

## SCHEDULE OF AVAILABILITY

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



# BUSINESS PERMITS & LICENSING OFFICE

# CITIZEN'S CHARTER

## ISSUANCE OF CERTIFICATION OF STATUS OF BUSINESS

STEPS	APPLICANT	SERVICE PROVIDER	DURATION	PERSON / OFFICE IN CHARGE	AMOUNT	REQUIREMENTS
<b>1</b>	Submit letter-request with Business Permits and Licensing Office (BPLO) stating reason for the request	Receiving and checking of requirements	<b>1 min</b>	Rosalia Ojo		Letter request; if thru representative, computerized authorization with I.D. of the taxpayer and the representative
<b>2</b>		Verification of records	<b>5 mins</b>	Arlene Dorosan Jimboy Catugda, Jonathan Raymond Baylon Jeffrey John Rodriguez		
<b>3</b>		Issuance of Order of Payment	<b>1 min</b>	Rosalia Ojo		
<b>4</b>	Upon receipt of Order of Payment, proceed to City Treasurer's Office for payment			City Treasurer's Office	100.00	Order of Payment
<b>5</b>	Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt	Preparation and Printing of Certification	<b>5 mins</b>	Rosalia Ojo		Official Receipt
<b>6</b>		Signing of Certification	<b>3 mins</b>	Atty. Melanie T. Soriano-Malaya		
<b>7</b>		Releasing of Certification	<b>1 min</b>	Rosalia Ojo		

--- END OF TRANSACTION ---

### WHO MAY AVAIL?

**REGISTERED BUSINESSES**

### TOTAL DURATION OF TIME

**16 MINUTES**

### REQUIREMENTS

Letter-request; if thru representative, computerized authorization with I.D. of the taxpayer and the representative

**REQUIRED FEE: PHP 100.00**