



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**BUSINES PERMITS &
LICENSING OFFICE
(BPLO)
ADMINISTRATIVE SERVICES**

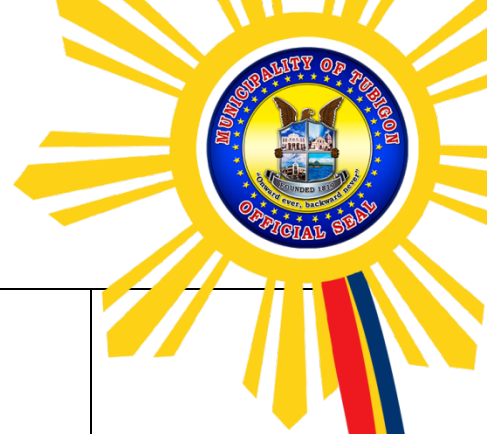




1. SECURING MAYOR'S PERMIT TO VARIOUS ACTIVITIES

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request addressed to the Mayor, indicating the purpose and schedule of the activity including the time and venue (and route in the case of Parades, Motorcades and Processions) 2. Zoning Clearance / Authority or Consent from the Private Owner 3. Market Clearance (if applicable) 4. Official Receipt of Payment from the Municipal Treasurer's Office		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of Request. Submits request letter to the receiving clerk or employee in-charge at the Mayor's	Receives, reviews the requirements and forwards the request to the Mayor for approval. <input type="checkbox"/> <i>If not complete, return documents to applicants</i> <i>The Mayor (or his authorized representative) approves and signs the request/intent.</i> Instructs the client to pay the corresponding permit fee at the Treasurer's Office.	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416) Benefit Dance - P100.00 Carolling - P100.00 Disco - P300.00 Film Showing - P150.00 Fund Raising/ Raffle Draws/ Concerts -	15 mins.	Mayor's Office Staff
Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	Accepts the payment, gives the Official Receipt and instructs the client to go to the BPLO Office.	P300.00 Political Rally/ Parade/ Motorcade - P500 Rekurida -	2 mins.	MTO Cashier
Printing and Releasing of Mayor's Permit. Presents the Official	Receives the Official Receipt	P450.00 Others - P200.00	15 min.	BLPO Staff

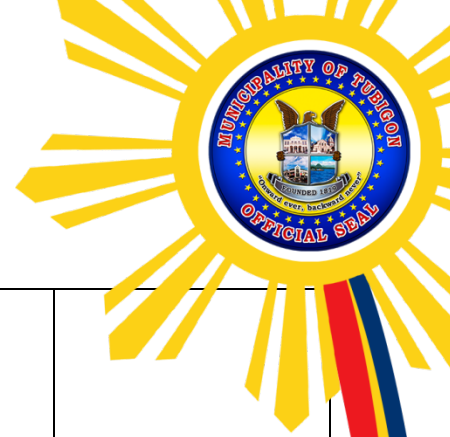


Receipt to the Employee in-charge.	and prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.			
TOTAL:			32 minutes	

2. SECURING PERMIT ON ALL ADVERTISING / PROMOTIONAL ACTIVITIES

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter of Intent addressed to the Mayor 2. Sample of the Advertising/ Promotional Material 3. Zoning Clearance / Authority or Consent from the Private Owner 4. Market Clearance (if applicable) 5. Official Receipt issued by the Municipal Treasurer's Office 		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of Request. Submits request letter to the receiving clerk or employee in-charge at the Mayor's	Receives, reviews the requirements and forwards the request to the Mayor for approval. <input type="checkbox"/> <i>If not complete, return documents to applicants</i> <i>The Mayor (or his authorized representative) approves and signs the</i>	P 300.00 per day	15 mins.	Mayor's Office Staff

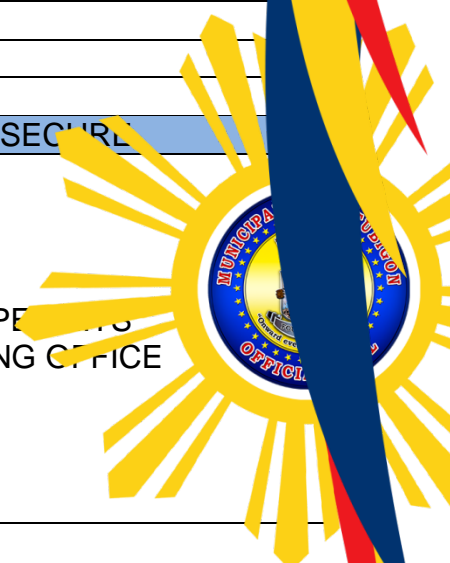


	<i>request/intent.</i>			
	Instructs the client to pay the corresponding permit fee at the Treasurer's Office.			
Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	Accepts the payment, gives the Official Receipt and instructs the client to go to the BPLO Office.		2 mins.	MTO Cashier
Printing and Releasing of Mayor's Permit. Presents the Official Receipt to the Employee in-charge.	Receives the Official Receipt and prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.		15 min.	BLPO Staff
TOTAL:		300/day	32 minutes	

