



## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: BUSINESS PERMITS AND LICENSING OFFICE

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020:     Yes             No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectively	Other Issuances/Policies it Effectively Repeals/Amends
1. New Business/Mayor's Permit	Republic Act No. 7160	Book II Local Taxation and Fiscal Matters	Tax Ordinance No. 2018-001 - Mayor's Permit Fee Ordinance of 2018	September 20, 2018	Tax Ordinance No. 2000-002 Tax Ordinance No. 93-02
	Republic Act No. 9485				
	Republic Act No. 11032		JMC 01 series of 2021 (ARTA, DILG, DICT & DTI)	April 13, 2021	
2. Renewal of Business/Mayor's Permit	Republic Act No. 7160	Book II Local Taxation and Fiscal Matters	Tax Ordinance No. 2018-001 - Mayor's Permit Fee Ordinance of 2018	September. 20, 2018	Tax Ordinance No. 2000-002



					Tax Ordinance No. 93-02
	Republic Act No. 9485				
	Republic Act No. 11032		JMC 01 series of 2021 (ARTA, DILG, DICT & DTI)	April 13, 2021	
3. Retirement of Business/Mayor's Permit	Republic Act No. 7160	Book II Local Taxation and Fiscal Matters	Tax Ordinance No. 2018-001 - Mayor's Permit Fee Ordinance of 2018	September. 20, 2018	Tax Ordinance No. 2000-002 Tax Ordinance No. 93-02
4. Occupational Permit	Republic Act No. 7160	Book II Local Taxation and Fiscal Matters			
5. Special Mayor's Permit for Hanging of Streamers in the Streets and Roads within the City of Ormoc	Republic Act No. 7160	Book II Local Taxation and Fiscal Matters	Ordinance No. 2002-87	February 18, 2002	Ordinance No. 42 of 1994
6. Streamers Clearance	Republic Act No. 7160	Book II Local Taxation and Fiscal Matters	Ordinance No. 2002-87	February 18, 2002	Ordinance No. 42 of 1994



7. Special Mayor's Permit to Transport Products/Scrap Iron	Republic Act No. 7160	Book II Local Taxation and Fiscal Matters			
8. Special Mayor's Permit for Cockfighting Derby, Pintakasi, Tupada, Hackfights or Tari	Republic Act No. 7160	Book II Local Taxation and Fiscal Matters	Ordinance No. 2019-003	October 2, 2019	Ordinance No. 2017-048 Ordinance No. 2017-048 Ordinance No. 1993-36 Ordinance No. 1969-3
9. Request for Business Data Records/Report	Executive Order No. 2 Series Of 2016 of The Philippine President		Ordinance No. 053 Series Of 2021	February 4, 2021	None
10. Request for Certified True Copy, Certification for Closure, No Business and other similar purpose	Executive Order No. 2 Series Of 2016 Of The Philippine President		Ordinance No. 053 Series Of 2021	February. 4, 2021	None



<p>11. New Motorized Tricycle Operator's Permit (MTOPI)</p>	<p>Republic Act No. 7160</p>	<p>Book III, Title III, Article III, Section 447 (3) VI) And 458 (3) (VI) Powers, Duties, Functions And Compensation</p>	<p>Ormoc City Motorized Tricycles-For Hire Franchising Ordinance- Ordinance No. 89 - 2002</p>	<p>October 4, 2018</p>	<p>An Ordinance Amending Certain Provisions Of Ordinance No. 34-1992- Ordinance No. 58- 1997</p> <p>Ordinance Amending Certain Provisions Of Ordinance NO 34-1992: Ordinance No. 089-1992</p> <p>Ormoc City Motorized Tricycles-For Hire Franchising Ordinance- Ordinance No. 34-1992</p>
<p>12. Renewal of Motorized Tricycle Operator's Permit (MTOPI)</p>	<p>Republic Act No. 7160</p>	<p>Book III, Title III, Article III, Section 447 (3) VI) And 458 (3) (VI) Powers, Duties, Functions And Compensation</p>	<p>Ormoc City Motorized Tricycles-For Hire Franchising Ordinance- Ordinance No. 89 - 2002</p>	<p>October 4, 2018</p>	<p>An Ordinance Amending Certain Provisions Of Ordinance No. 34-1992- Ordinance No. 58- 1997</p> <p>Ordinance Amending Certain Provisions Of</p>



