



Business Permits and Licensing Office

External Services



1. New Business / Mayor's Permit

Any person, whether natural or juridical, desiring to engage in any business, trade or activity, within the territorial jurisdiction of the City of Ormoc, shall first submit an application for the corresponding permit and license to the City Mayor thru the Business Permits and Licensing Office. The applicant shall comply all requirements and pay taxes and fees whereupon the Business Permit and Licensing Office will issue the corresponding permit before they can legally operate. The permit and license granted shall be for a period of one (1) year, to take effect on the date of issue and shall expire on the date specified therein but not beyond December 31 of the year it was issued.

Office Or Division:	City Mayors Office - Business Permits and Licensing Office – Business License and Inspectorate Section	
Classification:	Simple Transaction	
Type Of Transaction:	G2C/G2B - Government to Citizen/ Government to Business	
Who May Avail:	Any person who wants to conduct or establish a business, trade or activity with the territorial jurisdiction of Ormoc City.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out Unified Business Permit Application Form (1 original)	Business Permits and Licensing Office – Business License and Inspectorate Section, Ground Floor, New Ormoc City Hall, Ormoc City The same is accessible at www.ormoc.gov.ph	
2. Proof of registration: (select only one that is applicable)		
i. Certificate of Registration for all kinds of corporation with complete set of Article of Incorporation and By-laws. (1 photocopy)	Securities and Exchange Commission (SEC) CEBU : Englis V. Rama Avenue, Cebu City, 6000 Cebu MANILA : Secretariat Building, PICC Complex, Pasay , Metro Manila , Philippines Website : www.sec.gov.ph	



ii. Certificate of Cooperation for Cooperative with complete set of Article of Cooperation and By-laws. (1 photocopy)	Cooperative Development Authority (CDA) TACLOBAN : New Bus Terminal Compound, Tacloban City, Leyte CEBU : 2/F Coop Bank of Cebu Bldg, M. Velez St, Cebu City, Cebu MANILA : 827 Aurora Blvd, Immaculate Conception, Quezon City, 1111 Metro Manila Website : www.sec.gov.ph
iii. Certificate of Business Name Registration for sole proprietor. (1 photocopy)	Department of Trade and Industry (DTI) ORMOC : Ground Floor, New Ormoc City Hall, Aunubing St., Brgy. Cogon, Ormoc City Website : www.dti.gov.ph
3. Proof of right of applicant to use the location as business address: (select only one that is applicable)	Applicant
i. If owned, proof of ownership	
Transfer Certificate of Title or Tax Declaration (1 photocopy)	
ii. If not owned by applicant	
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	Applicant
Additional Requirements, as applicable	
✓ Clearances, Permits, Authorizations and Certifications in compliance to certain laws (1 photocopy)	National Government Agencies
✓ Special Power of Attorney for represented Sole Proprietorship (1 updated and original)	Any Notary Public
✓ Duly Notarized Partnership Resolution for represented partnership (1 updated and original)	Applicant



✓ Duly Notarized Secretary's Certificate or Board Resolution for other form of ownership (1 updated and original)		Applicant		
5. One (1) Long Folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Unified Application Form together with all supporting documents.	1. Receive application and requirements.	None	30 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section - Business Permits and Licensing Office
	1.1 Interview applicant.			
	1.2 Validate all the details on the Application Form.			
	1.3 Verify taxpayer record whether delinquent or not.			
	1.4 Taxpayer with tax delinquency shall be referred to CTO for computation of surcharges and penalties.			
	1.5 Taxpayer with inactive business/es is advised to update status of business or to file retirement of business.			



	<p>1.6 Regulatory Offices referral:</p> <p>Office of the Building Officials</p> <ul style="list-style-type: none"> - New Bldg. <p>Environment and Natural Resources Office</p> <ul style="list-style-type: none"> - Environmentally Critical Business <p>City Health Department</p> <ul style="list-style-type: none"> - Food, Water, Beauty Products and Wellness business 			<p><i>Office of the Building Officer</i></p> <p>Office of the Building Officials</p> <p><i>ENRO Officer</i></p> <p>Environment and Natural Resources Office</p> <p><i>City Health Department Head</i></p> <p>City Health Department</p>
	1.7 Conduct Ocular Inspection.	None	1 day (shall be inspected along with others who applied for permit)	<p><i>License Inspector and/or Admin. Aide I - Business License and Inspectorate Section - Business Permits and Licensing Office</i></p>
	1.8 Assign nature/line of business.		30 minutes	<p><i>Licensing Officer III and/or Licensing Officer I</i></p> <p>Business License and Inspectorate Section – Business Permits and Licensing Office</p>
	1.9 Assess business capitalization.			
	1.10 Encode and upload necessary information.	<p>Fees will depend on the</p> <ul style="list-style-type: none"> - Nature /Line of Business -Regulatory Fees 		
	1.11 One-time assessment of taxes and fees.			
	1.12 Print and issue assessment of taxes and fees.			



2. Pay the assessment to the CTO personnel assigned at the BPLO or may opt to pay at the CTO counter.	2.1 CTO personnel to receive assessment and payment.	- Barangay Clearance Fee - Business Plate @ P 250.00	10 minutes	Revenue Collection Officer - City Treasurers Office
	2.2 CTO to issue official receipt.			
3. Submit assessment form with all supporting documents and official receipt.	3.1 Receive and verify documents.	None	5 minutes	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
	3.2 Issuance of Claim Slip.		3 minutes	
	3.3 Indorse electronically for approval of permit.		30 minutes	City Treasurer City Treasurer's Office City Gov't Asst. Dept. Head I Business Permits and Licensing Office
	3.4 Electronic approval of application.		30 minutes	City Administrator City Administrator's Office
	3.5 Print and issue approved permit.		30 minutes	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
	3.6 Segregate documents as to owner's copy and office file.			
	3.7 Release permit and business registration plate.			



TOTAL	See Below Schedule of Fees	1 day, 2 hours and 48 minutes	
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MAYOR'S PERMIT FEE IS BASED ON TAX ORDINANCE NO. 001, SERIES OF 2018

REGULATORY FEES

Garbage	Php. 45.00
Health	15.00
Sanitary Permit Fee	200.00 / 100.00
Annual Inspection Fee	120.00/240.00/480.00/720.00/1,200.00
Police Fee	5.00
Barangay Clearance Fee	(Based on Approved Brgy. Tax Ordinance)
Health Fee (Sanitary)	15.00/employee
Laboratory Fee (Sanitary)	20.00/employee

LIST OF PERMITS/CLEARANCES FROM NATIONAL GOVERNMENT AGENCIES FOR SELECTED SECTORS

LINE OF BUSINESS	PERMIT/CLEARANCES NEEDED	ISSUING NATIONAL GOVERNMENT AGENCIES
1. All establishments	Fire Safety Inspection Certificate	Local Bureau of Fire Protection (BFP)
2. Animal Facilities	Certificate of Registration	Bureau of Animal Industry
3. Brokers/ Merchants involved in the sale of commodities for future transactions	Future Commodity Merchants/Brokers License	Securities and Exchange Commission (SEC)
4. Cell sites	Refer to ARTA JMC-01-2020	
5. Customs Brokerage Business	License	Customs Brokerage Commission



