



Executive Services
Office of the City Mayor
Business Permits and Licensing Office



1. Granting A Business Permit

Any person who shall establish, operate or conduct any business, trade or activity shall first obtain a Mayor's Permit and pay the corresponding fees. One-Stop-Shop processing of business permit are conducted on January 1 until January 20 (renewal period).

Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	<i>Applicants for New Business Permit/License</i>	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p><i>NEW Business</i></p> <ul style="list-style-type: none"> ➤ Barangay Clearance ➤ Fiscal's Clearance ➤ Police Clearance ➤ Community Tax Certificate ➤ DTI Registration-Single Proprietor ➤ SEC Registration-Corporation/Partnership ➤ CDA Registration-Cooperative ➤ Permit of Occupancy-New Building ➤ Contract of Lease-if place of business is rented/Notarized Consent-if place is not rented ➤ Zoning Clearance ➤ Certificate of Annual Building Inspection ➤ Sanitary Permit/Health Certificate ➤ Fire Safety Inspection Certificate ➤ Governor's Permit ➤ BIR Registration 	<ul style="list-style-type: none"> ➤ Barangay Chairman/Location of Business ➤ City Prosecutor's Office ➤ Philippine National Police ➤ City Treasurer's Office ➤ Department of Trade and Industry ➤ Securities and Exchange Commission ➤ Cooperative Development Authority ➤ City Engineer's Office ➤ Owner of the Property ➤ City Planning Office ➤ City Engineer's Office ➤ City Health Office ➤ Bureau of Fire Protection ➤ Provincial Government ➤ BIR Office



CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PRECESSI NG TIME	PERSON RESPONSIBLE
1. Files application for business permit and assessment	1. Evaluate the application and requirements <ul style="list-style-type: none"> • Check completeness of Basic Requirements 	None	10 minutes	Melinda Mateo, Cedric Castro, Oscar Semana
	2. Assessment/Inspection		8 hours	Oscar Semana, Elmer Emerito Pascua Engr.Ellis A. Corpuz,
	3. Endorsement of the application		4 hours	Engr. Remy Juan, Engr. Robert Adaya, Engr. Joel Mateo, FO1 Hipolito France II, SFO1 Glenn Mc Niel Cabias, Marie Michelle Streegan, Engr. Gregory Bareng, Benilda Valdez, Rowena Estavillo, Frederick Jhon Gamayo, Hazel Calzada
	4. Print Tax Order of Payment (TOP) or send assessment (online)		5 minutes	Ferdinand Bartolome, Darlene Deus
2. Payment	1. Collect payment of Taxes <ul style="list-style-type: none"> • Issue Official Receipt 	Refer to CTO processes and procedure as to payment of business fees and other charges	8 hours	Rosemarie Morales, Frederic Jhon Gamayon, Ma. Lourdes Asuncion, Kur Paul Mar Salvador, Emma Lois Adena
3. Claim of Business Permit	1. Issue Business Permit <ul style="list-style-type: none"> • Check completeness of Clearances 		5 minutes	Antonette C. Bareng, Milagros Quiape
	TOTAL		20 hours 20 minutes	



Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	<i>Applicants for Renewal Business Permit/License</i>	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p><i>RENEWAL of Business</i></p> <ul style="list-style-type: none"> ➤ Business Permit/Official Receipt- Preceding Year ➤ Barangay Clearance ➤ Community Tax Certificate ➤ Contract of Lease-if place of business is rented/Notarized Consent-if place is not rented ➤ Income Tax Return-preceding year ➤ Sanitary Permit/Health Certificate ➤ Fire Safety Inspection Certificate ➤ Certificate of Annual Building Permit ➤ Clearances/Official Receipts, (Governor’s Permit, BIR) 	<ul style="list-style-type: none"> ➤ Owner’s Copy ➤ BPLO ➤ City Treasurer’s Office ➤ Bureau of Internal Revenue ➤ City Health Office ➤ Bureau of Fire Protection ➤ City Engineer’s Office ➤ Provincial Government, BIR