3. SECURING / RENEWING MAYOR'S PERMIT / BUSINESS PERMIT

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C-Government to CLIENT
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Business Permit Application Form 2. Community Tax Certificate 3. Barangay Clearance (Purpose: for Business Permit) 4. Police Clearance 5. Fire Safety and Inspection Clearance 6. Certificate of Occupancy 7. BIR Certificate of Tax Payment 8. Clearance from Market Administration (for 	BUSINESS PERMITS AND LICENSING OFFICE



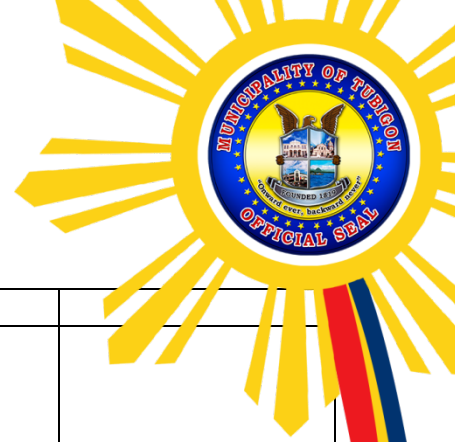


Market Occupants)
 9. DTI Registration
 10. Clearance from the ESWM Office
 11. Photocopy of Space Rental Permit of the Lessee (if Lessor)
 12. Official Receipt of payment from the Municipal Treasurer's Office
 13. Documentary Stamp

Additional requirements
 14. SEC Articles of Incorporation
 15. Sanitary/ Health Certificate (for Food Businesses)
 16. CDA Registration

For Renewal
 Prior Year print-out of Mayor's Permit

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Application and Assessment Submits the complete requirements at BPLO</p>	<p>Receives and reviews application as to completeness of documentation and requirements</p> <p><i>If not complete, return documents to applicants</i></p> <p>Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.</p>	<p>Depending on the Line of Business (and of unpaid dues, if any)</p>	<p>20 mins.</p>	<p>BLPO Staff</p>
<p>Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.</p>	<p>The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the</p>		<p>5 mins.</p>	<p>MTO Cashier</p>

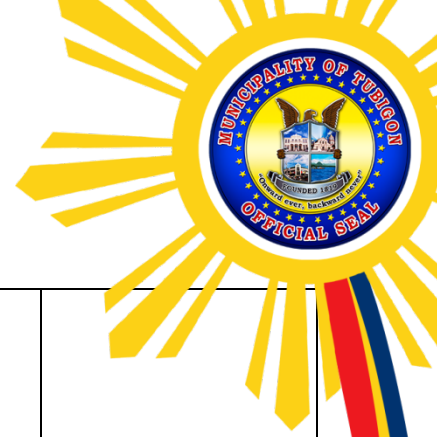


	BPLO Office.			
Printing and Releasing of Business Permit.	The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.		15 min.	BLPO Staff
TOTAL:			45 minutes	

4. SECURING / RENEWING MAYOR'S PERMIT FOR TRICYCLES, TRISIKADS, MULTI-CABS , V- HIRE AND BUSES

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Business Permit Application Form 2. Community Tax Certificate 3. Barangay Clearance (Purpose: For Mayor's Permit) 4. Police Clearance 5. Most Recent OR/CR <ol style="list-style-type: none"> a. (or Certification from the Dealer for Newly-Purchased Vehicle) 6. LTFRB Franchise (for V-Hire, Jeepneys, Bus and Multi-cabs) 7. Clearance from the Traffic Office 8. Clearance from the ESWM Office 9. Documentary Stamp 		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application and Assessment Submits the complete	Receives and reviews application as to	Depen ding on	20 mins.	BLPO Staff