6.	Dealers of Rice and Corn and Wheat	License (depending on the type of activity)	National Food Authority
7.	Drugstores	License to Operate	Food and Drug Administration
8.	Forwarders	Accreditation for Sea Freight Forwarders	Philippine Shippers Bureau
9.	Funeral Homes/Parlors	Training Certificate and license of Undertaker and Embalmer	Department of Health
10.	General/Specialty and Engineering Contractor	Contractor's License	Philippine Contractors Accreditation Board
11.	Household/Urban Pesticides	- License to Operate - Certificate of Product Registration	Food and Drug Administration
12.	Lending Institutions	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas
13.	LPG Dealer	Application to Supply Natural Gas	Department of Energy
14.	Manning and Crewing Services	License for Recruitment Agency	Philippine Overseas and Employment Agency
15.	Manpower Agencies with paid up capital of at least Php 5,000,000.00	License to Operate a Private Recruitment and Placement Agency	Department of Labor and Employment Regional Office
16.	Medical Devices	License to Operate	Food and Drug Administration
17.	Messengerial and Courier Services		Department of Transportation and Communication
18.	Mining	Permits depend on the activity	Department of Environment and Natural Resources
19.	Pest Control Services	Pest Control License	Fertilizer and Pesticide Authority
20.	Processed Foods	- License to operate - Certificate of Product Registration	Food and Drug Administration
21.	Pre-school, Elementary and High School	Permit to operate	Department of Education (DepEd) Division Office and Regional Board
22.	Real Estate Broker	License	Department of Trade and Industry of Professional Regulatory Board
23.	Rent-a-Car and Transportation Services	Franchise/Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board



24. Security Agencies	National License	PSCUCIA (PNP Clearance)
25. Spa/Massage Clinic	Certificate of Training of Therapist or Masseur/Masseuse	- Department of Health - TESDA
26. STL (Small Town Lottery)	Permit to Operate	Philippine Charity and Sweepstakes Office
27. Structure within 10KM radius of Communication – Navigation Surveillance Facilities located off-airport	Height Clearance Permit	Civil Aviation Authority of the Philippines
28. Telecommunications Firm	License to Operate	National Telecommunication Commission
29. Toys and Childcare Articles	- License to Operate - Certificate of Product Registration	Food and Drug Administration
30. Veterinary Products	- License to Operate - Certificate of Product Registration	Food and Drug Administration
31. Video Rental Services	Registration for Optical Media Business	Optical Media Board
32. Pawnshop and Money Service Business	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas



2. Renewal of Business /Mayor's Permit

It is required for existing businesses operating within the territorial jurisdiction of Ormoc City to renew their permit within the first twenty (20) days of January of the year. Permit and license granted for a period of one (1) year, to take effect on the date of issue and shall expire on the date specified therein but not beyond December 31 of the year it was issued unless revoked or the business has an approved application retirement of business.

Office Or Division:	City Mayors Office - Business Permits and Licensing Office – Business License and Inspectorate Section			
Classification:	Simple Transaction			
Type Of Transaction:	G2C/G2B - Government to Citizen/ Government to Business			
Who May Avail:	Any person who has an existing business establishment within the territorial jurisdiction of Ormoc			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled-out Unified Business Permit Application Form (1 original)		Business Permits and Licensing Office – Business License and Inspectorate Section, Ground Floor, New Ormoc City Hall, Ormoc City The same is accessible at www.ormoc.gov.ph		
2. Previous Mayor's Permit (Original or 1 photocopy)		Applicant		
3. Proof of annual gross receipts which may include any of the following:				
i. Sworn Declaration of Gross Sales or Receipt (1 original)		Any Notary Public Office		
ii. Audited Financial Statement ("AFS") or Unaudited FS for those who are not required to file AFS with BIR (1 photocopy)		Applicant		
iii. Income Tax Returns (1 photocopy)		Bureau of Internal Revenue		
4. One (1) Long Folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit all requirements for renewal of business permit.	1. Receive and verify requirements.	None	5 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	1.1 Encode and upload necessary information.	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)	15 minutes	<i>Licensing Officer III and/or Licensing Officer I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	1.2 One-time assessment of taxes and fees.			
	1.3 Print and issue assessment of taxes and fees.			
2. Pay the assessment to the CTO personnel assigned at the BPLO or may opt to pay at the CTO counter.	2. CTO to receive assessment and payment.		15 minutes	<i>Revenue Collection Officer</i> City Treasurers Office
	2.1 CTO to issue official receipt.			
3. Submit assessment form with supporting documents and official receipt.	3. Receive and verify documents.	None	5 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	3.1 Issuance of Claim Slip.		3 minutes	



	3.2 Indorse electronically for approval of permit.		30 minutes	<i>City Treasurer</i> City Treasurer's Office <i>City Gov't Asst. Dept. Head I</i> Business Permits and Licensing Office
	3.2 Electronic approval of application.		30 minutes	<i>City Administrator</i> City Administrator's Office
	3.3 Print and issue approved permit.		30 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	3.4 Segregate documents as to owner's copy and office file.			
	3.5 Release permit and sticker.			
TOTAL		See Below Schedule of Fees	2 hours and 13 minutes	



RETAILERS

With gross sales or receipts for the preceding calendar year in the amount of :

Rate of Tax per Annum

P 400,000.00 or less	1%	
more than P 400,000.00	1/2%	(50% of 1%)

WHOLESALEERS/DISTRIBUTORS/DEALERS

On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in Accordance with the following schedule :

With gross sales or receipts for the Preceding calendar year in the amount of :

Amount of Tax per Annum

Less than P 1,000.00		P	22.50
P 1,000.00 or more than but less than	P	2,000.00	45.00
2,000.00 or more than but less than		3,000.00	67.50
3,000.00 or more than but less than		4,000.00	97.50
4,000.00 or more than but less than		5,000.00	135.00
5,000.00 or more than but less than		6,000.00	165.00



6,000.00 or more than but less than	7,000.00	195.00
7,000.00 or more than but less than	8,000.00	225.00
8,000.00 or more than but less than	10,000.00	255.00
10,000.00 or more than but less than	15,000.00	300.00
15,000.00 or more than but less than	20,000.00	375.00
20,000.00 or more than but less than	30,000.00	450.00
30,000.00 or more than but less than	40,000.00	600.00
40,000.00 or more than but less than	50,000.00	900.00
50,000.00 or more than but less than	75,000.00	1,350.00
75,000.00 or more than but less than	100,000.00	1,800.00
100,000.00 or more than but less than	150,000.00	2,550.00
150,000.00 or more than but less than	200,000.00	3,300.00
200,000.00 or more than but less than	300,000.00	4,500.00
300,000.00 or more than but less than	500,000.00	6,000.00
500,000.00 or more than but less than	750,000.00	9,000.00
750,000.00 or more than but less than	1,000,000.00	12,000.00
1,000,000.00 or more than but less than	2,000,000.00	20,000.00
2,000,000.00 or more than at a rate not exceeding fifty-percent (50%) of one percent (1%)		



SERVICE ESTABLISHMENTS

On contractors, and other independent contractors, in accordance with following schedule.

With gross sales or receipts for the Preceding calendar year in the amount of		Amount of Tax per Annum
Less than P 5,000.00		P 37.50
P 5,000.00 or more than but less than	P 10,000.00	84.00
10,000.00 or more than but less than	15,000.00	142.50
15,000.00 or more than but less than	20,000.00	225.00
20,000.00 or more than but less than	30,000.00	375.00
30,000.00 or more than but less than	40,000.00	525.00
40,000.00 or more than but less than	50,000.00	750.00
50,000.00 or more than but less than	75,000.00	1,200.00
75,000.00 or more than but less than	100,000.00	1,800.00
100,000.00 or more than but less than	150,000.00	2,700.00
150,000.00 or more than but less than	200,000.00	3,600.00
200,000.00 or more than but less than	250,000.00	4,950.00



250,000.00 or more than but less than	300,000.00	6,300.00
300,000.00 or more than but less than	400,000.00	8,400.00
400,000.00 or more than but less than	500,000.00	11,250.00
500,000.00 or more than but less than	750,000.00	14,000.00
750,000.00 or more than but less than	1,000,000.00	17,250.00
1,000,000.00 or more than but less than	2,000,000.00	20,000.00
2,000,000.00 or more at the rate not exceeding fifty-percent (50%) of one percent (1%)		

MANUFACTURERS

With gross sales for the preceding calendar year in the amount of:		Amount of Tax per Annum
Less than P 10,000.00		P 225.00
P 10,000.00 or more but less than	P 15,000.00	300.00
15,000.00 or more but less than	20,000.00	412.50
20,000.00 or more but less than	30,000.00	600.00
30,000.00 or more but less than	40,000.00	900.00
40,000.00 or more but less than	50,000.00	1,125.00



