



## CITIZENS CHARTER

OTHERWISE KNOWN AS

### "ANTI-RED TAPE ACT OF 2007"

REPUBLIC ACT NO. 9485



AN ACT TO IMPROVE EFFICIENCY IN THE DELIVERY OF GOVERNMENT SERVICE TO THE PUBLIC REDUCING BUREAUCRATIC RED TAPE, PREVENTING GRAFT AND CORRUPTION, AND PROVIDING PENALTIES THEREFORE.

## BUSINESS PERMIT AND LICENSING OFFICE

### FRONTLINE SERVICE : ISSUANCE OF BUSINESS PERMIT AND LICENSES

STEPS / PROCESS		DOCUMENTS REQUIRED FROM CUSTOMER	FEES	RESPONSE TIME	PERSON RESPONSIBLE	LOCATION
CLIENT	PROVIDER					
1. Submits all the requirements for One Time Assessment Taxes, fees and charges	Review and assess Documentary requirements and issue the Business Permit Assessment Form  Endorse to next step	<b>NEW APPLICANT</b> Basic documentary requirements 1. DTI (Single Proprietorship) SEC Reg. (Corporation/Partnership) CDA (Cooperative) 2. Occupancy Permit 3. Barangay Clearance  <b>RENEWAL APPLICANT</b> 1. Barangay Clearance 2. Declaration of Gross Sales 3. Photocopy of Monthly/Quarterly BIR Tax Receipts/Returns (1702Q or	Depending on the Capitalization as per local ordinance series of 2009  Depending on the Gross Sales as per local ordinance series of 2009	5 to 15 mins.	Jinky P. Decreto Mittus A. Castro	Business Permit and Licensing Office 2nd floor, Lingkod Bayan Bldg., Poblacion, Rosario, Cavite
2. Makes One time payment taxes, fees and charges, receipt of OR	Accept payment, Issue OR & Community Tax Certificate (CTC)  Endorse to next step	Tax Order of Payment (TOP)	Depending on the ff.: 1. Capitalization 2. Gross Sales as per local ordinance series of 2009	5 to 10 mins.	Joyce Ann R. Valdeabella Leandro Fulton A. Vivo	Office of the Mun. Treasurer Ground Floor, Lingkod-Bayan Building, Poblacion, Rosario, Cavite
3. Claim Mayor's Permit and other regulatory permits and clearances	Print Mayor's Permit and other clearances  Issue Mayor's Permit & other clearances	All documents from Steps 1 & 2 (New/Renewal)	NONE	15 mins.	Rodolfo A. Sales  Doreen P. Machado BOSS Backroom	Business Permit and Licensing Office 2nd floor, Lingkod Bayan Bldg., Poblacion, Rosario, Cavite

**FRONTLINE SERVICE : ISSUANCE OF MAYOR'S PERMIT FOR EMPLOYMENT (OCCUPATIONAL PERMIT)**

STEPS / PROCESS		DOCUMENTS REQUIRED FROM CUSTOMER	FEES	RESPONSE TIME	PERSON RESPONSIBLE	LOCATION
CLIENT	PROVIDER					
1. Submits all the Document Requirements	Interviews Client & issues order of payment	1. Police or NBI Clearance 2. Residence Certificate Cedula 3. Public Employment Service Office (PESO) clearance	NONE	3 mins.	Julieta Q. Enriquez	Business Permit and Licensing Office 2nd floor, Lingkod Bayan Bldg., Poblacion, Rosario, Cavite
2. Payment of Occupational Permit Fee	Accepts payment & issues Official Receipt	Order of Payment from Business Permit and Licensing Office	P 150.00 Mayor's Permit Fee	5 mins.	Arnalin R. Rios Leandro Fulton A. Vivo	Office of the Mun. Treasurer Ground Floor, Lingkod-Bayan Building, Poblacion, Rosario, Cavite
3. Submit Receipt of Payment	Releases Mayor's Permit for employment	All requirements from Step 1 and Receipt of Payment	NONE	3 mins.	Julieta Q. Enriquez	Business Permit and Licensing Office 2nd floor, Lingkod Bayan Bldg., Poblacion, Rosario, Cavite