative	
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
1) Tricycle Permit (1	Original and 1	CBPLO, 1st Floor, City Hall, Saluysoy, City of	
Photocopy)		Meycauayan, Bulacan	
Additional requiremen	ts if applicant is an		
authorized representat	ive:		
1. Authorization Lett	er	To be provided by the operator	
(1 Original and 1	photocopy)		
2. Valid ID of Repres	sentative	To be provided by the representative	
(1 Original and 1	photocopy)		
3. Photocopy of owr	ner's valid ID with	To be provided by the operator	
three (3) wet signatu	ures of the owner.		
(2 Photocopies)			



CLIENT STEPS	AGENCY ACTIONS	FEES TO	PROCESSING	PERSON
CLILINI SILI S	AGENCT ACTIONS	BE PAID	TIME	RESPONSIBLE
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
	TOTAL	None	2 days and 30 minutes	



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).

Office or Division:	Office of the City	y Business Pe	ermit and Licensing	Officer
Classification:	Simple			
Type of Transaction	G2C - Governm	ent to Citizen		
Who may avail:	,		ed Representative	
CHECKLIST OF REC	UIREMENTS	WHERE TO	SECURE	
1) Current Barangay ((1 Original and	1 photocopy)	Barangay Hall where the operator resides.		
2) Endorsement from Transport Office (1 Original and		Valenzue	la Transport Office,	Valenzuela City Hall
3) OR/CR of Tricycle (1 Original and	Unit 1 Photocopy)	•	e Dealer / Seller / L	
4) Voter's ID/ Voter's (1 Original and	1 Photocopy)		C Office, City Hall	l of Valenzuela
5) Cert. of Franchise to (FOR HIRE) (1 Original and	·	City Hall o	of Valenzuela	
6) Valid Professional (FOR HIRE) (1 Original and	1 Photocopy)	LTO, Can	nalig	
7) Current Community (1 Original and		Barangay	Hall where the ope	erator resides
8) Road-worthy Tricyc		To be con	nplied by the opera	tor
Additional requirement an authorized representation L.	entative:	To be prov	vided by the operate	or
(1 Original and 1 photocopy) 2. Valid ID of Representative (1 Original and 1 photocopy)		To be prov	rided by the represe	entative
3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)		To be prov	rided by the operato	or
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



				17AN 2006
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
2. Present order of payment to the Cashier Window or proceed to the Cashier Window at the City Treasurer's Office, 1st 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	andLicensing Office 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
	TOTAL:	P400.00 For Private Unit P500.00 For for- hire Unit	2 days, 1 hour and 10 minutes	

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 Panlunsod while application of which is being processed by the CBPLO.

REQUIREM	IENTS	ENTS ENTS	
CHECKLIS	T OF	WHERE TO SECURE	
Who may avail:	Tricycle Operator or Authorized Representative		
Type of Transaction:	G2C - Government to Citizen		
Classification:	Simple		
Office or Division:	Office of the City Business Permit and Licensing Officer		



				AN 2000
Barangay Cleara and 1 photocopy)	ance (Original	Barangay Hall v resides.	where the operato	r
2) OR/CR of Tricycle Unit (Original		LTO, Camalig		
and 1 photocopy)				
3) Federation TOD		FMTODA		
(Original and 1 Pho	• • •	Complea Office	Camalia	
4) Voter's ID/ Voter (Original and 1 Pho		Comelec Office	, Callially	
5) Valid Professional Driver's License (Original and 1 Photocopy)		LTO, Camalig		
6) Picture of Tricyc (Original and 1 I	le Operator (2 x 2)	To be provided	by the applicant	
7) Long Folder - O	1.1	To be provided	by the applicant	
8) Road-worthy Tric	cycle Unit	To be complied	by the operator	
Additional requirements if applicant is an authorized representative: 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	d by the operator d by the represent d by the operator	ative
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
	ACTIONS	PAID	TIME	RESPONSIBLE
Submit all requirements to	1.Review submitted	None	35 minutes	Joseph A. Abacan Administrative Aide IV
MTOP Window.	documents and			
	inspect tricycle			Ma. Elizabeth Y. Payas
	and issue			License Inspector II
	application form.			Joseph Christian
				Salas
				Office Staff City Business Permit
				•
				andLicensing Office



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
	TOTAL:	None	55 minutes	

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 Panlunsod while application of which is being processed by the CBPLO.