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRECESSING TIME	PERSON RESPONSIBLE
1. Files application for business permit and assessment	1. Evaluate the application and requirements <ul style="list-style-type: none"> • Check completeness of Basic Requirements • Assessment 	None	10 minutes	Melinda Mateo, Cedric Castro, Oscar Semana
	2. Endorsement of the application		10 minutes	Hazel Flores Eva Marie Dumlao
	3. Print Tax Order of Payment (TOP) or send assessment (online)		4 hours	Engr.Ellis A. Corpuz, Engr. Remy Juan, Engr. Robert Adaya, Engr. Joel Mateo, FO1 Hipolito France II, SFO1 Glenn Mc Niel Cabias, Marie Michelle Streegan, Engr. Gregory Bareng, Benilda Valdez, Rowena Estavillo
2. Payment	2. Collect payment of Taxes <ul style="list-style-type: none"> • Issue Official Receipt 		5 minutes	Ferdinand Bartolome, Darlene Deus
3. Claim of Business Permit	3. Issue Business Permit <ul style="list-style-type: none"> • Check completeness of Clearances 		8 hours	Rosemarie Morales, Frederic Jhon Gamayon, Ma. Lourdes Asuncion, Kur Paul Mar Salvador, Emma Lois Adena
	TOTAL		12 hours 30 minutes	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>OTHER REQUIREMENTS AS NECESSARY FOR NEW BUSINESS</i></p> <ul style="list-style-type: none"> ➤ Contractor’s License General Specialty and Engineering Contractor License ➤ National Food Authority License-Dealer of Rice/Corn and Wheat ➤ Food and Drug Administration License-Drugstore/Bakery/Food Supplement ➤ Department of Labor and Employment License-Recruitment Agency ➤ Department of Trade and Industry Accreditation Certificate-Auto Repair Shop, electronics, Radio and Electrical ➤ Philippine Overseas and employment Administration License-Manning Crewing Services and Recruitment Agency ➤ Central Bank License-Banking Institution, Money Changer, Money Remittance and Pawnshop ➤ Pest Control License-Pest Control Services ➤ Optical Media Board Permit-Video Rental, Computer Shop, Coverage Services, computer sale, CD Burning ➤ Department of Environment and Natural Resources Clearance-Mining ➤ License from Land Transportation Franchising and Regulatory Board-Rent a Car and Transport Services ➤ Department of Energy Certificate of Compliance-Dealer of LOG, Gasoline Station ➤ Department of Transportation and Communication Permit-Messengerial and Courier Services 	<ul style="list-style-type: none"> ➤ Philippine Contract Accreditation Board (PCAB) ➤ National Food Authority (NFA) ➤ Food and Drug Administration (FDA) ➤ Department of Labor and Employment (DOLE) ➤ Department of Trade and Industry (DTI) ➤ Philippine Overseas and Employment Administration (POEA) ➤ Banko Sentral ng Pilipinas ➤ Fertilizer and Pesticide Authority ➤ Optical Media Board Permit ➤ Department of Environment and Natural Resources (DENR) ➤ Land Transportation Franchising and Regulatory Board (LTFRB) ➤ Department of Energy (DOE) ➤ Department of Transportation and Communication (DOTC)



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ National Telecommunication Commission License-Telecommunication ➤ Environmental Certificate of Compliance-Piggery, Poultry, Hospital, Gasoline Station, Cemeteries, Funeral Parlor ➤ Department of Tourism Accreditation-Hotels/Inn Tourist Accommodation, Travel Agency, Resort, Restaurant ➤ Operational Permit-Water Station ➤ Certification of Traffic Division-Car repair, Motor works, Junkshop ➤ License to Operate from the Firearms and Explosive Unit-Firearms Dealer 	<ul style="list-style-type: none"> ➤ National Telecommunication commission (NTC) ➤ Department of Environment and Natural Resources (DENR) ➤ Department of Tourism (DOT) ➤ Department of Health (DOH) ➤ Philippine National Police – Laoag City ➤ Firearms and Explosive Unit, Camp Crame

2. Granting an Individual Mayor’s Permit (Working Permit)

Pursuant to Chapter 3, Article 3 B.01 of City Ordinance 2001-016 series of 2001, it shall be unlawful for any person to exercise his profession, occupation or calling within the jurisdictional limits of the city, without acquiring from the proper city authorities, the Individual Mayor’s Permit.

Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ul style="list-style-type: none"> ➤ Mayor’s Clearance ➤ Community Tax Certificate ➤ Health Certificate ➤ One (1x1) ID picture ➤ Official Receipt (OR) of payment 	<ul style="list-style-type: none"> ➤ Office of the City Mayor ➤ City Treasurer’s Office ➤ City Health Office ➤ Client ➤ City Treasurer’s Office



Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	GRO	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Additional requirements for Guest Relations Officer (GRO) <ul style="list-style-type: none"> ➤ Birth Certificate ➤ Notarized Affidavit of Employment by the applicant ➤ Certificate of employment of the President of Discolandia Owner’s Association ➤ Community Tax Certificate ➤ Certificate of Disco Owner ➤ ID picture 1x1 and 2x2 (1 pc) 		<ul style="list-style-type: none"> ➤ Philippine Statistics Authority ➤ Notary Public ➤ President of Discolandia Owner’s Association ➤ City Treasurer’s Office ➤ Employer/Disco Owner ➤ Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRECESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Evaluate the application and requirements <ul style="list-style-type: none"> • Check completeness of Basic Requirements 	None	5 minutes	Cedric Castro Melinda Mateo
	2. Encode and verify the application		5 minutes	Ayra Alberto, Jane Garalde, Mark Anthony Piñera, Christian Dela Cruz Hazel Flores, Eva Marie Dumlao
	3. Print Tax Order of Payment (TOP) or send assessment (online)		5 minutes	Ferdinand Bartolome, Darlene Deus
2. Payment	2. Collect payment of Taxes <ul style="list-style-type: none"> • Issue Official Receipt 	P 110.00	10 minutes	Rosemarie Morales, Frederic Jhon Gamayon, Ma. Lourdes Asuncion, Kur Paul Mar Salvador, Emma Lois Adena
3. Claim of Individual Mayor’s Permit	3. Issue Individual Mayor’s Permit <ul style="list-style-type: none"> • Check completeness of Clearances • Signs the Permit 		10 minutes	Hazel Flores Eva Marie Dumlao City Mayor or Authorized Designate
TOTAL		P 110.00	40 minutes	



2. Granting Mayor's Clearance

The Mayors' Clearance certifies the individual to be a resident of the city of good moral character and is a law-abiding citizen.

The Mayor's Clearance is a document that is usually availed of by individual seeking employment or for a firearms license. This is usually a pre-requisite for employment.

Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	Individuals seeking for employment/for a firearms license	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ul style="list-style-type: none"> ➤ Community Tax Certificate ➤ Barangay Clearance ➤ Fiscal/Prosecutor's Clearance ➤ Police Clearance ➤ Regional Trial Court Clearance ➤ Municipal Trial Court Clearance ➤ Documentary Stamp (1) ➤ Sanitary Permit/Health Certificate ➤ Official Receipt (OR) of payment 	<ul style="list-style-type: none"> ➤ City Treasurer's Office ➤ Barangay Chairman ➤ City Prosecutor's Office ➤ Philippine National Police ➤ Marcos Hall of Justice-RTC ➤ Marcos Hall of Justice-MTC ➤ BIR/City Treasurer's Office ➤ City Health Office ➤ City Treasurer's Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRECESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Receives and checks the completeness of the required documents and prepare the clearance	None	5 minutes	Marie Angelica M. Ruiz, Mark Anthony Piñera
2. Payment	1. Collect payment of Taxes <ul style="list-style-type: none"> • Issue Official Receipt 	P 75.00	5 minutes	Kur Paul Mar Salvador, Emma Lois Adena
3. Claim of Mayor's Clearance	1. Issue Mayor's Clearance <ul style="list-style-type: none"> • Check completeness of Clearances • Signs the Permit 		15 minutes	Marie Angelica M. Ruiz, Mark Anthony Piñera City Mayor or Authorized Designate
	TOTAL	P 75.00	30 minutes	



Ambulant vendors within the city are required to secure a Peddler's Permit.

Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	Peddlers/Traders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Letter Request ➤ Barangay Clearance ➤ Fiscal/Prosecutor's Clearance ➤ Police Clearance ➤ Sanitary Permit/Health Certificate ➤ Official Receipt 		<ul style="list-style-type: none"> ➤ Client ➤ Barangay Chairman ➤ City Prosecutor's Office ➤ Philippine National Police ➤ City Health Office ➤ City Treasurer's Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRECESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Receives and checks the completeness of the required documents.	None	5 minutes	Eva Marie Dumlao, Marie Angelica M. Ruiz
2. Payment	1. Collect payment of Taxes <ul style="list-style-type: none"> • Issue Official Receipt 	P 800.00	10 minutes	Rosemarie Morales, Frederic Jhon Gamayon, Ma. Lourdes Asuncion, Kur Paul Mar Salvador, Emma Lois Adena
3. Claim Peddler's Permit	1. Issue Mayor's Clearance <ul style="list-style-type: none"> • Check completeness of Clearances • Signs the Permit 		15 minutes	Eva Marie Dumlao City Mayor or Authorized Designate
TOTAL		P 800.00	30 minutes	



4. Granting a Permit for the use of the City Auditorium, City Basketball Court, City Tourist Bus and Conference Room

Issuance of a Special Mayor's Permit for the use of the City Auditorium, City Basketball Court and the Conference Room.