50,000.00 or more but less than	75,000.00	1,800.00
75,000.00 or more but less than	100,000.00	2,250.00
100,000.00 or more but less than	150,000.00	3,000.00
150,000.00 or more but less than	200,000.00	3,750.00
200,000.00 or more but less than	300,000.00	5,250.00
300,000.00 or more but less than	500,000.00	7,500.00
500,000.00 or more but less than	750,000.00	11,250.00
750,000.00 or more but less than	1,000,000.00	15,000.00
1,000,000.00 or more but less than	2,000,000.00	18,750.00
2,000,000.00 or more but less than	3,000,000.00	22,500.00
3,000,000.00 or more but less than	4,000,000.00	27,000.00
5,000,000.00 or more but less than	5,000,000.00	31,500.00
6,000,000.00 or more but less than	6,500,000.00	36,000.00
6,500,000.00 or more at a rate not exceeding thirty-seven & a half percent (37 1/2%) of one percent (1%)		



3. Retirement Of Business / Mayors Permit

Businesses operating within the territorial jurisdiction of Ormoc City upon retirement or termination of its operations shall apply and surrender the issued business permit to the Business Permits and Licensing Office for cancellation and record of the same in the system.

Office or Division:	City Mayors Office - Business Permits and Licensing Office – Business License and Inspectorate Section	
Classification:	Simple Transaction	
Type of Transaction:	G2C/G2B - Government to Citizen/ Government to Business	
Who may avail:	Any person who has an existing business establishment within the territorial jurisdiction of Ormoc City whose business operations had ceased	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out Application for Retirement of Business (3 forms originally filled up)	Business Permits and Licensing Office – Business License and Inspectorate Section, Ground Floor, New Ormoc City Hall, Ormoc City	
2. latest Business/ Mayors Permit Permit (1 original)	Applicant	
Affidavit of Loss if the same cannot be provided (1 original)	Any Notary Public Office	
3. Business Registration Plate (original)	Applicant	
Affidavit of Loss if the same cannot be provided (1 original)	Any Notary Public Office	
4. Letter of Intent to Retire the business, if sole proprietor (1 original)	Applicant	
Duly Notarized Secretary's Certificate / Board Resolution), if corporation, partnership or cooperative (1 original)	Applicant	



5. Sworn Statement of the Gross Sales Receipts for the Current Year or Quarter within Thirty (30) days following closure. (1 Original)		Any Notary Public Office		
6. Certificate of Business Closure stating the exact Date of Closure (1 photocopy)		Location of Business (Barangay/Mall/Lessor/Building Administrator)		
7. Affidavit if Closure of Business is not reported as closed for more than Two (2) years. (1 Original)		Any Notary Public Office		
8. Special Power of Attorney for represented Sole Proprietorship (1 updated and original)		Any Notary Public		
9. Partnership Resolution for represented partnership (1 updated and original)		Any Notary Public		
10. Secretary's Certificate or Board Resolution for other form of ownership (1 updated and original)		Any Notary Public		
11. One (1) Long Folder		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Application for Retirement of Business Form together with supporting documents.	1. Receive and verify requirements.	None	30 minutes	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
	1.1 Interview applicant.			
	1.2 Validate all the details on the Application Form.			
	1.3 Verify taxpayer record whether delinquent or not.			



	1.4 Taxpayer with tax delinquency shall be referred to CTO for computation of surcharges and penalties.			
	1.5 Indorse for ocular inspection if no delinquency.			
	1.6 Ocular Inspection.		2 days (shall be inspected along with others who applied for retirement of business)	<i>License Inspector and/or Admin. Aide I - Business License and Inspectorate Section - Business Permits and Licensing Office</i>
	1.7 Assessment of tax obligation if the business has already stopped operation upon ocular inspection.	Tax Obligation based on gross sales or receipt as per Ordinance No. 29, Series of 1992	15 minutes	<i>Licensing Officer III and/or Licensing Officer I Business License and Inspectorate Section – Business Permits and Licensing Office</i>
	1.8 If business is still operating upon ocular inspection, application will be denied.			
2. Pay the assessment to the CTO personnel assigned at the BPLO or may opt to pay at the CTO counter.	2.1 CTO to receive assessment and payment.		15 minutes	<i>Revenue Collection Office City Treasurers Office</i>



	2.2 CTO to issue official receipt.		5 minutes	
3. Submit assessment form with all supporting documents and official receipt.	3.1 Receive and verify documents.	None	5 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	3.2 Indorse application for approval of retirement of business.		5 minutes	<i>Licensing Officer III and/or Licensing Officer I</i> Business License and Inspectorate Section
	3.3 Approval of application for retirement of business.		5 minutes	<i>City Gov't Asst. Dept. Head I</i> Business Permits and Licensing Office
	3.4 System update business status as Retired Business.		5 minutes	<i>Licensing Officer III and/or Licensing Officer I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	3.5 Segregate documents as to owner's copy, CTO file and office file.		10 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office



	3.6 Release approved retirement of business as to owner's copy and CTO file.			
TOTAL		None	2 days, 1 hours and 35 minutes	



4. Occupational Permit

Occupational Permit is a requirement for those who may be employed in any business establishment/s in Ormoc City. It shall be valid for a period of not more than one (1) year and shall expire on the last day of the year it was issued.

Office or Division:	Business Permits and Licensing Office - Business License and Inspectorate Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any Persons working or intents to work in the City of Ormoc			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 x 1 ID Picture (2pcs)		Any Photo shoot businesses		
2. Police Clearance (1 original, 1 photocopy)		Application is done online at https://pnpclearance.ph/ , processing is done at the Ormoc City Police Office, Brgy. Camp Downes, Ormoc City		
3. Barangay Clearance (1 original, 1 photocopy)		Barangay Hall of Clients' place of residence		
4. Cedula (1 original, 1 photocopy)		Barangay Hall of Clients' place of residence/ City Treasurers Office		
5. Mayors Clearance(1 original, 1 photocopy)		Business Permits and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Checklist of Requirements	1. Provide checklist of requirements.	None	3 Minutes	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
2. Submit requirements	2.1 Check completeness of documents and every information.	None	5 Minutes	
	2.1 If incomplete, return to client and ask to comply.			



	2.2 If complete, accept application, and issue Order of Payment to client.			
3. Receive Order of Payment and Present it to the CTO for payment.	3.1 Received Order of Payment Form and Payment	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	5 minutes	Revenue Collection Officer City Treasurers Office
	3.2 Issue Official Receipt (OR)			
4. Submit Official Receipt	4.1 Receive Official Receipt	None	5 minutes	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
	4.2 Print and issue Occupational Permit for applicants signature and Thumbmark			
4.1 Receive Occupational Permit for Signature and Thumbmark	4.2 Received signed with Thumbmark Occupational Permit			
	4.3 Countersign City Mayor's Name	None	2 minutes	City Gov't Asst. Dept. Head I Business Permits and Licensing Office



	4.4. Release of Occupational Permit	None	1 minute	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
5. Forward Occupational Permit to City Administrator's Office	Approval of Occupational Permit	None	15 minutes	<i>City Mayor or his duly authorize representative (i.e. City Administrator)</i> City Mayors Office or City Administrators Office
6. Claim Occupational Permit	Release Occupational permit	None	2 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
5.1 Sign in the Client Logbook	Provide Client Logbook			
Total		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	38 minutes	



5. Special Mayor's Permit for Hanging of Streamers in the Streets and Roads within the City of Ormoc

Streamers allowed to be hanged shall not be more than one (1) meter in width and five (5) meters in length. The City has identified the following designated areas: Agua Dulce Street, Cogon Bridge, Don Felipe Road, Alegria Bridge, Real Cor. Hermosilla Drive, Lilia Avenue, Rivilla Avenue, Bus Terminal and Public Market. Hanging of streamers is permitted to be hanged for not more than 15 days and shall be removed within three (3) days.