Office or Division:	Office of the City Business Permit and Licensing Officer			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Tricycle Operator or Authorized Representative			
CHECKLIST	FOF REQUIREMENTS	WHERE TO SECURE		
1) Old Franchise Co	ertificate	Sangguniang Panlunsod, 2 nd Floor, City Hall,		
(Original and 1 p	hotocopy)	Saluysoy, City of Meycauayan, Bulacan		
2) Barangay Cleara	nce	Barangay Hall where the operator resides.		
(Original and 1 photo	ocopy)			
OR/CR of Tricycle	e Unit (Original and 1	Seller / LTO, Camalig		
photocopy)				
4) Federation TODA	A Certification	FMTODA		
(Original and 1 F	Photocopy)			



5) Local TODA Certification	Local TODA
(Original and 1 Photocopy)	
6) Voter's ID/ Voter's Certification	Comelec, Camalig
(Original and 1 Photocopy)	
7) Valid Professional Driver's License	LTO Camalig
(Original and 1 Photocopy)	
8) Picture of Tricycle Operator (2 x 2)	To be provided by applicant
(Original and 1 Photocopy)	
9) Long Folder - One (1) piece	To be provided by applicant
10) Road-Worthy Tricycle Unit	To be complied by the operator
Additional requirements if applicant is an	
authorized representative:	
Authorization Letter	To be provided by the operator
(1 Original and 1 photocopy)	·
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	To be provided by the representative
2. Valid ID of Representative	To be provided by the representative
Valid ID of Representative (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)	To be provided by the representative To be provided by the operator
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. Valid ID of Representative (1 Original and 1 photocopy)3. Photocopy of owner's valid ID with three (3)	, , , ,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
requirements to MTOP Window	1.Review submitted document, inspect tricycle unit and print application form.		30 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. Photocopy		None	10 minutes	Ma. Elizabeth Y. Payas
signed application				License Inspector II
form and submit	•			Joseph A. Abacan
original	number on			Administrative Aide IV
application form to	application form.			/tariiiiistrative /tide iv
MTOP Window				Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	2.2. Forward the application for Sangguniang Panlunsod's approval.	None	10 minutes	Sangguniang Panlungsod
	TOTAL:	None	50 minutes	

8. ISSUANCE OF ORDER OF DROPPING

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

Office or Division: Office of the City Business Permit and Licensing Officer

Classification:	Simple	Simple			
Type of Transaction	n: G2C - Governm	ent to Citizen			
Who may avail:	Tricycle Owner	or Authorized	Representative		
CHECKLIST	OF REQUIREMENTS	WHE	RE TO SECURE		
1. OR/CR of Tricycle	Unit (1 Original copy	Moto	rcycle Dealer / Se	ler	
and 1 Photocopy)					
CLIENT	AGENCY	FEES TO	PROCESSING	PERSON	
STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit OR/CR	 Verify OR/CR 	None	5 minutes	Joseph A. Abacan	
to MTOP Window.	and issue order of			Administrative Aide IV	
	payment.			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
	TOTAL	P200.00	2 days and 35 minutes	



9. REQUEST FOR MAYOR'S CLEARANCE

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

Office or Division	ւ ։	Office of the	ffice of the City Business Permit and Licensing Officer			
Classification:		Simple				
Type of Transact	ion:			Citizen and Emplo		
Who may avail:				l Representative, A	All	
CHECKLIST OF F	REQUIRI	EMENTS	WHERE TO SE	CURE		
(Ćedula)	Current Community Tax Certificate		Barangay Hall where the business is located or Ci Treasurer's Office, 1st Floor, City Hall, Saluysoy, C Meycauayan, Bulacan			
CLIENT STEPS		GENCY CTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present filled out application form to Cashier Window and secure Official Receipt		e Official	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. Prep issue M Clearar	•	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
TOTAL:	P100.00 (For Local Employment, Identification, Driver's License Requirement, and Late Birth Certificate Registration) P300.00 (For Abroad)	30 minutes	

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.