In the interest of public service, it is the City Government's policy to make its facilities available for use by the public. The City Auditorium, Conference Room, Basketball Court and the city bus may be used by the public upon payment of the necessary fees.

Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
➤ Letter request addressed to the City Mayor indicating the date, time, and purpose		➤ Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRECESSING TIME	PERSON RESPONSIBLE
1. Secure the approval letter request	1. Releases the approved letter request	None	5 minutes	Madelyn Jacinto, Mark Quiape
2. Payment	1. Collect payment of Taxes - Issue Official Receipt	Laoag Multi-Purpose Hall With Air Con For the 1 st 3hours - P8,000.00	5 minutes	Rosemarie Morales, Frederic Jhon Gamayon, Ma. Lourdes Asuncion, Kur Paul Mar Salvador, Emma Lois Adena



5. Granting a Permit to conduct Motorcade, Parade, and Procession

Motorcades, Parades and procession within the city require a Mayor's Permit before their conduct.

Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ul style="list-style-type: none"> ➤ Letter request addressed to the City Mayor indicating the date, time, route (duly noted by the PNP Traffic Division at the DPS) of the parade/ motorcade/ procession and purpose of the activity ➤ Approved route of the parade/ motorcade/ procession 	<ul style="list-style-type: none"> ➤ Client ➤ PNP Traffic Division 	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRECESSING TIME	PERSON RESPONSIBLE
1. Receive approved letter request to be presented at the City Treasurer's Office	1. Releases the approved letter request	None	5 minutes	Madelyn Jacinto, Mark Quiape
2. Payment	1. Collect payment of Taxes <ul style="list-style-type: none"> • Issue Official Receipt 	P 220.00	10 minutes	Rosemarie Morales, Frederic Jhon Gamayon, Ma. Lourdes Asuncion, Kur Paul Mar Salvador, Emma Lois Adena
3. Claim of Special Mayor's Permit	1. Issue Mayor's Clearance <ul style="list-style-type: none"> • Check completeness of Clearances • Signs the Permit 		15 minutes	Mark Anthony Piñera, Ayra Alberto City Mayor or Authorized Designate
	TOTAL	P 2200.00	30 minutes	

6. Granting a Permit for Fund-Raising/Solicitation

Persons, corporation, clubs, organizations or associations who intend to solicit or receive contributions for charitable, public welfare or conduct fund-raising activities require a Mayor's Permit to do so.

Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	Persons, corporation, clubs, organizations or associations who intend to solicit or receive contributions for charitable, public welfare or conduct fund-raising activities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Approved Letter Request ➤ Official Receipts 		<ul style="list-style-type: none"> ➤ Client ➤ Office of the City Treasurer

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRECESSING TIME	PERSON RESPONSIBLE
1. Receive approved letter request with CSWDO Indorsement	1. Releases the approved letter request	None	5 minutes	Madelyn Jacinto, Mark Quiape
2. Payment	1. Collect payment of Taxes <ul style="list-style-type: none"> • Issue Official Receipt 	P 500.00	10 minutes	Rosemarie Morales, Frederic Jhon Gamayon, Ma. Lourdes Asuncion, Kur Paul Mar Salvador, Emma Lois Adena
3. Claim of Special Mayor's Permit	1. Issue Mayor's Clearance <ul style="list-style-type: none"> • Check completeness of Clearances • Signs the Permit 		15 minutes	Mark Anthony Piñera, Christian Dela Cruz City Mayor or Authorized Designate
TOTAL		P 500.00	30 minutes	

7. Change of Ownership of Business

In the case of a new owner to whom the business was transferred by sale or other form of conveyance said new owner shall be liable to pay the tax or fee for transfer of business.

Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	New owner of business	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Letter Request ➤ Business Permit ➤ Affidavit of Transfer ➤ Contract of Lease – if place is rented/notarized ➤ DTI Registration-New Owner ➤ Death Certificate (if former owner is deceased) 		<ul style="list-style-type: none"> ➤ Client ➤ Client ➤ Notary Public ➤ Owner of the Property ➤ Department of Trade and Industry ➤ Philippine Statistics Authority/Local Civil Registry

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRECESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive and evaluate the completeness of the requirements <ul style="list-style-type: none"> • Approval of the Letter Request 	None	5 minutes	Melinda Mateo, Marie Angelica M. Ruiz
2. Payment	1. Collect payment of Taxes <ul style="list-style-type: none"> • Issue Official Receipt 	P 500.00	10 minutes	Rosemarie Morales, Frederic Jhon Gamayon, Ma. Lourdes Asuncion, Kur Paul Mar Salvador, Emma Lois Adena
3. Claim of Business Permit	1. Issue Business Permit <ul style="list-style-type: none"> • Check completeness of Clearances 		15 minutes	Antonette C. Bareng, Milagros Quiape
	TOTAL	P 500.00	30 minutes	



8. Transfer of Location of Business

Any business for which a city business tax has been paid by the person conducting it may be transferred and continued in any other place within the territorial limits of this city without the payment of additional tax during the period which the payment of the tax was made.

Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	Business Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Letter Request ➤ Barangay Clearance ➤ Business Permit ➤ Contract of Lease – if place is rented/notarized Consent-if the place is not rented ➤ PLIT Clearance with checklist 		<ul style="list-style-type: none"> ➤ Client ➤ Barangay Chairman ➤ Client ➤ Owner of the Property ➤ Permits and License Division

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRECESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive and evaluate the completeness of the requirements	None	5 minutes	Cedric Castro, Oscar Semana
	1.1 Schedule for inspection		8 hours	Engr.Ellis A. Corpuz, Engr. Remy Juan, Engr. Robert Adaya, Engr. Joel Mateo, FO1 Hipolito France II, SFO1 Glenn Mc Niel Cabias, Marie Michelle Streegan, Engr. Gregory Bareng, Benilda Valdez, Rowena Estavillo Frederick Jhon Gamayo, Hazel Calzada



2. Assessment of additional fees		Zoning fee – P 50.00 Sanitary permit fee – P150.00 Additional Annual Inspection fee -depends on the area of business	10 minutes	Hazel Flores, Eva Marie Dumlao Engr. Remy Juan, Jq Llacuna Rubio, Engr. Ellis Corpuz
2. Payment	1. Collect payment of Taxes • Issue Official Receipt		5 minutes	Rosemarie Morales, Frederic Jhon Gamayon, Ma. Lourdes Asuncion, Kur Paul Mar Salvador, Emma Lois Adena
3. Claim of Business Permit	1. Issue Business Permit • Check completeness of Clearances		15 minutes	Antonette C. Bareng, Milagros Quiape
	TOTAL		8 hours 35 minutes	



9. Additional Line of Business

Any business for which a city business tax has been paid by the person conducting it may be transferred and continued in any other place within the territorial limits of this city without the payment of additional tax during the period which the payment of the tax was made.

Office or Division	Office of the City Mayor – Business Permits and Licensing Office	
Classification	Simple	
Type of Transaction	G2C – Government to Citizen	
Who may avail	Business Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Letter Request ➤ Barangay Clearance ➤ Business Permit ➤ PLIT Clearance with checklist 		<ul style="list-style-type: none"> ➤ Client ➤ Barangay Chairman ➤ Permits and License Division

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PRECESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive and evaluate the completeness of the requirements	None	5 minutes	Cedric Castro, Hazel Flores
	<ul style="list-style-type: none"> • Schedule for inspection 		8 hours	Engr.Ellis A. Corpuz, Engr. Remy Juan, Engr. Robert Adaya, Engr. Joel Mateo, FO1 Hipolito France II, SFO1 Glenn Mc Niel Cabias, Marie Michelle Streegan, Engr. Gregory Bareng, Benilda Valdez, Rowena Estavillo Frederick Jhon Gamayo, Hazel Calzada



2. Payment	1. Collect payment of Taxes <ul style="list-style-type: none">• Issue Official Receipt		5 minutes	Rosemarie Morales, Frederic Jhon Gamayon, Ma. Lourdes Asuncion, Kur Paul Mar Salvador, Emma Lois Adena
3. Claim of Business Permit	1. Issue Business Permit <ul style="list-style-type: none">• Check completeness of Clearances		15 minutes	Antonette C. Bareng, Milagros Quiape
	TOTAL		8 hours 25 minutes	