Office or Division:	Office of the City Mayor - Business Permits and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C/G2B/G2G – Government to Citizen/Government to Business/Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent which shall states: <ul style="list-style-type: none"> ✓ No. of Streamers to be hanged ✓ Exact dates of the 15 days duration; and ✓ Place where the streamer/s is/are to be hanged (1 original) 		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent	1. Receive Letter of Intent	None	5 Minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	1.1 Create and Issue Order of Payment to the Client			
2. Receive Order of Payment and Present it to the CTO	2. Received Order of Payment Form and Payment	200.00/str eamer plus 200.00	5 minutes	<i>Revenue Collection Officer</i> City Treasurers Office



2.1 Receive Official Receipt	1.1 Issue Official Receipt (OR) and change, if there is any	deposit/st reamer		
2.2 Submit Official Receipt	2.2 Receive Official Receipt	None	3 Minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	2.3. Print Streamers Permit			
	2.4 Countersign City Mayor's Name	None	2 minutes	<i>City Gov't Asst. Dept. Head I</i> Business Permits and Licensing Office
	2.5 Release of Streamers Permit	None	1 minute	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
3. Forward Streamers Permit to City Administrator's Office	Approval of Streamers Permit	None	15 minutes	<i>City Mayor or his duly authorize representative (i.e. City Administrator)</i> City Mayors Office or City Administrators Office
4. Claim Streamers Permit	4. Release Streamers Permit	None	2 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
4.1 Sign in the Client Logbook	4.1 Provide Client Logbook			
Total		200.00/str eamer plus 200.00 deposit/st reamer	33 minutes	



<p><u>Exemptions for the payment of required permit fee</u></p>
<p>1. Streamers welcoming high ranking government officials, the same shall allowed to be hanged across streets, roads, and highways at such clearance as will not obstruct the passage of motor vehicles.</p>
<p>2. Streamers welcoming dignitaries, the same shall allowed to be hanged across streets, roads, and highways at such clearance as will not obstruct the passage of motor vehicles.</p>
<p>3. Streamers hanged at the place of residence or business establishments of the client provided that same will not be hanged across the street</p>
<p>4. Streamers promoting government programs</p>
<p><u>Penalty:</u></p>
<p>Any individual or group of persons, educational institutions, business establishments, organization or corporation violating any of the Ordinance shall suffer the penalty of a fine of not more than Two Hundred (P200.00), or imprisonment of not more than 7 days, or both fine and imprisonment at the discretion of the Honorable Court.</p>

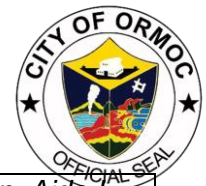


6. Streamers Clearance

Streamers Clearance is issued to be able to claim refund of streamers deposit after the removal of Streamers at the designated areas with three (3) days after the prescription of the allowed 15 days duration. Failure to remove the subject streamer/s within the prescribed period shall cause forfeiture of the deposit in favor of the City Government.¹

Office or Division:	Office of the City Mayor - Business Permits and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C/G2B/G2G – Government to Citizen/Government to Business/Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Receipt (OR) of the Deposit Paid (Original)	Applicant (released by CTO during the application of special mayors permit for streamers)			
2. Streamers Permit issued (1 Photocopy)	Applicant			
3. Streamers Clearance (1 Original)	Business Permits and Licensing Office			
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Official Receipt and other Documents	1. Receive Requirements and check veracity if the streamers are removed with the prescribed period.	None	5 Minutes	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
	1.1 Prepare and issue Streamers Clearance			
	1.2 Approve Streamers Clearance	None	2 Minutes	City Gov't Asst. Dept. Head I Business Permits and Licensing Office

¹ City Ordinance No. 87 series of 2002



2. Receive approved Streamers Clearance with supporting documents and proceed to CTO.	Release the Streamers Clearance	None	2 Minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
Total		None	9 minutes	



7. Special Mayor's Permit to Transport Products/Scrap Iron

Special Mayor's Permit is issued to a person or entity to transport products/ scrap iron within the specific period.

Office or Division:	Office of the City Mayor - Business Permits and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C/G2B/G2G – Government to Citizen/Government to Business/Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (1 original)		Client		
2. PNP Certification (1 original)		Philippine National Police		
3. Affidavit (1 original)		Any Notary Public Office		
4. Mayors Permit (1 photocopy)		Business Permits and Licensing Office		
5. Official Receipt (OR) and Certificate of Registration (CR) (1 photocopy)		Land Transportation Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive Requirements and check veracity of information	None	3 Minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	1.1 Create and Issue Order of Payment to the Client	None	2 Minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
2. Receive Order of Payment and Present it to the CTO	2. Received Order of Payment Form and Payment	100.00	5 minutes	<i>Revenue Collection Officer</i> City Treasurers Office



2.1 Receive Official Receipt	2.1 Issue Official Receipt (OR) and change, if there is any	None		
2.2 Submit Official Receipt	2.2 Receive Official Receipt	None	5 Minutes	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
	2.3. Print Special Mayors Permit			
	2.4 Countersign City Mayor's Name	None	2 Minutes	City Gov't Asst. Dept. Head I Business Permits and Licensing Office
	2.5 Release Special Mayor's Permit	None	1 Minute	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
3. Forward Special Mayor's to City Administrator's Office	Approval of Special Mayor's Permit	None	15 Minutes	City Mayor or his duly authorize representative (i.e. City Administrator) City Mayors Office or City Administrators Office
4. Return to BPLO and submit the approved Special Mayor's Permit	Segregate documents as client's copy and office file	None	2 minutes	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
5. Claim Special Mayors Permit	3. Issue approved Special Mayors Permit	None	3 minutes	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
5.1 Sign in the Client Logbook	3.1 Provide Client Logbook			
Total		100.00	38 minutes	



8. Special Mayor's Permit for Cockfighting Derby, Pintakasi, Tupada, Hackfights or Tari

Application of Special Mayor's Permit for Cockfighting Derby, Pintakasi, Tupada, Hackfights or Tari.

Office or Division:	Office of the City Mayor - Business Permits and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C/G2B – Government to Citizen/Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (1 original)		Requesting Party		
2. Affidavit of Undertaking (1 original)		Any Notary Public Office		
3. Additional Requirements, if any				
a. Certification from City Health Department allowing to conduct said activity (1 original or photocopy)		City Health Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent	1. Receive Letter of Intent and evaluate request	None	5 Minutes	Admin. Aide / Business License and Inspectorate Section – Business Permits and Licensing Office
	1.1 Create and Issue Order of Payment to the Client			
2. Receive Order of Payment and Present it to the CTO	2. Received Order of Payment Form and Payment	See below	5 minutes	Revenue Collection Officer City Treasurers Office
2.1 Receive Official Receipt	1.1 Issue Official Receipt (OR) and change, if there is any			



2.2 Submit Official Receipt	2.2 Receive Official Receipt	None	3 Minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	2.3. Print Special Mayors Permit			
	2.4 Forward Special Mayors Permit for City Mayors' Approval	None	20 minutes	<i>City Mayor or his duly authorize representative (i.e. City Administrator)</i> City Mayors Office or City Administrators Office
3. Claim Special Mayors Permit	3. Release Special Mayors Permit	None	2 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
3.1 Sign in the Client Logbook	3.1 Provide Client Logbook			
Total		See schedule of fees below	35 minutes	



Schedule of Fees:

Type of Fees	Amount
<i>Three (3) days pintakasi with sponsor without derby</i>	500.00
<i>Three (3) days pintakasi with derby and sponsor</i>	1,000.00
<i>Promotional Derby, one day only</i>	500.00
<i>City Fiesta, three (3) days pintakasi without derby and sponsor</i>	500.00
<i>City Fiesta, three (3) days pintakasi with derby</i>	1,000.00



9. Request for Business Data Records/Report

Every Filipino resident of the City shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development, in the custody of the City Government of Ormoc or any of its offices. Freedom of Information (FOI) shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing laws or jurisprudence. In providing information, the Data Privacy Act of 2012 (Republic Act No. 10173) must be observed and followed at all times.