Office or Division:	Office of the City Business Permit and Licensing Officer			
Classification:	Simple			
Type of Transaction:	G2C / G2B / G2	G – Government to Client / Government to Business		
	Entities / Govern	ment to Government		
Who may avail:		or Authorized Representative, All		
CHECKLIST OF	F REQUIREMENTS WHERE TO SECURE			
 Approved Letter of 	Request	City Mayor's Office and City Admin Office, 4th Floor, City		
(Original approved co	py and 4	Hall, Saluysoy, City of Meycauayan, Bulacan		
photocopies)				
2) Design/ Format (Fo	or	To be provided by requesting person/corporation		
Banner) – 1 original				
3) Memorandum of U	ndertaking (For	City Mayor's Office, 4th Floor, City Hall, Saluysoy, City		
Special Events) – 4 C	Original copies	of Meycauayan, Bulacan		



				4PAN 2006 B
CLIENTSTEPS	AGENCYACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	2.1 Forward a copy to assessment for printing	None	15 minutes	Glenn Belisario Licensing Officer I
Business Permit and Licensing	of Order of Payment.			Arlene Balagtas Local Rev. Collection Officer III
Office and secure order of				Jenny Lyn Seminiano Revenue Coll. Clerk I
payment				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	4.1 Prepare Special Pent for CBPLO Head's	None	15 minutes	Dennis S. Orlanda, Licensing Officer III
Receipt and Memorandum of	signature and release.			Glenn P. Belisario Licensing Officer I
Undertaking to Receiving				Maribel S. Sese License Inspector II
Window				Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	TOTAL	See City Revenue Code for reference	45 minutes	s.i.a Electrically Cilido



11. REQUEST FOR SPECIAL PERMIT (GAFFER/PEDDLER)

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

Office or Division:	Office of the C	City Business	s Permit and Licer	nsing Officer	
Classification:	Simple	J.1., 2 40	5 . G.I.I.K G.I.G <u>2</u> .66.	9 •	
Type of Transaction:	G2C - Government to Citizen				
Who may avail:	All				
CHECKLIST OF REQ	QUIREMENTS WHERE TO SECURE				
1) Previous Permit (Original)	(Renewal)	To be prov	ided by the client		
Current Baranga (Original)		Barangay I resides	Hall where the req	uesting person	
3) Valid Community (Original and 1 I		or City Trea	Hall where the rec asurer's Office, 1s City of Meycauaya		
4. City Health ID of Food)	attendant (For		Office, 5 th Flr., C ayan, Bulacan	ity Hall, Saluysoy, City	
CLIENT STEPS	AGENCY ACTIONS	FEES TO PROCESSING PERSON BE PAID TIME RESPONSIBLE			
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 SpecialPermit 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
	TOTAL	P 400.00	35 minutes	

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.

Office or Division:	Office of the 0	Office of the City Business Permit and Licensing Officer				
Classification:	Simple	Simple				
Type of Transaction:		G2C / G2B / G2G – Government to Client / Government to Business / Government to Government				
Who may avail:	Business Own	ner or Authorize	ed Representativ	re, All		
CHECKLIST OF R	KLIST OF REQUIREMENTS WHERE TO SECURE			SECURE		
1) Request letter		City Mayor's C	Office / City Adm	inistrator's Office, 4 th		
(Original)	(Original)			Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
2) Consent Letter		Secured by Requesting party from Business Owner				
(Depends on the type of	of request)					
3)USB		To be provided by requesting party				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		



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
	TOTAL	Php 50.00	45 minutes	_



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.

Office or Division:	CITY BUSINESS PERMIT AND LICENSING OFFICE			
Classification:	Simple			
Type of Transaction:	G2C, G2B & G2G – Government to Citizen, Business Entity and other Government Agency, Employee or Official			
Who may avail:	Business Owner or Author	rized Representative, All		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
1. Application Form - 2 Co	opies	CBPLO, 1st Floor, New Meycauayan City Hall		
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 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
4. Clearance – 1 phocopy		City Engineer's Office, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
Additional requirement authorized representat	nts if applicant is an			
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		· · · · · · · · · · · · · · · · · · ·		
Valid ID of Represe and 1 Photocopy	ntative – 1 Original copy	To be provided by the representative		

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 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	2.1 Issue Official Receipt	Php 50.00	5 minutes	Teresa Fernandez, Administrative Asst. III
Cashier Window				Corazon Macalinga Administrative Aide I City Business Permit and Licensing Office
3. Submit OR and complete	3.1. Issue claim stub	None	10 minutes	Dennis S. Orlanda Licensing Officer III
documents to Receiving Window				Glenn P. Belisario Licensing Officer I City Business Permit and Licensing Office
	3.2. Review documents and print	None	15 minutes	Dennis S. Orlanda Licensing Officer III
	Business Permit for CBPLO Head's			Glenn P. Belisario Licensing Officer I
	signature			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
	TOTAL	Php 50.00	2 days and 55 minutes	