					Ordinance No. 34-1992: Ordinance No. 089-1992  Ormoc City Motorized Tricycles-For Hire Franchising Ordinance- Ordinance No. 34-1992
13. New Mayor's Permit For Motorized Tricycle For Hire	Republic Act No. 7160	Book III, Title III, Article III, Section 447 (3) VI) And 458 (3) (VI) Powers, Duties, Functions And Compensation	Ormoc City Motorized Tricycles-For Hire Franchising Ordinance- Ordinance No. 119 - 2005  Tax Ordinance No. 01-2018	May 12, 2005  September 20, 2018	Ormoc City Motorized Tricycles-For Hire Franchising Ordinance- Ordinance No. 34-1992  Tax Ordinance No. 2000-002
14. Renewal Of Mayor's Permit For Motorized Tricycle For Hire	Republic Act No. 7160	Book III, Title III, Article III, Section 447 (3) VI) And 458 (3) (VI) Powers, Duties, Functions And Compensation	Ormoc City Motorized Tricycles-For Hire Franchising Ordinance- Ordinance No. 119 - 2005	May 12, 2005  September 20, 2018	Ormoc City Motorized Tricycles-For Hire Franchising Ordinance- Ordinance No. 34-1992



			Tax Ordinance No. 01-2018		Tax Ordinance No. 2000-002
15. Dropping Of Motorized Tricycle Operator's Permit (Mtop)	Republic Act No. 7160	Book III, Title III, Article III, Section 447 (3) VI) And 458 (3) (VI) Powers, Duties, Functions And Compensation	Ormoc City Motorized Tricycles- For Hire Franchising Ordinance- Ordinance No. 89 - 2002	October 4, 2018	An Ordinance Amending Certain Provisions Of Ordinance No. 34-1992- Ordinance No. 58- 1997  Ordinance Amending Certain Provisions Of Ordinance N0 34-1992: Ordinance No. 089-1992  Ormoc City Motorized Tricycles- For Hire Franchising Ordinance- Ordinance No. 34-1992
16. Confirmation Of Motorized Tricycle Operator's Permit (Mtop)	Republic Act No. 7160	Book III, Title III, Article III, Section 447 (3) VI) And 458 (3) (VI) Powers, Duties, Functions And Compensation	Ormoc City Motorized Tricycles- For Hire Franchising Ordinance- Ordinance No. 89 - 2002	October 4, 2018	An Ordinance Amending Certain Provisions Of Ordinance No. 34-1992- Ordinance No. 58- 1997  Ordinance



					Amending Certain Provisions Of Ordinance NO 34-1992: Ordinance No. 089-1992  Ormoc City Motorized Tricycles-For Hire Franchising Ordinance- Ordinance No. 34-1992
17. Certification (Ceased To Operate)	Executive Order No. 2 Series Of 2016 Of The Philippine President		Ordinance No. 053 Series Of 2021	February 4, 2021	None
18. Local Investment Incentives	Republic Act No. 5186		DILG-DTI JMC No. 2011- 01	October 12, 2011	
			Ordinance No. 026 Series Of 2016	May 7, 2016	Ordinance No. 2002-096  Ordinance No. 2000-79



			Ordinance No. 069 Series Of 2021	September 6, 2021	Ordinance No. 2019-080  Annex A Of Ordinance No. 026 Series Of 2016





## SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>NEW BUSINESS/ MAYORS PERMIT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Duly filed-out Unified Business Permit Application Form (1 original)	R.A. 7160, R.A. 9485, R.A. 11032, JMC 01 series of 2021 (ARTA, DILG, DICT & DTI)	1. Submit filled-out Unified Application Form together with all supporting documents.		1 day and 1 hour	Fees will depend on the Nature/Line of Business, Regulatory Fees, Barangay Clearance Fee, Business Plate @P 250.00
2. Proof of registration: (select only one that is applicable)		2. Pay the assessment to the CTO personnel assigned at the BPLO or may opt to pay at the CTO counter.		10 minutes	
i. Certificate of Registration for all kinds of corporation with complete set of Article of Incorporation and By-laws. (1 photocopy)		3. Submit assessment form with all supporting documents and official receipt.		1 hour and 38 minutes	
ii. Certificate of Cooperation for Cooperatives with complete					



set of Article of Incorporation and By-laws. (1 photocopy)				
iii. Certificate of Business Name Registration for sole proprietor. (1 photocopy)				
3. Proof of right of applicant to use the location as business address: (select only one that is applicable)				
<b>i. If owned, proof of ownership</b>				
Transfer Certificate of Title or Tax Declaration (1 photocopy)				
<b>ii. If not owned by applicant</b>				
Contract of Lease / Memorandum of Agreement / Written consent of property owner ( 1 photocopy)				
4. Sketch of Business Location (free hand sketch is acceptable) Two (2) copies				
<b>Additional Requirements, as applicable</b>				



- Clearances, Permits, Authorizations and Certifications in compliance to certain laws (1 photocopy)					
- Special Power of Attorney for represented Sole Proprietorship (1 current and original)					
- Duly Notarized Partnership Resolution for represented partnership (1 current and original)					
- Duly Notarized Secretary's Certificate or Board Resolution for other form of ownership (1 current and original)					
5. One (1) Long Folder					
<b>TOTAL</b>				<b>1 day, 2 hours and 48 minutes</b>	<b>Fees will depend on the Nature/Line of Business, Regulatory Fees, Barangay Clearance Fee, Business Plate @P 250.00</b>



## SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>RENEWAL OF BUSINESS / MAYOR'S PERMIT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Duly filed-out Unified Business Permit Application Form (1 original)	R.A. 7160, R.A. 9485, R.A. 11032, JMC 01 series of 2021 (ARTA, DILG, DICT & DTI)	1. Submit all requirements for renewal of business permit.		20 minutes	Taxes and fees will depend on Sworn Declaration of Gross Sales or Receipt and Nature/Line of Business - Variable and Graduated schedule of Taxes and Fees (see schedule of fees as per Ordinance No. 29, Series of 1992)
2. Previous Mayor's Permit (Original or 1 photocopy)		2. Pay the assessment to the CTO personnel assigned at the BPLO or may opt to pay at the CTO counter.		15 minutes	
3. Proof of annual gross receipts which may include any of the following:		3. Submit assessment form with all supporting documents and official receipt.		1 hour and 38 minutes	
i. Sworn Declaration of Gross Sales or Receipt (1 original)					
ii. Audited Financial Statement ('AFS') or					



Unaudited FS for those who are not required to file AFS with BIR (1 photocopy)					
iii. Income Tax Returns (1 photocopy)					
4. One (1) Long Folder					
<b>TOTAL</b>				<b>2 hours and 13 minutes</b>	<b>Taxes and fees will depend on Sworn Declaration of Gross Sales or Receipt and Nature/Line of Business - Variable and Graduated schedule of Taxes and Fees (see schedule of fees as per Ordinance No. 29, Series of 1992)</b>



## SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>RETIREMENT OF BUSINESS/MAYORS PERMIT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Duly filed-out Application for Retirement of Business (3 original)	R.A. 7160, Tax Ordinance No. 2018-001	1. Submit filled-out Application for Retirement of Business Form together with supporting documents.		2 days and 45 minutes	Tax obligation based on gross sales or receipt as per Ordinance No. 29 series of 1992
2. Original copy of latest Business Permit - Affidavit of Loss if the same cannot be provided (1 original)		2. Pay the assessment to the CTO personnel assigned at the BPLO or may opt to pay at the CTO counter.		20 minutes	