Office or Division:	Office of the City Mayor - Business Permits and Licensing Office			
Classification:	Complex Transaction			
Type of Transaction:	G2C/ G2G – Government to Citizen/ Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request stating the: <ul style="list-style-type: none"> a. Name and contact information of requesting party b. Reasonable describe the information requested c. Reason for or purpose of the request for information (1 original) 		Requesting Party		
2. Valid ID of the representative (2 photocopies)		Representative of the requestor		
3. Additional Requirements, if necessary <ul style="list-style-type: none"> a. Letter of Authorization, if representative is not related to the requesting party (1 original) 		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1.1 Stamp received of the request	None	2 Minutes	<i>Administrative Officer II</i> Business Permits and Licensing Office
	1.2 Provide FOI Request Form			



2. Submit duly filled-out FOI Request form and supporting documents	2.1 Check completeness of documents and verify information	None	1 Minute	<i>Administrative Officer II</i> Business Permits and Licensing Office
	2.2 Prepare Approval and Assessment Form and forward to Office Head	None	5 Minutes	
	2.3 Decision to Approve or Disapprove Request	None	5 Minutes	<i>City Gov't Asst. Dept. Head I</i> Business Permits and Licensing Office
	2.3.1 If approved, prepare requested documents and assess the applicable fees	See below schedule of fees	2 Days	<i>Administrative Officer II</i> Business Permits and Licensing Office
	2.3.2 If Denied, prepare Notice of Denial	None	1 Day	
3. Pay Fees	3. Issue Approval and Assessment Form for Payment (only if approved)	See below schedule of fees	5 Minutes	<i>Revenue Collection Officer</i> City Treasurers Office
4. Present Official Receipt and Received Requested Records/ Reports or Notice of Denial of Request	4. Issue Requested Records/Reports or Notice of Denial	None	5 minutes	<i>Administrative Officer II</i> Business Permits and Licensing Office
Total		See Schedule of Fees below	3 days and 23 minutes	



Schedule of Fees

Certification of Official Records	P50.00/page for the 1 st Copy P10.00/page for succeeding copies
Printing	P10.00/page
Photocopying <ul style="list-style-type: none">• Long• Short/A4	P5.00/page P3.00/page
Exemptions <ul style="list-style-type: none">• Indigent, through the presentation of Certificate of Indigency;• Government agency or Office for official use thereof;• City Government Officials and Employees for official use thereof	



10. Request for Certified True Copy, Certification for Closure, No Business and other similar purpose

Request for Certified True Copy of permits, Certificate of Closure, Certificate of No Business and other similar purpose

Office or Division:	Office of the City Mayor - Business Permits and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C/G2B/ G2G – Government to Citizen/ Government to Business/Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt (Original)		City Treasurers Office, New Ormoc City Hall, Aunubing Street, Brgy. Cogon, Ormoc City		
2. Additional Requirements, if necessary				
Affidavit of Lost (if Certified true copy is requested and the original document is lost, stolen or destroyed) (1 original)		Any Notarial Public Office		
Approved Closure Form of business (1 Photocopy)		Business Permits and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Complete Requirements	1.1 Received complete requirements for evaluation	None	2 Minutes	Admin. Aide I Business License and Inspectorate Section – Business Permits and Licensing Office
	1.2 Ask the client to go to CTO for payment of fee			



2. Proceed to CTO and inform them to pay for certification fee. Make sure to secure OR after the transaction	2. Accept Payment for Certification Fee and issue Official Receipt to Client.	50.00/c opy	5 Minutes	<i>Revenue Collection Officer</i> City Treasurers Office
3. Forward the OR to BPLO for printing of certification	3. Accept the OR and print Certification	None	5 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
	3.1 Forward the Certification to BPLO Head for signature	None	10 minutes	<i>City Gov't Asst. Dept. Head I</i> Business Permits and Licensing Office
4. Claim Special Mayors Permit	2. Release Special Mayors Permit	None	2 minutes	<i>Admin. Aide I</i> Business License and Inspectorate Section – Business Permits and Licensing Office
4.1 Sign in the Client Logbook	2.1 Provide Client Logbook			
Total		50.00/c opy	24 minutes	



11. New Motorized Tricycle Operator's Permit (MTOPT)

Application for New Motorized Tricycle Operator's Permit (MTOPT) for the following cases:

A. NEW MTOPT

Issuance of Motorized Tricycle Operators Permit to a person allowing him to operate a tricycle for hire valid for three (3) years from date of approval and renewable for the same period.

B. TRANSFER OF OWNERSHIP: DEATH OF OPERATOR

Application for MTOPT Transfer of Ownership is granted to a qualified successor upon death of the registered operator.

C. TRANSFER OF OWNERSHIP: SSS RETIREMENT

Application for MTOPT Transfer of Ownership is granted to operator/s who may wish to terminate or stop his business and transfer ownership of their unit/s to their qualified successor.

Office or Division:	City Mayors Office - Business Permits and Licensing Office – Transportation Franchising and Regulation Section	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C/G2B - Government to Citizen/ Government to Business	
Who may avail:	All MTOPT Holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. NEW MTOPT		
1. Duly filled-out Application Form (1 original)		Transportation Franchising and Regulation Section, Ground Floor, New Ormoc City Hall, Ormoc City
2. Voters ID or Birth Certificate or Baptismal Certificate or Marriage Certificate, Brgy. Certificate (2 photocopies,)		COMELEC Office, Superdome Bldg., Ormoc City/ Local Civil Registry Office, Ground Floor, New Ormoc City Hall, Barangay Hall, Ormoc City
3. Certificate of Registration (MC) (2 photocopies)		Land Transportation Office, Aunubing Street, Brgy Cogon, Ormoc City
4. Official Receipt (MC) (2 photocopies)		
5. Plate Authorization (MC) (2 photocopies)		
6. Sketch Location of Garage (2 photocopies)		Applicant



7. Affidavit of No Income or Latest Withholding Tax or Income Tax Return (2 photocopies)	Any Notary Public Office, BIR- Ormoc : Revenue District Office No. 89 – Ormoc City, Leyte. Share. Office Address: National Highway, Brgy. Bantigue, Ormoc City			
8. Picture of Unit (Front View) (2 colored print 3R)	Applicant			
9. Insurance Policy of Tricycle for Hire (TC) (2 photocopies)	Any of the LGU- Ormoc Accredited Insurance Companies for Motorized Tricycle for Hire			
10. Driver's Certificate of Safety Driving Seminar From LTO (2 photocopies)	Land Transportation Office, Aunubing St, Brgy Cogon, Ormoc City			
B. ADDITIONAL REQUIREMENTS FOR TRANSFER OF OWNERSHIP UPON DEATH OF REGISTERED OPERATOR				
11. Deed of Donation or Deed of Adjudication or Deed of Extra Judicial Settlement of Estate (2 photocopies)	Any Notary Public Office			
12. Death Certificate (2 photocopies)	Local Civil Registry, Ground Floor, New Ormoc City Hall, Ormoc City			
13. Notarized Waiver of City Identification No. (2 photocopies)	Any Notary Public Office			
C. ADDITIONAL REQUIREMENTS FOR TRANSFER OF OWNERSHIP FOR SSS RETIREMENT				
14. Deed of Donation(2 photocopies)	Any Notary Public Office			
15. SSS application for retirement(2 photocopies)	SSS Office, Don Felipe Larrazabal Road, Brgy Punta, Ormoc City			
16. Notarized Waiver of City Identification No <i>Note: Present the original documents(2 photocopies)</i>	Any Notary Public Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements	1. Provide checklist of requirements and application form	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office



