

B. SETUP Proposal

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documentary requirements	1. Proposal Preparation with complete documentary requirements a. SETUP <ul style="list-style-type: none"><li>• Business Permits</li><li>• Financial Statement</li><li>• Sworn Affidavit of no Relationship with the Approving Authority</li><li>• Photocopy of Official Receipt</li></ul>	None	10 working days	Provincial Science and Technology Director and Staff
	2. Review and endorsement of project proposal		1 working day	
	3. Packaging of project proposal		2 hours	
	4. Submission to the Regional Office through courier/bus		2 working days	