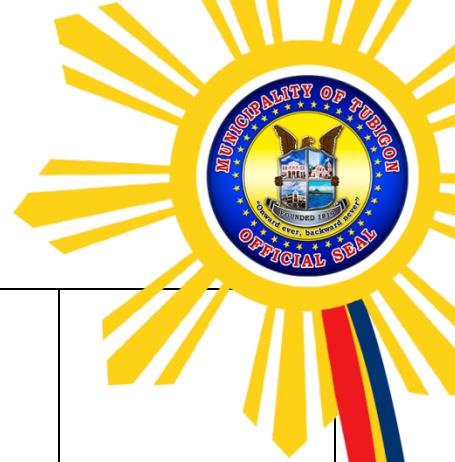
<p>requirements at BPLO</p>	<p>completeness of documentation and requirements</p> <p><i>If not complete, return documents to applicants</i></p> <p>Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.</p>	<p>the Line of Business (and of unpaid dues, if any)</p>		
<p>Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.</p>	<p>The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.</p>		<p>5 mins.</p>	<p>MTO Cashier</p>
<p>Printing and Releasing of Business Permit.</p>	<p>The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.</p>		<p>25 min.</p>	<p>BLPO Staff</p>
<p>TOTAL:</p>			<p>50 minutes</p>	



5. ISSUANCE OF FISHERY PERMIT

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Business Permit Application Form 2. Community Tax Certificate 3. Barangay Clearance (Purpose: For Mayor's Permit) 4. Police Clearance 5. Most Recent OR/CR a. (or Certification from the Dealer for Newly-Purchased Vehicle) 6. LTFRB Franchise (for V-Hire, Jeepneys, Bus and Multi-cabs) 7. Clearance from the Traffic Office 8. Clearance from the ESWM Office 9. Documentary Stamp 		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application and Assessment Submits the complete requirements at BPLO	<p>Receives and reviews application as to completeness of documentation and requirements</p> <p><i>If not complete, return documents to applicants</i></p> <p>Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.</p>	Depending on the Line of Business (and of unpaid dues, if any)	15 mins.	BLPO Staff
Payment.	The Employee		5 mins.	MTO Cashier

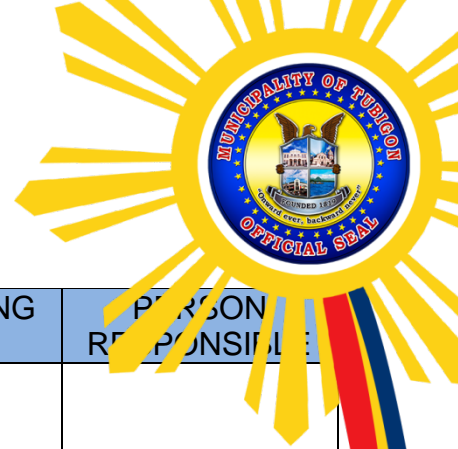


Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.			
Printing and Releasing of Business Permit.	The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.		15 min.	BLPO Staff
TOTAL:			34 minutes	

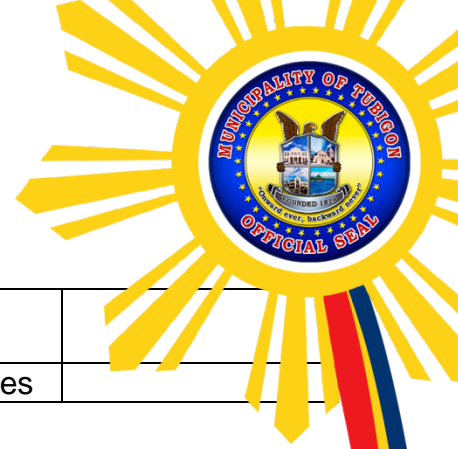
6. RETIRING A BUSINESS OPERATION/ CERTIFICATION OF "NO BUSINESS PERMIT RECORD"

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C-Government to CLIENT
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Application Form for Cessation of the Business 2. Business Permit to be surrendered 3. Brgy certification regarding cessation of business permit (to be surrendered) 4. Tax clearance from the Municipal Treasurer's Office 5. Official Receipt of payment from the Municipal Treasurer's Office 	BUSINESS PERMITS AND LICENSING OFFICE



CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Application and Assessment Submits the complete requirements at BPLO</p>	<p>Receives and reviews application as to completeness of documentation and requirements</p> <p><i>If not complete, return documents to applicants</i></p> <p>Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.</p>	<p>Depending on the unpaid dues if any</p>	<p>15 mins.</p>	<p>BLPO Staff</p>
<p>Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.</p>	<p>The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.</p>	<p>Cert. fee 60.00</p>	<p>5 mins.</p>	<p>MTO Cashier</p>
<p>Printing and Releasing of Business Permit.</p>	<p>The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the</p>		<p>15 min.</p>	<p>BLPO Staff</p>