2. Submit all requirements	2.1. Verify the completeness and correctness of the documents submitted	None	3 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	2.2 Print assessment of taxes, fees and other charges. (Include penalties for expired MTOP for Case B and C)	<i>See Schedule of MTOP Fees and Penalties</i>	5 minutes	<i>Transportation Regulation Officer I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.	3.1. Accept Payment and Issue Official Receipt	<i>Per assessment</i>	5 minutes	<i>Revenue Collection Officer</i> City Treasurers Office
	3.2 Print the New MTOP documents and release to the applicant for Notarization.	None	5 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
4. Notarize the duly signed New MTOP documents and submit back once notarized .	4.1 Indorse the duly notarized New MTOP documents to the City Legal Office for approval	None	5 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	4.2 Review and approval of Application for New MTOP	None	1 day	<i>City Legal Officer</i> City Legal Office



	4.4 Indorse the approved application for New MTOP to Sanguniang Panlungsod for review and for the issuance of Resolution.	None	5 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	4.5 Review and pass the resolution to grant the New MTOP	None	14 days	<i>SP Secretary, City Vice Mayor & SP Members</i> Sangguniang Panlungsod
5. After 2 weeks, claim the approved new MTOP documents. <i>(Proceed with the processing of the Confirmation)</i>	5.1 Segregate documents as to owner's copy and office file.	None	3 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	5.2. Release the owner's copy of the approved new MTOP	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
TOTAL		<i>See schedule of fees below</i>	<i>15 days and 35 minutes</i>	



MTOP SHEDULE OF FEES:

ZONE	FRANCHISE FEE	FILING FEE	ADDITIONAL FRANCHISE FEE	TOTAL
<i>Freezone</i>	400	30	-	430.00
<i>Zone 2</i>	400	30	600	1,030.00
<i>Zone 3</i>	400	30	600	1,030.00
<i>Zone 4</i>	400	30	600	1,030.00

**SCHEDULE OF PENALTIES FOR EXPIRED
MTOP:**

ZONE	PENALTY	TOTAL
<i>Freezone</i>	122.5	122.5
<i>Zone 2, 3, 4</i>	272.5	272.5



12. Renewal of Motorized Tricycle Operator's Permit (MTOPT)

Issuance of MTOPT is based on existing law and city ordinance to authorized individuals to render public transport in the City of Ormoc valid for three (3) years from date of approval and renewable for the same period.

Office or Division:	City Mayors Office - Business Permits and Licensing Office – Transportation Franchising and Regulation Section			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2C/G2B - Government to Citizen/ Government to Business			
Who may avail:	All MTOPT Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Registration (2 photocopies)		Land Transportation Office, Aunubing St, Brgy Cogon, Ormoc City		
2. Official Receipt (2 photocopies)				
3. Plate Authorization (TC) (2 photocopies)		Land Transportation Office, Aunubing Street, Brgy Cogon, Ormoc City		
4. Latest MTOPT (2 photocopies)		Business Permits and Licensing Office - Transportation Franchising and Regulation Section, Ground Floor, New Ormoc City Hall, Ormoc City		
5. Renewed Insurance Policy of Tricycle for Hire (TC) (2 photocopies) <i>Note: Present the original documents</i>		Any of the LGU- Ormoc Accredited Insurance Companies for Motorized Tricycle for Hire		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements	1. Provide checklist of requirements and application form	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office



2. Submit all requirements	2.1. Verify the completeness and correctness of the documents submitted	None	3 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	a. Print assessment of taxes, fees and other charges; include penalty if expired on the day of application;	<i>See Schedule of MTOP Fees and Penalties</i>	5 minutes	<i>Transportation Regulation Officer I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.	3.1. Accept Payment and Issue Official Receipt	<i>Per assessment</i>	5 minutes	<i>Revenue Collection Officer</i> City Treasurers Office
	3.2 Print the Renewal of MTOP documents and release to the applicant for Notarization.	None	5 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
4. Notarize the duly signed Renewal of MTOP documents and submit back once notarized .	4.1 Indorse the duly notarized Renewal of MTOP documents to the City Legal Office for approval	None	5 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	4.2 Review and approval of Application for Renewal of MTOP	None	1 day	<i>City Legal Officer</i> City Legal Office



	4.4 Indorse the approved application for Renewal of MTOP to Sanguniang Panlungsod for review and for the issuance of Resolution.	None	5 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	4.5 Review and pass the resolution to grant the Renewal of MTOP	None	14 days	<i>SP Secretary, City Vice Mayor & SP Members</i> Sangguniang Panlungsod
5. After 2 weeks, claim the approved Renewal of MTOP documents. (Proceed with the processing of the Confirmation)	5.1 Segregate documents as to owner's copy and office file.	None	3 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	5.2. Release the owner's copy of the approved Renewal of MTOP	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
TOTAL		<i>See schedule of fees below</i>	15 days and 35 minutes	



MTOP SHEDULE OF FEES:

ZONE	FRANCHISE FEE	FILING FEE	ADDITIONAL FRANCHISE FEE	TOTAL
<i>Freezone</i>	400	30	-	430.00
<i>Zone 2</i>	400	30	600	1,030.00
<i>Zone 3</i>	400	30	600	1,030.00
<i>Zone 4</i>	400	30	600	1,030.00

SCHEDULE OF PENALTIES FOR EXPIRED MTOP:

ZONE	PENALTY	TOTAL
<i>Freezone</i>	122.5	122.5
<i>Zone 2, 3, 4</i>	272.5	272.5



13. New Mayor's Permit For Motorized Tricycle For Hire

New Mayor's Permit is issued to operators of Motorcab Tricycle for Hire; valid until Dec.31 of the same year.

Office or Division:	City Mayors Office - Business Permits and Licensing Office – Transportation Franchising and Regulation Section	
Classification:	Simple Transaction	
Type of Transaction:	G2C/G2B - Government to Citizen/ Government to Business	
Who may avail:	All MTOP Holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Tricycle Business Application Form with attach location sketch(Original)		Business Permits and Licensing Office - Transportation Division, Ground Floor, New Ormoc City Hall, Ormoc City
2. LTO Certificate of Registration & Official Receipt (TC) (1 photocopy)		Land Transportation Office, Aunubing St, Brgy Cogon, Ormoc City
3 Plate Authorization (TC) (1 photocopy)		
4. Insurance Policy (TC) (1 photocopy)		Any LGU - Ormoc Accredited Insurance Provider
5. Affidavit of Undertaking (1 Original)		Business Permits and Licensing Office - Transportation Division, Ground Floor, New Ormoc City Hall, Ormoc City
6. Latest MTOP (1 photocopy)		
7. DTI Business Name Registration (1 photocopy)		Negosyo Center, beside Business Permit and Licensing Office, Ground Floor, New Ormoc City Hall, Ormoc City
8. 1x1 Colored ID Picture of Owner (Original)		Applicant
9. Tax Identification Number (TIN) (1 photocopy)		BIR- Ormoc : Revenue District Office No. 89 – Ormoc City, Leyte. Share. Office Address: National Highway, Brgy. Bantigue, Ormoc City
<i>Note: Present the original documents</i>		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirement	1. Provide checklist of requirements and application form	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
2. Submit all requirements	2.1. Verify the completeness and correctness of the documents submitted	None	5 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	2.2 Print assessment of taxes, fees and other charges.	<i>See Breakdown of Mayor's Permit Fees</i>	5 minutes	<i>Transportation Regulation Officer I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.	3. Accept Payment and Issue Official Receipt	Per assessment	3 minutes	<i>Revenue Collection Officer</i> City Treasurers Office



4. Bring the Motorized Tricycle for Hire at the inspection area together with the documents for Inspection	4.1 Inspect the Motorized Tricycle for Hire	None	15 minutes	<i>Transportation Inspector</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	4.1.1 If the unit is fit to operate, sign the Inspection report			
	4.1.2 If the unit is not fit to operate, schedule the Applicant for re-inspection of unit upon completion of the lacking requirements.			
5. Submit all the documents for printing of Mayor's Permit	5.1 Issue claim Slip for the Mayor's Permit	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office



