

**Business, Permits and Licensing  
Division**

**CITIZEN'S CHARTER**

<b>Service Provided</b>	<b>Requirements/Forms</b>	<b>No. of Steps</b>	<b>Duration/ Processing Time</b>	<b>Staff in Charge</b>
Inspection of all business establishments	N/A	N/A	As scheduled	All BPLO personnel
Inspection of public utility tricycles (PUT)	N/A	N/A	As scheduled	All BPLO personnel
Issuance of Business Permit	Accomplished Application Form, CTC, Barangay Business Clearance, DTI Certificate, Sanitary Permit, Fire Safety Inspection Certificate, Official Receipt Issued by MTO (Municipal Treasurer's Office), SSS Clearance, Phil health Certificate, Pag-ibig, BIR Registration (latter for requirements-to follow)	Three(3)	5-10 minutes	Voltaire Q. Mallare/ Manny M. Federico Misse P. Vadlez
Issuance of Individual Working Permit (foreemployees of Business Establishments including Motorized Banca Pilots)	Accomplished Application Form, CTC, Barangay Clearance, MTC Clearance, Police Clearance, O. R. Issued by MTO (Municipal Treasurer's Office)	Three (3)	3-5 minutes	Voltaire Q. Mallare Manny M. Federico Misse P. Valdez
Issuance of Public Utility Tricycle Permit	Accomplished Application Form, CTC, Barangay Business Clearance, MTC Clearance, Police Clearance, Franchise Papers Issued by MTO (every 3	Three (3)		

	years) O. R. issued by MTO, Deed of Sale (for new application), LTO registration & O.R.		5-10 minutes	Voltaire Q. Mallare Rogelio C. de Castro Randy G. Hernandez Misse Valdez
Issuance of Individual Working Permit (for PUT drivers)	Accomplished Application Form, CTC, Barangay Clearance, MTC Clearance, Police Clearance, O. R. issued by MTO, Professional Driver's License (restriction code 1)	Three (3)	5-10 minutes	Voltaire Q. Mallare Rogelio C. de Castro Randy G. Hernandez Misse Valdez
Issuance of Mayor's Clearance	CTC, Barangay Clearance, MTC Clearance, Police Clearance	Two (2)	3-5 minutes	Voltaire Q. Mallare Randy G. Hernandez Misse P. Valdez
Issuance of Permit to Install Streamers/Banners	Letter of request from client O.R. issued by MTO	One (1)	3-5 minutes	Voltaire Q. Mallare
Issuance of Promotional Activity, Bingo, Motorcade, Permits	Letter of request from client & O.R. issued by MTO	One (1)	3-5 minutes	Voltaire Q. Mallare
Digital ID pictorial	Individual Working Permit, Business Permit & OR from MTO (for peddler)	N/A	3-5 minutes	Randy G. Hernandez Misse P. Valdez

Participation in other LGU programs & projects	N/A	N/A	As the need arises	All BPLO Personnel
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**OFFICE OF THE MUNICIPAL MAYOR**  
Business Permits & Licensing Division

**VOLTAIRE Q. MALLARE**  
License Inspector II  
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