<p>3. Business Registration Plate - Affidavit of Loss if the same cannot be provided (1 original)</p>		<p>3. Submit assessment form with all supporting documents and official receipt.</p>		<p>30 minutes</p>	
<p>4. Letter of Intent to Retire the business, If sole proprietor (1 original), Duly Notarized Secretary's Certificate / Board Resolution, if corporation, partnership or cooperative (1 original)</p>					
<p>5. Sworn Statement of the Gross Sales Receipts for the Current Year or Quarter within Thirty (30) days following closure (1 original)</p>					
<p>6. Certificate of Business Closure stating the exact Date of Closure (1 photocopy)</p>					
<p>7. Affidavit if Closure Business is not reported as closed for more than Two (2) years (1 original)</p>					
<p>8. Special Power of Attorney for represented Sole</p>					



Proprietorship (1 current and original)					
9. Partnership Resolution for represented partnership (1 current and original)					
10. Secretary's Certificate or Board Resolution for other form of ownership (1 current and original)					
11. One (1) Long Folder					
<b>TOTAL</b>				<b>2 days, 1 hours and 35 minutes</b>	<b>Tax obligation based on gross sales or receipt as per Ordinance No. 29 series of 1992</b>





## SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>OCCUPATIONAL PERMIT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. 1x1 ID Picture (2 pcs)	None	1. Secure Checklist of Requirements	None	3 minutes	Fees will depend on the kind of occupation as per Tax Ordinance No. 001, Series of 2018 P 45.00 Garbage Fee P 15.00 Health Fee
2. Police Clearance (1 original, 1 photocopy)		2. Submit requirements.		5 minutes	
3. Barangay Clearance (1 original, 1 photocopy)		3. Receive Order of Payment and Present it to the CTO for payment.		5 minutes	



4. Cedula (1 original, 1 photocopy)		4. Submit Official Receipt			
5. Mayors Clearance(1 original, 1 photocopy)		5. Receive Occupational Permit for Signature and Thumbmark		8 minutes	
		6. Forward Occupational Permit to City Administrator's Office		15 minutes	
		7. Claim Occupational Permit		2 minutes	
		8. Sign in the Client Logbook			
<b>TOTAL</b>				<b>38 minutes</b>	<b>Fees will depend on the kind of occupation as per Tax Ordinance No. 001, Series of 2018</b> <b>P 45.00 Garbage Fee</b>  <b>P 15.00 Health Fee</b>



## SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>Special Mayor's Permit for Hanging of Streamers in the Streets and Roads within the City of Ormoc</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter of Intent which shall states: <ul style="list-style-type: none"> <li>✓ No. of Streamers to be hanged</li> <li>✓ Exact dates of the 15 days duration; and</li> <li>✓ Place where the streamer/s</li> </ul>	Ordinance No. 2002-87	1. Submit Letter of Intent	Ordinance No. 002-87	5 Minutes	200.00/streamer plus 200.00 deposit/streamer



is/are to be hanged					
		2. Receive Order of Payment and Present it to the CTO		5 minutes	
		2.1 Receive Official Receipt			
		2.2 Submit Official Receipt		6 minutes	
		3. Forward Streamers Permit to City Administrator's Office		15 minutes	
		4. Claim Streamers Permit			
		4.1 Sign in the Client Logbook		2 minutes	
			<b>TOTAL</b>	<b>33 minutes</b>	<b>200.00/streamer plus 200.00 deposit/streamer</b>



### SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>Streamers Clearance</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Official Receipt (OR) of the Deposit Paid	Ordinance No. 2002-87	1. Present Official Receipt and other Documents	Ordinance No. 2002-87	7 Minutes	None
2. Streamers Permit issued		2. Receive approved Streamers Clearance with supporting documents and proceed to CTO.		2 Minutes	
3. Streamers Clearance					



<b>TOTAL</b>	<b>9 Minutes</b>	<b>None</b>
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**SERVICE INFORMATION PER GOVERNMENT SERVICE**

**GOVERNMENT SERVICE:** Special Mayor's Permit to Transport Products/Scrap Iron

**SERVICE INFORMATION**

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter of Intent		1. Submit requirements		5 Minutes	100.00
2. PNP Certification		2. Receive Order of Payment and Present it to the CTO		5 Minutes	
3. Affidavit		2.1 Receive Official Receipt			