	5.2 Electronic endorsement and approval of Mayor's Permit	None	1 hour	<i>City Treasurer</i> City Treasurer's Office <i>City Gov't Asst. Dept. Head I</i> Business Permits and Licensing Office <i>City Administrator</i> City Administrator's Office
	5.3 Printing of the Mayor's Permit and the Brgy Clearance.	None	30 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
6. Present the Claim Slip to claim the Mayor's Permit and sticker.	6.1 Segregate documents as to owner's copy and office file.	None	3 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	6.2. Release the owner's copy of the Mayor's Permit and Brgy Clearance and sticker	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office



TOTAL	See Breakdown of Mayor's Permit Fees	2 hours and 7 minutes	
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Breakdown of Mayor's Permit Fees:	
Mayor's Permit Fee	170.00
Local Business Tax	50.00
Health Permit Fee	15.00
Fare Adjustment Fee (FAF)	30.00
Sticker	30.00
Sanitary Permit Fee	100.00
Annual Inspection Fee (Eng,'ng)	100.00
Police Fee	10.00
Health Fee (Sanitary)	15.00
Laboratory Fee (Sanitary)	20.00
Garbage Fee	45.00
Brgy Clearance	Varies per Brgy
TOTAL	P585.00 + Brgy. Clearance Fee



14. Renewal of Mayor's Permit for Motorized Tricycle for Hire

Renewal of Mayor's Permit issued to operators of Motorcab Tricycle for Hire is renewed yearly.

Office or Division:	City Mayors Office - Business Permits and Licensing Office – Transportation Franchising and Regulation Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C/G2B - Government to Citizen/ Government to Business			
Who may avail:	All MTOP Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tricycle Business Application Form with attach location sketch(1 Original)		Business Permits and Licensing Office - Transportation Division, Ground Floor, New Ormoc City Hall, Ormoc City		
2. Certificate of Registration (2 photocopies)		Land Transportation Office, Aunubing St, Brgy Cogon, Ormoc City		
3. Official Receipt (2 photocopies)				
4 Plate Authorization (TC) (2 photocopies)				
5. Mayor's Permit of Last Year (1 photocopy)		Business Permits and Licensing Office- Transportation Franchising and Regulation Section window, Ground Floor, New Ormoc City Hall, Ormoc City		
6. Latest MTOP (2 photocopies)				
7. Tax Identification Number (TIN) (1 photocopy) <i>(Note: present the original documents)</i>		From BIR- Ormoc : Revenue District Office No. 89 – Ormoc City, Leyte. Share. Office Address: National Highway, Brgy. Bantigue, Ormoc City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirement	1. Provide checklist of requirements and application form	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office



2. Submit all requirements	2.1. Verify the completeness and correctness of the documents submitted	None	5 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	2.2 Print assessment of taxes, fees and other charges. Include penalties if application is done after 20 th of January of the current	<i>See Breakdown of Mayor's Permit Fees</i>	5 minutes	<i>Transportation Regulation Officer I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.	3. Accept Payment and Issue Official Receipt	Per assessment	3 minutes	<i>Revenue Collection Officer</i> City Treasurers Office
4. Bring the Motorized Tricycle for Hire at the inspection area together with the documents for Inspection.	4.1 Inspect the Motorized Tricycle for Hire	None	15 minutes	<i>Transportation Inspector</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	4.1.1 If the unit is fit to operate, sign the Inspection report			



	4.1.2 If the unit is not fit to operate, schedule the Applicant for re-inspection of unit upon completion of the lacking requirements.			
5. Submit all the documents for printing of Mayor's Permit	5.1 Issue claim Slip for the Mayor's Permit	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	5.2 Electronic endorsement and approval of Mayor's Permit	None	1 hour	<i>City Treasurer</i> City Treasurer's Office <i>City Gov't Asst. Dept. Head I</i> Business Permits and Licensing Office <i>City Administrator</i> City Administrator's Office
	5.3 Printing of the Mayor's Permit and the Brgy Clearance.	None	30 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office



6. Present the Claim Slip to claim the Mayor's Permit and sticker.	6.1 Segregate documents as to owner's copy and office file.	None	3 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	6.2. Release the owner's copy of the Mayor's Permit and Brgy Clearance and sticker	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
TOTAL		See Breakdown of Mayor's Permit Fees	2 hours and 7 minutes	

Breakdown of Mayor's Permit Fees:	
Mayor's Permit Fee	170.00
Local Business Tax	1,800.00
Health Permit Fee	15.00
Fare Adjustment Fee (FAF)	30.00
Sticker	30.00
Sanitary Permit Fee	100.00
Annual Inspection Fee (Eng,'ng)	100.00
Police Fee	10.00
Health Fee (Sanitary)	15.00
Laboratory Fee (Sanitary)	20.00
Garbage Fee	45.00
Brgy Clearance	Varies per Brgy
TOTAL	P2,335.00 + Brgy. Clearance



15. Dropping of Motorized Tricycle Operator's Permit (MTOP)

Application for Dropping of MTOP for the following cases:

A. SUBSTITUTION OF UNIT (SAME OWNER)

Refers to change of unit and continue rendering public transport operations.

B. SURRENDER/RECALL OF CITY IDENTIFICATION NUMBER (CIN)

Refers to giving back/ recalling the City Identification No. in favor of the City Government of Ormoc.

C. TRANSFER OF OWNERSHIP

Refers to transfer of ownership of Motorized Tricycle for Hire unit/s to their qualified successor

Office or Division:	City Mayors Office - Business Permits and Licensing Office – Transportation Franchising and Regulation Section	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C/G2B - Government to Citizen/ Government to Business	
Who may avail:	All MTOP Holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. SUBSTITUTION OF UNIT (SAME OWNER)		Land Transportation Office, Aunubing St, Brgy Cogon, Ormoc City
1. Certificate of registration from LTO (2 photocopies)		
2. Official Receipt from LTO (2 photocopies)		



3. OR of return plate if permanent plate number was issued if Temporary Plate submit Plate authorization (2 photocopies)				
4. Latest MTOP (2 photocopies)		Business Permits and Licensing Office - Transportation Franchising and Regulation Section, Ground Floor, New Ormoc City Hall, Ormoc City		
B. ADDITIONAL REQUIREMENTS IN CASE OF SURRENDER/RECALL OF CIN				
5. Notarized Waiver of City identification No. (2 photocopies)		Any Notary Public Office		
C. TRANSFER OF OWNERSHIP				
6. Notarized Waiver of City Identification No. (2 photocopies)		Any Notary Public Office		
7. Deed of Donation or Deed of Adjudication or Deed of Extra Judicial Settlement of Estate (2 photocopies) (whichever is applicable) <i>Note: Present the original documents</i>				
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirement	1. Provide checklist of requirements and application form	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office



2. Submit all the requirements	2.1. Verify the completeness and correctness of the documents submitted,	None	3 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	2.2 Print assessment of taxes, fees and other charges; Include penalty if expired on the day of application.	<i>See Schedule of Dropping Fees and Penalties</i>	5 minutes	<i>Transportation Regulation Officer I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.	3.1. Accept Payment and Issue Official Receipt	<i>Per assessment</i>	5 minutes	<i>Revenue Collection Officer</i> City Treasurers Office
	3.2 Print the Dropping of MTOP documents and release to the applicant for Notarization.	None	5 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
4. Notarize the duly signed Dropping of MTOP documents and submit back once notarized .	4.1 Indorse the duly notarized Dropping of MTOP documents to the City Legal Office for approval	None	5 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	4.2 Review and approval of Application for Dropping of MTOP	None	1 day	<i>City Legal Officer</i> City Legal Office



	4.4 Indorse the approved application for Dropping of MTOP to Sanguniang Panlungsod for review and for the issuance of Resolution.	None	5 minutes	<i>Admin. Aide IV</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
5. After 2 weeks, claim the approved Dropping of MTOP documents. <i>(Proceed with the processing of the Confirmation)</i>	4.5 Review and pass the resolution to Drop the of MTOP	None	14 days	<i>SP Secretary, City Vice Mayor & SP Members</i> Sangguniang Panlungsod
	5.1 Segregate documents as to owner's copy and office file.	None	3 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	5.2. Release the owner's copy of the approved Dropping of MTOP	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
TOTAL		<i>See schedule of fees below</i>	<i>15 days and 35 minutes</i>	



SCHEDULE OF DROPPING PENALTIES

ZONE	PENALTY	TOTAL
<i>Freezone</i>	122.5	122.5
<i>Zone 2, 3, 4</i>	272.5	272.5

SCHEDULE OF DROPPING FEES

ZONE	SUPERVISION FEE	FILING FEE	TOTAL
<i>Freezone, Zone 2, 3, 4</i>	30.00	30.00	60.00



16. Confirmation of Motorized Tricycle Operator's Permit (MTOP)

A Confirmation is a document issued to an operator stating that his unit/tricycle for hire has valid and unexpired franchisee (MTOP) to operate, for purpose of renewing his LTO registration.

