

SCHEDULE OF AVAILABILITY

MONDAY – FRIDAY
8:00 AM – 5:00 PM
NO NOON BREAK

WHO MAY AVAIL?

**EMPLOYEES WORKING
 IN PARAÑAQUE**

TOTAL DURATION OF TIME

11 MINUTES

REQUIREMENTS

Police Clearance,
 Health Certificate,
 Community Tax Certificate (Cedula)

REQUIRED FEE

PHP 75.00/ P125.00



BUSINESS PERMITS & LICENSING OFFICE

CITIZEN'S CHARTER

ISSUANCE OF MAYOR'S PERMIT ON OCCUPATION

| STEPS | APPLICANT | SERVICE PROVIDER | DURATION | PERSON / OFFICE IN CHARGE | AMOUNT | REQUIREMENTS |
|----------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------|------------------------------------------------------------------|--------------------|------------------|
| 1 | Submit the requirements | Receiving and checking of requirements. Issuance of Order of Payment | 5 mins | Ramon Prieto Rosanita Antipuesto | | |
| 2 | Upon receipt of Order of Payment, proceed to City Treasurer's Office for payment | | | City Treasurer's Office | P75.00/ P125.00 | Order of Payment |
| 3 | Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt | Encoding and Picture Taking | 3 min | Jocelyn Nono Marife Gonzaga John Crisostomo Marylou Ojo | | Official Receipt |
| 4 | | Printing of ID | 1 min | Aira Bariaga Jonathan Raymond Baylon | | |
| 5 | | Counter Signing of ID | 1 min | Victoria Maranan | | |
| 6 | | Releasing | 1 min | Jose Henson | | |

--- END OF TRANSACTION ---