

LIST OF SERVICES

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I. Mandate:

The Business Permit and Licensing Office is in charge of processing of all business permits/licenses in the city of Borongan. Regulate the operations of all business establishments. Monitoring and imposition of mandatory standards to ensure compliance with applicable laws, rules and regulations in order to protect the interests of public, and ensure that business registrants may experience Ease of Doing Business by implementing the streamlined process of business registration.

II. Vision:

A responsive revenue generating unit, a business-friendly with an excellent and world class service delivery system that drives Borongan globally competitive city.

III. Mission:

To provide service delivery system to expedite business permit processing and non-business related transaction, promote ease of doing business to increase the level of satisfaction of business registrants, and ultimately, draw more investors in the city.

IV. Service Pledges:

Our office is committed to deliver the highest possible quality service with utmost integrity, and to be a business-friendly to all clients and to the public in general

Business Permit and Licensing Office

Frontline Services

1. SECURING BUSINESS PERMIT

Office or Division:	Business Permit and Licensing office
Classification:	
Type of Transaction:	Government-to-Citizen
Who may avail:	Business Registrants

FOR NEW BUSINESS	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Proof of Business Registration (DTI / SEC / CDA) (1 Photo Copy)	Department of Trade and Industry, Securities and Exchange Commission, Cooperative Development Authority
2. Contract of Lease if Building is rented (1 Photo Copy)	From the lessor/building owner
3. Sworn Declaration of Capitalization.	Sworn Declaration of your Capital Investment

FOR RENEWAL OF BUSINESS	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sworn Declaration of Gross Sales / Receipts	Sworn Declaration of your Gross Sales/Receipts

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Unified Form at the BOSS Frontline together with the documentary requirements.	1.1 Check the completeness of documentary requirements.	None	2 minutes	MA. LINDA B. ESTROBO, <i>FRONTLINE OFFICER</i> ELSA A. CILLO, <i>FRONTLINE OFFICER</i>
	1.2 Endorse for one-time assessment if documentary requirements are complete and compliant.	None		
	1.3 One – Time Assessment.	Corresponding to the T.O.P	10 minutes	NERISA B. APURA, ASSESSOR JULIET B. STA. CRUZ, ASSESSOR DAWIS A. SALAZAR, ASSESSOR JOSELITO H. BADIOLA, ASSESSOR JOSELITO N. BARBA, ASSESSOR

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				HAZEL ROSARIO M. CATUDIO, ASSESSOR
	1.4 Review assessment of Taxes, Fees and Charges.	None	5 minutes	CHEYNEY A. IBARBIA, <i>BPLO SECTION - CHIEF</i>
Note: New Business is subject for Inspection.	Inspection of Business Establishment	None	15 minutes (Depends on the distance of Business Establishment)	JOSELITO H. BADIOLA, <i>INSPECTION OFFICER</i>
2. Obtain T. O. P. at the BOSS Frontline and proceed to the Payment Section / Cashier for Payment of Taxes, Fees and Charges	2.1 Printing of T.O.P.	None	4 minutes	JEREMY B. ARAGO, <i>ENCODER</i> EDGAR JOEL F. ABOY, <i>ENCODER</i> GLENN A. PAJANOSTAN, <i>ENCODER</i>
	2.2 Approval of T.O.P.	None	1 minute	CHEYNEY A. IBARBIA, <i>BPLO SECTION - CHIEF</i>
	2.3 Issuance of T.O.P.	Corresponding to the T.O.P.	2 minutes	MA. LINDA B. ESTROBO, <i>FRONTLINE OFFICER</i> ANTONETTE G. FABULA, <i>FRONTLINE OFFICER</i>
3. Secure Official Receipt from the Cashier then proceed to the BOSS Frontline, and present the Official Receipt to generate Mayor's Permit.	3.1 Generate /Print Mayor's Permit and Endorse for LCE approval.	None	5 minutes	DAWIS A. SALAZAR, <i>ASSESSOR / ENCODER</i> JEREMY B. ARAGO, <i>ENCODER</i> EDGAR JOEL F. ABOY, <i>ENCODER</i> GLENN A. PAJANOSTAN, <i>ENCODER</i>
	3.2 Approval of Mayor's Permit.	None	10 minutes (Depends on the bulk of documents queued for approval)	CITY MAYOR / ALTERNATIVE SIGNATORY
	3.3 Issuance of Approved	None	5 minutes (Or in accordance	MA. LINDA B. ESTROBO,