4. Mayors Permit		2.2 Submit Official Receipt		8 Minutes	
5. Official Receipt (OR) and Certificate of Registration (CR)		3. Forward Special Mayor's to City Administrator's Office		15 Minutes	
		4. Return to BPLO and submit the approved Special Mayor's Permit		2 Minutes	
		5. Claim Special Mayors Permit		3 Minutes	
		5.1 Sign in the Client Logbook			
<b>TOTAL</b>				<b>38 Minutes</b>	<b>100.00</b>

#### SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>Special Mayor's Permit for Cockfighting Derby, Pintakasi, Tupada, Hackfights or Tari</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter of Intent	Ordinance No. 2019-003	1. Submit Letter of Intent	Ordinance No. 2019-003	5 Minutes	<i>Three (3) days pintakasi with sponsor without</i>
2. Affidavit of Undertaking		2. Receive Order of Payment and Present it to the CTO		5 minutes	



3. Additional Requirements, if any		2.1 Receive Official Receipt			derb, <i>Promotional Derby, one day only; or City Fiesta, three (3) days pintakasi without derby and sponsor – Php 500.00</i>
a. Certification from City Health Department allowing to conduct said activity		2.2 Submit Official Receipt		23 minutes	<i>derb, Promotional Derby, one day only; or City Fiesta, three (3) days pintakasi without derby and sponsor – Php 500.00</i>
		3. Claim Special Mayors Permit			
		3.1 Sign in the Client Logbook		2 minutes	<i>City Fiesta, three (3) days pintakasi with derby or Three (3) days pintakasi with derby and sponsor – Php. 1,000.00</i>
<b>TOTAL</b>				<b>35 minutes</b>	<b><i>Three (3) days pintakasi with sponsor without derb; Promotional Derby, one day only; or City Fiesta, three (3) days pintakasi without derby and sponsor – Php 500.00</i></b>

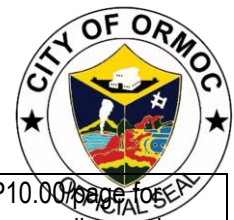




*City Fiesta, three (3) days pintakasi with derby or Three (3) days pintakasi with derby and sponsor – Php. 1,000.00*

## SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>Request for Business Data Records/Report</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter Request stating the: a. Name and contact information of requesting party	Ordinance No. 053 Series of 2021	Submit request letter	Ordinance No. 053 Series Of 2021	2 Minutes	Certification of Official Records - P50.00/page for the 1 <sup>st</sup> Copy



b. Reasonable describe the information requested c. Reason for or purpose of the request for information					P10.00/page for succeeding copies  Photocopying Long - P5.00/page Short/A4 - P3.00/page
2. Valid ID of the representative (2 photocopies)		Submit duly filled-out FOI Request form and supporting documents		3 days and 11 Minutes	Printing - P10.00/page
3. Additional Requirements, if necessary		3. Pay Fees		5 Minutes	
a. Letter of Authorization, if representative is not related to the requesting party		4. Present Official Receipt and Received Requested Records/Reports or Notice of Denial of Request		5 Minutes	
<b>TOTAL</b>				<b>3 days and 21Minutes</b>	<b>Certification of Official Records - P50.00/page for the 1<sup>st</sup> Copy          P10.00/page for succeeding copies           Photocopying          Long - P5.00/page</b>



Short/A4 -  
P3.00/page

Printing -  
P10.00/page

### SERVICE INFORMATION PER GOVERNMENT SERVICE

**GOVERNMENT SERVICE:** Request for Certified True Copy, Certification for Closure, No Business and other similar purpose

#### SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		



1. Official Receipt (Original)	Ordinance No. 053 Series of 2021	1. Submit Complete Requirements	Ordinance No. 053 Series of 2021	2 Minutes	50.00/copy
2. Additional Requirements, if necessary		2. Proceed to CTO and inform them to pay for certification fee. Make sure to secure OR after the transaction		5 Minutes	
a. Affidavit of Lost (if Certified true copy is requested and the original document is lost, stolen or destroyed) ( 1 original)		3. Forward the OR to BPLO for printing of certification		5 Minutes	
b. Approved Closure Form (Photocopy) if business (1 original)		Claim Special Mayors Permit		10 Minutes	
		2.1 Sign in the Client Logbook		2 Minutes	
<b>TOTAL</b>				<b>24 Minutes</b>	<b>250.00/copy</b>