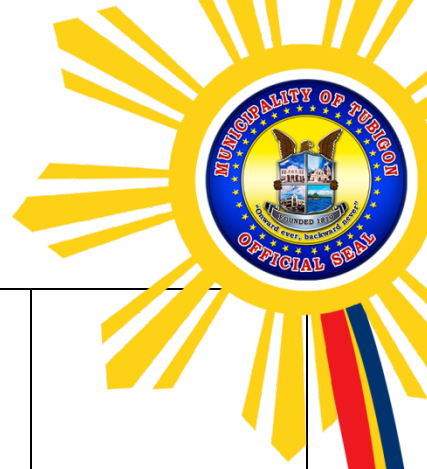


	client to sign the logbook.			
TOTAL:				34 minutes

7. AMENDMENTS IN THE BUSINESS PERMIT

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit Amendments Request Form 2. Business Permit to be amended 3. Sworn Affidavit for the Amendment 4. DTI or SEC Registration 5. Barangay Clearance		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application and Assessment Submits the complete requirements at BPLO	Receives and reviews application as to completeness of documentation and requirements <i>If not complete, return documents to applicants</i> Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.	Cert. fee 60.00	15 mins.	BLPO Staff
	Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.		The Employee in-charge (at the MTO) accepts the payment,	5 mins.

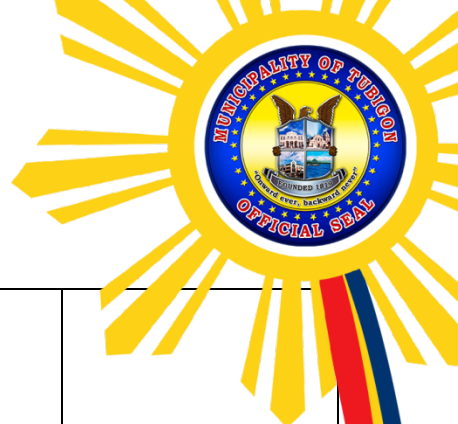


	prints the Official Receipt and forwards the application to the BPLO Office.			
Printing and Releasing of Business Permit.	The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.		15 min.	BLPO Staff
TOTAL:		60.00	35 minutes	

8. RENEWAL OF CONTRACT OF LEASE

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of the Previous Contract of Lease		BUSINESS PERMITS AND LICENSING OFFICE		
2. Proof of Updated Market Stall Rental				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application Submits the complete requirements at BPLO	Receives and reviews application as to completeness of documentation and requirements <i>If not complete, return documents to applicants</i>	None	5 mins.	BLPO Staff
Printing and signing of the Lease of Contract	The Employee in-		25 mins.	BPLO Staff

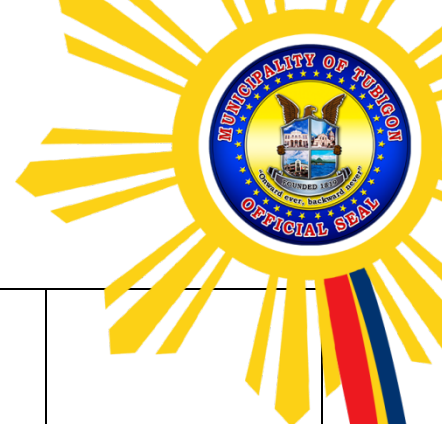


	charge (at the BPLO) prepares the Lease Contract Forwards the certificate to the Market Administrator Office, Mun. Treasurer's Office and Mayor's Office for signatures. <i>The Market Administrator, Mun. Treasurer and Mayor sign the permit.</i>			
Notarized and Releasing of Lease of Contract.	Releases and keeps a copy of the notarized Lease Contract for office files, and requests the client to sign the logbook.		1 Hour	BLPO Staff
TOTAL:		None	1 Hour & 30 minutes	

9. SECURING A BURIAL PERMIT

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate 2. Official Receipt		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Payment. Pays the Burial Permit Fee at the Treasurer's Office.	The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.	50.00	5 mins.	MTO Cashier
Printing and Releasing	The Employee in-		10 mins.	BPLO Staff



of the Burial Permit.	charge (at the BPLO) prepares the permit. <i>The BPLO (or his authorized representative) signs the permit.</i> Keeps a copy of burial permit for office files, releases the permit and requests the client to sign the logbook.			
TOTAL:		50.00	13 minutes	