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	Mayor's Permit		with the date provided in the claim stub.)	<i>FRONTLINE OFFICER ELSA A. CILLO, FRONTLINE OFFICER</i>
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2. BURIAL PERMIT

Office or Division:	Business Permit and Licensing office			
Classification:				
Type of Transaction:	Government-to-Citizen			
Who may avail:	Any authorized relatives or kin of the deceased.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate (1 Photo Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplished Application form and Submit at the Frontline together with the Death Certificate.	1.1 Process Application.	None	3 minutes	<i>MANUEL R. CILLO, BURIAL SECTION OFFICER ONIELYN D. CEPEDA, ENCODER</i>
	1.2 Issue T.O.P. for payment of Burial Fee.	PHP 4,150.00	3 minutes	<i>CHEYNEY A. IBARBIA, BPLO SECTION-CHIEF</i>
2. Pay for the Burial Permit Fee at the Cashier and Obtain O.R., and present it to the Frontline for printing of Burial Permit.	Generate / Print Burial Permit for approval of the LCE.	None	5 minutes	<i>MANUEL R. CILLO, BURIAL SECTION OFFICER ONIELYN D. CEPEDA, ENCODER</i>
NOTE: FILE BURIAL PERMIT AT THE LCR				
3. Claim Burial Permit at the Frontline.	Issue Burial Permit and Log Transaction.	None	3 minutes	<i>MA. LINDA B. ESTROBO, FRONTLINE OFFICER ELSA A. CILLO, FRONTLINE OFFICER</i>

3. MAYOR'S CLEARANCE

Office or Division:	Business Permit and Licensing office			
Classification:				
Type of Transaction:	Government-to-Citizen			
Who may avail:	Any person required for Mayor's Clearance.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 Xerox Copy)		At the Barangay where the applicant resides		
2. Police Clearance (1 Xerox Copy)		Borongon City Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplished Application form and Submit at the Frontline together with Brgy. Clearance and Police Clearance.	1.1 Process Application.	None	3 minutes	MA. LINDA B. ESTROBO, <i>FRONTLINE OFFICER</i> ANTONETTE G. FABULA, <i>FRONTLINE OFFICER</i>
	1.2 Issue T.O.P. for payment of Mayor's Clearance Fee.	PHP 50.00	3 minutes	CHEYNEY A. IBARBIA, <i>BPLO SECTION - CHIEF</i>
2. Pay for Mayor's Clearance fee at the Cashier and obtain O.R. and present it to the Frontline for printing of Mayor's Clearance.	Generate / Print Mayor's Clearance for approval of the LCE.	None	5 minutes	JEREMY B. ARAGO, <i>ENCODER</i> EDGAR JOEL F. ABOY, <i>ENCODER</i> GLENN A. PAJANOSTAN, <i>ENCODER</i>
3. Claim Mayor's Clearance at the Frontline.	Issue Mayor's Clearance and Log Transaction.	None	3 minutes	MA. LINDA B. ESTROBO, <i>FRONTLINE OFFICER</i> ANTONETTE G. FABULA, <i>FRONTLINE OFFICER</i>

4. MAYOR'S PERMIT

Office or Division:	Business Permit and Licensing office			
Classification:				
Type of Transaction:	Government-to-Citizen			
Who may avail:	Any person interested to conduct business / undertakings within the territorial jurisdiction of city.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 Xerox Copy)		At the Barangay where the applicant resides		
2. Police Clearance (1 Xerox Copy)		Borongan City Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplished Application form and Submit at the Frontline.	1.1 Process Application.	None	5 minutes	MA. LINDA B. ESTROBO, <i>FRONTLINE OFFICER</i> ANTONETTE G. FABULA, <i>FRONTLINE OFFICER</i>
	1.2 Issue T.O.P. for payment of corresponding to the permit.	Corresponding to the T.O.P.	3 minutes	CHEYNEY A. IBARBIA, <i>BPLO SECTION - CHIEF</i>
2. Pay corresponding to the permit at the Cashier and obtain O.R., and present it to the Frontline for printing of the Permit.	Generate / Print Mayor's Permit for approval of the LCE.	None	5 minutes	JEREMY B. ARAGO, <i>ENCODER</i> EDGAR JOEL F. ABOY, <i>ENCODER</i> GLENN A. PAJANOSTAN, <i>ENCODER</i>
3. Claim your Permit at the Frontline.	Issue Mayor's Permit and Log Transaction.	None	3 minutes	MA. LINDA B. ESTROBO, <i>FRONTLINE OFFICER</i> ANTONETTE G. FABULA, <i>FRONTLINE OFFICER</i>