**SERVICE INFORMATION PER GOVERNMENT SERVICE**

**GOVERNMENT SERVICE:** New Motorized Tricycle Operator's Permit (MTO)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		



1. Duly filled-out Application Form ( 1 original)	Ordinance No. 89 - 2002	1. Secure checklist of requirements	Ordinance No. 89 - 2002	2 Minutes	Variable and graduated schedule of taxes and fees. MTOP Ordinance No. 089-2002
2. Voters ID or Birth Certificate or Baptismal Certificate or Marriage Certificate, Brgy. Certificate (2 photocopies,)	Ordinance No. 89 - 2002	2. Submit all requirements		8 Minutes	
3. Certificate of Registration (MC) (2 photocopies)	Ordinance No. 89 - 2002	3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.		10 Minutes	
4. Official Receipt (MC) (2 photocopies)	Ordinance No. 89 - 2002	4. Notarize the duly signed New MTOP documents and submit back once notarized .		15 day and 10 minutes	
5. Plate Authorization (MC)	Ordinance No. 89 - 2002	5. After 2 weeks, claim the approved new MTOP documents.		5 minutes	
6. Sketch Location of Garage (2 photocopies)	Ordinance No. 89 - 2002				
7. Affidavit of No Income or Latest Withholding Tax or Income Tax Return (2 photocopies)	Ordinance No. 89 - 2002				
8. Picture of Unit (Front View) (2 colored print 3R)	Ordinance No. 89 - 2002				
9. Insurance Policy of Tricycle for Hire (TC) (2 photocopies)	Ordinance No. 89 - 2002				



10. Driver's Certificate of Safety Driving Seminar From LTO (2 photocopies)	Ordinance No. 110 - 2004				
<b>B. ADDITIONAL REQUIREMENTS FOR TRANSFER OF OWNERSHIP UPON DEATH OF REGISTERED OPERATOR</b>					
11. Deed of Donation or Deed of Adjudication or Deed of Extra Judicial Settlement of Estate (2 photocopies)	None				
12. Death Certificate (2 photocopies)	None				
13. Notarized Waiver of City Identification No.	None				
<b>C. ADDITIONAL REQUIREMENTS FOR TRANSFER OF OWNERSHIP FOR SSS RETIREMENT</b>					
14. Deed of Donation	None				
15. SSS application for retirement	None				



16. Notarized Waiver of City Identification No	Ordinance No. 89 - 2002				
<b>TOTAL</b>				<b>15 days and 35 minutes</b>	<b>Variable and graduated schedule of taxes and fees. MTOP Ordinance No. 089-2002</b>

**SERVICE INFORMATION PER GOVERNMENT SERVICE**

<b>GOVERNMENT SERVICE:</b> <u>Renewal of Motorized Tricycle Operator's Permit (MTOP)</u>			
<b>SERVICE INFORMATION</b>			
<b>LIST OF REQUIREMENTS</b>	<b>LIST OF STEPS AND PROCEDURES</b>		



Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
1. Certificate of Registration (2 photocopies)	Ordinance No. 89 - 2003	1. Secure checklist of requirements	Ordinance No. 89 - 2003	2 minutes	Variable and graduated schedule of taxes and fees. MTOP Ordinance No. 089-2002
2. Official Receipt (2 photocopies)	Ordinance No. 89 - 2003	2. Submit all requirements		8 minutes	
3. Plate Authorization (TC)	None	3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.		10 minutes	
4. Latest MTOP (2 photocopies)	Ordinance No. 89 - 2003	4. Notarize the duly signed Renewal of MTOP documents and submit back once notarized .		15 days and 10 minutes	
5. Renewed Insurance Policy of Tricycle for Hire (TC) (2 photocopies)	Ordinance No. 89 - 2003	5. After 2 weeks, claim the approved Renewal of MTOP documents.		5 minutes	
<b>TOTAL</b>				<b>15 days and 35 minutes</b>	<b>Variable and graduated schedule of taxes and fees. MTOP Ordinance No. 089-2002</b>