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

Office or Division:	Office of the City	Office of the City Business Permit and Licensing Officer			
Classification:	Simple	Simple			
Type of Transaction	on: G2C / G2B – Gov	ernment t	o Clie	ent / Governmen	t to Business
Who may avail:	Business Owner of	or Authoriz	zed R	epresentative, A	AII .
CHECKLIS	ST OF REQUIREMENTS	3	WHERE TO SECURE		
Filled out Applica (2 Copies)	tion Form		CBPLO, 1 st Floor, New Meycauayan City Hall		
Affidavit (Single F (Original and 2	Prop.)/ Board Resolution photocopies)	(Corp)	Notary Public / To be provided by the applicant		
3. Updated Zoning	Clearance – 1 copy		CUPDO, 3 rd Floor, City Hall, Saluysoy, City of		
			Meycauayan, Bulacan		
4. Clearance – 1 copy			City Engineer's Office, 3 rd Floor, City Hall,		
		Saluysoy, City of Meycauayan, Bulacan			
Additional requi	rements if applicant	is an			
authorized repres					
•	er of Attorney (Single	• /	,		
	tion (Corporation) – 1	Original	represented		
copy and 2 pho	•	D=== \ /	To be a manifed by Domese / Componetion		
	Owner's Valid ID (Single	. ,	, · · · · · · · · · · · · · · · · · · ·		
Corp. Secretary(Corporation) with three (3) wet		being represented			
signatures of owner - 2 photocopies 3. Valid ID of Representative – 1 Original copy and		To be provided by the representative			
1 Photocopy			101	o provided by the	ic representative
CLIENT STEPS	AGENCY	FEES TO) BE	PROCESSING	PERSON
	ACTIONS	PAID		TIME	RESPONSIBLE
1. Submit	1.1 Review	None 15 minutes Arlene Balagta			

CLIENT STEPS	AGENCY		PROCESSING	PERSON
	ACTIONS	PAID	TIME	RESPONSIBLE
1. Submit	1.1 Review	None	15 minutes	Arlene Balagtas
application and	documents, print and			Local Rev. Coll. Off. III
complete	issue order of payment			Jenny Lyn Seminiano
documents to				Revenue Coll. Clerk I
Assessment				Autono D. Almonho
Window				Arlene B. Almacha Administrative Aide I
				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 BusinessPermit 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
	TOTAL:	Based on Revenue Code	55 minutes	



City Business Permit and

15. ISSUANCE OF BARANGAY BUSINESS CLEARANCE

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

Clearance giv	en to business owners a	as a requiremei	nt in applying for a	a business permit.		
Office or Division:	Office of the City Bu	usiness Permit	and Licensing Of	ficer		
Classification:	Simple					
Type of Transactio	n: G2C / G2B – Gove	G2C / G2B – Government to Client / Government to Business				
Who may avail:	Business Owner or	Authorized Re	presentative, All			
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE		
Duly accomplished Application Form - 2 copies		City Business Permit & Licensing Office - 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 st Floor, Camalig, City of Meycauayan, Bulacan - City Official Website, CBPLO Facebook Page and				
(Cedula)	nunity Tax Certificate	via web link Barangay Hall where the business is located or City Treasurer's Office - 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1st 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)						
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		



				Licensing Office
				Jenny Lyn Seminiano Revenue Collection Clerk I City Business Permit and Licensing Office (City Hall Annex)
2. Submit order of payment to Cashier Window	2.1 Issue Official Receipt	P1,000.00	5 minutes	Teresa Fernandez, Administrative Assistant III Corazon Macalinga Administrative Aide I City Business Permit and Licensing Office
3. Submit OR and complete documents to Receiving Window	3.1 Review documents, print and release Barangay Business Clearance to client	None	10 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 Edward DP. Dela Cruz Administrative Aide III Ma. Elisa Zuñiga Administrative Aide IV City Business Permit and Licensing Office (City Hall Annex)
	TOTAL	P1,000.00	25 minutes	