Office or Division:	City Mayors Office - Business Permits and Licensing Office – Transportation Franchising and Regulation Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C/G2B - Government to Citizen/ Government to Business			
Who may avail:	All MTOP Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Registration (1 photocopy)		Land Transportation Office, Aunubing St, Brgy Cogon, Ormoc City		
2. Official Receipt (1 photocopy)				
3. Plate Authorization (TC) (1 photocopy)		Land Transportation Office, Aunubing Street, Brgy Cogon, Ormoc City		
4. Latest MTOP (1 photocopy)		Business Permits and Licensing Office- Transportation Franchising and Regulation Section, Ground Floor, New Ormoc City Hall, Ormoc City		
5. Insurance Policy of Tricycle for Hire (TC) (1 photocopy)		Any of the LGU- Ormoc Accredited Insurance Companies for Motorized Tricycle for Hire		
<i>Note: Present the original documents</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Secure checklist of requirement	1.1. Provide checklist of requirements and application form	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
2. Submit all the requirements	2.1. Verify the completeness and correctness of the documents submitted	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	2.2 Print assessment of taxes, fees and other charges	<i>Filing Fee P30.00</i> <i>Supervision Fee P 30.00</i> <i>Total P60.00</i>	2 minutes	<i>Transportation Regulation Officer I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
3. Pay the assessment at the cashier assigned at the BPLO or may opt to pay at the CTO counter.	3.1. Accept Payment and Issue Official Receipt	<i>Per assessment</i>	5 minutes	<i>Revenue Collection Officer</i> City Treasurers Office
4. Claim the Confirmation/ Certification	4. Print and release the Confirmation/ Certification	None	5 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
TOTAL		Php. 60.00	16 minutes	



17. Certification (Ceased to Operate)

Issuance of Certification to Clients who needs to process closure of business with other regulatory agencies.

Office or Division:	City Mayors Office - Business Permits and Licensing Office – Transportation Franchising and Regulation Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C/G2B - Government to Citizen/ Government to Business			
Who may avail:	All MTOP Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Approved Dropping Order(2 photocopies)		Transportation Franchising and Regulation Section - Business Permits and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirement	1.1. Provide checklist of requirements	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
2. Submit all the requirements	2.1. Verify the completeness and correctness of the documents submitted	None	2 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
	2.2 Print assessment of taxes, fees and other charges	Php. 50.00	2 minutes	<i>Transportation Regulation Officer I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office



3. Pay the assessment at the cashier assigned at the BPLO	2.1. Accept Payment and Issue Official Receipt	Per assessment	5 minutes	<i>Revenue Collection Officer</i> City Treasurers Office
4. Claim the Certification	3.1 Print the certification and release to Client.	None	5 minutes	<i>Admin. Aide I</i> Transportation Franchising and Regulation Section – Business Permits and Licensing Office
TOTAL		Php. 50.00	16 minutes	



18. Local Investment Incentives

Application of Local Investment Incentives offered by the City of Ormoc to new, expansion or diversification of projects by investors pursuant to the amended List of Investment Priority Areas (IPAs) of the City and the Ormoc City Investment Incentives Code. Local Investment Incentives given may be either fiscal or non-fiscal for a period not exceeding **seven (7)** years but not less than **two (2)** years.

Office or Division:	City Mayors Office - Business Permits and Licensing Office – Local Economic and Investment Promotion Section	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Prospective local and foreign investors in the City	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter of Intent addressed to the City Mayor(1 Original)	Applicant
	2. Application form to be notarized (3 copies)	LEIPS, Business Permits and Licensing Office
	3. Certified true copies of ((1 photocopy): <ul style="list-style-type: none"> ● SEC Registration Certificate and Articles of Incorporation and by-Laws for corporation/ partnership, or ● CDA Certification or ● DTI Business Name registration, whichever is applicable) 	Security Exchange and Commission, Cooperative Development Authority Department of Trade and Industry
	4. Latest comparative audited financial statements acknowledged received by the BIR and/or SEC (in the case of corporation), If operation has already commenced (1 photocopy)	Applicant/ Bureau of Internal Revenue



5. Proof of proposed place of business which shall show that the main operating facility, whether a service/manufacturing/production facility or plantation, and not just the warehouse or the administrative office of the applicant, is located within the territorial jurisdiction of the City. (1 photocopy)		Applicant		
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. (1 photocopy)		Applicant		
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. (1 photocopy)		Concerned Registering Agency		
8. Feasibility Study or Project Study (1 photocopy)		Applicant		
9. Proof that the applicant meets the criteria pursuant to which it is claiming eligibility to avail of incentives. (1 photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client secures Checklist of Requirements and Forms from BPLO-LEIPS	1. Provide checklist of requirements and forms	None	5 Minutes	<i>Administrative Officer II</i> Local Economic and Investment Promotion Section Business Permits and Licensing Office



2. Submit all complete Requirements	2. Accept complete requirements	None	10 Minutes	<i>Administrative Officer II</i> Local Economic and Investment Promotion Section Business Permits and Licensing Office
	2.1 Logged application in the Registration Application Logbook and stamped the application form "Received" with date of acceptance for it to be considered officially accepted.			
3 Pay the reasonable, non-refundable filing fee	3.1 LEIPO issues Order of Payment to Client	P 2,000.00*	10 minutes	<i>Local Economic and Investment Promotion Officer</i> Local Economic and Investment Promotion Section Business Permits and Licensing Office
	3.2 Accepts payment and issue Official Receipt			<i>Revenue Collection Officer</i> City Treasurers Office
	3.3 Post application in the City Hall bulletin board	NONE	10 minutes	<i>Administrative Officer II</i> Local Economic and Investment Promotion Section Business Permits and Licensing Office



	a. Conduct evaluation to the proposed project. Evaluation may include conduct of ocular inspection at the premises of the business, if necessary	NONE	2 days	<i>Local Economic and Investment Promotion Officer</i> Local Economic and Investment Promotion Section- Business Permits and Licensing Office
	3.5 Submit application together with the result of evaluation and recommendation to Ormoc City Investment Incentives Board for discussion and decision.	None	1 hour	<i>Local Economic and Investment Promotion Officer</i> Local Economic and Investment Promotion Section Business Permits and Licensing Office
4. Client may be ask to present project before the board and answer queries raised	5. Approve or disapprove application	None	60 days/30 days**	<i>Members</i> Ormoc City Investment Incentives Board (OCIIB)
5. Receive Certification of Approval of Notice of Disapproval	6. Issuance of Certificate of Approval or Notice of Disapproval	None	1 day	<i>Local Economic and Investment Promotion Officer</i> Local Economic and Investment Promotion Section Business Permits and Licensing Office



Total	P2,000.00	63/33days , 1 hr and 35 mins	
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* If Applicant is Micro Enterprises, they are exempted for the payment of filing fee.

** 60 days if applicant is local registrants and 30 days for those already registered with Registering Agencies.