### SERVICE INFORMATION PER GOVERNMENT SERVICE

**GOVERNMENT SERVICE:** New Mayor's Permit For Motorized Tricycle For Hire

**SERVICE INFORMATION**





LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Tricycle Business Application Form with attach location sketch( Original)	None	1. Secure checklist of requirement	Tax Ordinance No 01- 2018	2 minutes	P585.00 + Brgy. Clearance Fee
2. LTO Certificate of Registration & Official Receipt (TC) (1 photocopy)		2. Submit all requirements		10 minutes	
3 Plate Authorization (TC)		3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.		3 minutes	
4. Insurance Policy (TC) (1 photocopy)		4. Bring the Motorized Tricycle for Hire at the inspection area together with the documents for inspection	Ordinance 119-2005	15 minutes	
5. Affidavit of Undertaking (1 Original)		5. Submit all the documents for printing of Mayor's Permit	Tax Ordinance No 01- 2018	1 hour and 32 minutes	
6. Latest MTOP (1 photocopy)		6. Present the Claim Slip to claim the Mayor's Permit and sticker.			
7. DTI Business Name Registration (1 photocopy)	Tax Ordinance No 01- 2018			5 minutes	
8. 1x1 Colored ID Picture of Owner ( Original)	None				
9. Tax Identification Number (TIN)					



	<b>TOTAL</b>	2 hours and 7 minutes	P585.00 + Brgy. Clearance Fee
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**SERVICE INFORMATION PER GOVERNMENT SERVICE**

<b>GOVERNMENT SERVICE:</b> <u>Renewal of Mayor's Permit for Motorized Tricycle for Hire</u>			
<b>SERVICE INFORMATION</b>			
<b>LIST OF REQUIREMENTS</b>	<b>LIST OF STEPS AND PROCEDURES</b>		



Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
1. Tricycle Business Application Form with attach location sketch( Original)	None	1. Secure checklist of requirement	Tax Ordinance No 01- 2018	2 minutes	P2,335.00 + Brgy. Clearance
2. LTO Certificate of Registration & Official Receipt (TC) (1 photocopy)		2. Submit all requirements		10 minutes	
3 Plate Authorization (TC)		3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.		3 minutes	
4. Insurance Policy (TC) (1 photocopy)		4. Bring the Motorized Tricycle for Hire at the inspection area together with the documents for Inspection	Ordinance 119-2005	15 minutes	
5. Affidavit of Undertaking (1 Original)		5. Submit all the documents for printing of Mayor's Permit	Tax Ordinance No 01- 2018	1 hour and 32 minutes	
6. Latest MTOP (1 photocopy)		6. Present the Claim Slip to claim the Mayor's Permit and sticker.		5 minutes	
7. DTI Business Name Registration (1 photocopy)	Tax Ordinance No 01- 2018				
8. 1x1 Colored ID Picture of Owner ( Original)	None				
9. Tax Identification Number (TIN)					
<b>TOTAL</b>				<b>2 hours and 7 minutes</b>	<b>P2,335.00 + Brgy. Clearance</b>



## SERVICE INFORMATION PER GOVERNMENT SERVICE

**GOVERNMENT SERVICE:** Dropping of Motorized Tricycle Operator's Permit (MTO)

**SERVICE INFORMATION**



LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<b>A. SUBSTITUTION OF UNIT (SAME OWNER)</b>		1. Secure checklist of requirement	Ordinance No. 89 - 2002	2 minutes	P60.00 + penalties, if expired
1. Certificate of registration from LTO (2 photocopies)	Ordinance No. 89 - 2002	2. Submit all the requirements		8 minutes	
2. Official Receipt from LTO (2 photocopies)	Ordinance No. 89 - 2002	3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.		10 minutes	
3. OR of return plate if permanent plate number was issued if Temporary Plate submit Plate authorization	Ordinance No. 89 - 2002	4. Notarize the duly signed Dropping of MTOP documents and submit back once notarized .		1 day and 10 minutes	
1. Latest MTOP	Ordinance No. 89 - 2002	5. After 2 weeks, claim the approved Dropping of MTOP documents.		14 day and 5 minutes	
<b>B. ADDITIONAL REQUIREMENTS IN CASE OF SURRENDER/RECALL OF CIN</b>					
2. Notarized Waiver of City identification No.	Ordinance No. 89 - 2002				
<b>C. TRANSFER OF OWNERSHIP</b>					



3. Notarized Waiver of City Identification No.	Ordinance No. 89 - 2002				
4. Deed of Donation or Deed of Adjudication or Deed of Extra Judicial Settlement of Estate (whichever is applicable)	Ordinance No. 89 - 2002				
<b>TOTAL</b>				<b>15 days and 35 minutes</b>	<b>P60.00 + penalties, if expired</b>

**SERVICE INFORMATION PER GOVERNMENT SERVICE**

**GOVERNMENT SERVICE:** Confirmation of Motorized Tricycle Operator's Permit (MTO)



SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Certificate of Registration (1 photocopy)	Ordinance No. 89 - 2002	1. Secure checklist of requirement	Ordinance No. 89 - 2002	2 minutes	P60.00 (Supervision Fee - P30.00 Confirmation Fee - P30.00)
2. Official Receipt (1 photocopy)	Ordinance No. 89 - 2002	2. Submit all the requirements		4 minutes	
3. Plate Authorization (TC)	None	3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.		5 minutes	
4. Latest MTOP (1 photocopy)	Ordinance No. 89 - 2002	4. Claim the Confirmation/ Certification		5 minutes	
5. Insurance Policy of Tricycle for Hire (TC) (1 photocopy)	None				
<b>TOTAL</b>				<b>16 minutes</b>	<b>P60.00 (Supervision Fee - P30.00 Confirmation Fee - P30.00)</b>

#### SERVICE INFORMATION PER GOVERNMENT SERVICE

**GOVERNMENT SERVICE:** Certification (Ceased to Operate)



SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Approved Dropping Order	None	1. Secure checklist of requirement	Ordinance No. 053 Series Of 2021	2 minutes	P50.00
		2. Submit all the requirements		4 minutes	
		3. Pay the assessment at the cashier assigned at the BPLO		5 minutes	
		4. Claim the Certification		5 minutes	
<b>TOTAL</b>				<b>16 minutes</b>	<b>P50.00</b>

#### SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: Local Investment Incentives





SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter of Intent (1 Original)	Ordinance No. 026-2016	1. Client secures Checklist of Requirements and Forms from BPLO-LEIPS	Ordinance No. 026-2016	5 Minutes	P2,000.00 or none if applicant is micro enterprise
2. Application form to be notarized (3 copies)		2. Submit all complete Requirements		10 Minutes	
3. Certified true copies of : <ul style="list-style-type: none"> <li>• SEC Registration Certificate and Articles of Incorporation and by-Laws for corporation/ partnership, or</li> <li>• CDA Certification or</li> <li>• DTI Business Name registration, whichever is applicable)</li> </ul>		3. Pay the reasonable, non-refundable filing fee		2 days, 1 hour and 20 minutes	
4. Latest comparative audited financial statements acknowledged received by the BIR and/or SEC ( in the case of corporation), If operation has already commenced		4. Client may be ask to present project before the board and answer queries raised		60 days if applicant is local registrants or 30 days for those already registered with Registering Agencies	
5. Proof of proposed place of business which shall show that the main operating facility, whether a service/manufacturing/production		5. Receive Certification of Approval of Notice of Disapproval		1 day	



facility or plantation, and not just the warehouse or the administrative office of the applicant, is located within the territorial jurisdiction of the City.					
6. Duly Notarized Secretary's Certificate or Board Resolution authorizing the partners or the Board of Directors, or any of their authorized representative as the case may be, to file the application.					
7. Additional Requirements, if necessary					
Certified true copy of its Certificate of Registration with the appropriate Registering Agency including the terms and conditions of the same, if applicant has existing Registration with other registering agencies					
Feasibility Study or Project Study					
Proof that the applicant meets the criteria pursuant to which it is claiming eligibility to avail of incentives.					
<b>TOTAL</b>				<b>63/33days , 1 hr and 35 mins</b>	<b>P2,000.00 or none if applicant is micro enterprise</b>