



LIST OF SERVICES

City Livelihood and Development Office

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CITY LIVELIHOOD AND DEVELOPMENT OFFICE (External Services)

Resources Education Vocational Instruction Livelihood Learning Academic (R.E.V.I.L.L.A.) Center under the City Livelihood and Development Office was established in 2007. Since then the City of Bacoor offers livelihood skills training programs and Mayor Strike B. Revilla continues to offers it as he sees the importance of technical and vocational education in the development of the City of Bacoor. Various livelihood skills training programs are being offered by CLDO to give livelihood opportunities to the out of school youths, the unemployed and etc.

The persistence and effort of Mayor Strike B. Revilla and CLDO to alleviate poverty and decrease unemployment rate in the City of Bacoor are shown in the progress and development of the city. A great number of out of school youths, unemployed and other aspirants who have had chances to be one of beneficiaries of the livelihood skills training programs offered by the City every year. Beneficiaries are PWD, Senior Citizen, Out of School Youth, Displaced OFW's, Person Deprived of Liberty, Drug Surrenderers, Unemployed Citizens, Housewives, 4P's, Family Members of AFP and PNP Wounded in-Action, Industry Workers, Victims of Natural Disasters and Calamities, Farmers and Fishermen, Indigenous People & Cultural Communities, Students and Informal Settlers (Relocatees) were able to use the knowledge and skills that they acquired in finding jobs, in starting their own business and having opportunities to work outside the country.



Mayor Strike started the “STRIKE SA SERBISYO” which gives free massage and haircut to the communities in the 73 barangays in the City of Bacoor and enables the trainees to practice the skills they learned. Trade Fairs are also conducted in different areas in the City of Bacoor to promote products of the beneficiaries of the livelihood and scholarship programs. Through the effort of Mayor Strike B. Revilla and Ms. Carmelita Fabian-Gawaran the livelihood programs are also brought inside correctional institutions in City of Bacoor because livelihood programs will be beneficial to the detainees when they get a new start in life.

Mayor Strike has high hopes for Bacoor. He got recognitions for excellence before but his greatest award is the continuous development of Bacoor through continuing programs that enrich the skills of the Bacooreños.

The Negosyo Center shall be responsible for promoting ease of doing business and facilitating access to services for MSMEs. Aside from facilitating business registration through the Philippine Business Registry (PBR) System, the center shall provide assistance to MSMEs in the availment of technology transfer, production and management training programs and marketing assistance of the Department of Trade and Industry(DTI), Department of Science and Technology(DOST), University of the Philippines – Institute for Small – Scale Industries(UISSI), Cooperative Development Authority(CDA), Technical Education and Skills Development Authority(TESDA) and other relevant agencies.



1. BARANGAY-BASED LIVELIHOOD SKILLS TRAINING

Office or Division:	City Livelihood and Development Office – Negosyo Center				
Classification:	Highly Technical				
Type of Transaction:	G2C Government to Citizen				
Who may avail:	Bonafide residents of the City of Bacoor				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Endorsement of Barangay Captain/ Homeowners Association • Request Letter addressed to the City Mayor specifying the intent, training course, schedule, name of applicants and date of training; • Other supporting documents, if necessary. </td><td>Barangay Hall, NGO or Homeowners association if inside subdivision/ village</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	<ul style="list-style-type: none"> • Endorsement of Barangay Captain/ Homeowners Association • Request Letter addressed to the City Mayor specifying the intent, training course, schedule, name of applicants and date of training; • Other supporting documents, if necessary. 	Barangay Hall, NGO or Homeowners association if inside subdivision/ village
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Bacoorreños to undergo livelihood skills training serviced at their respective barangays.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request and endorsement to the Office of the Mayor	1.1. Logs and validates request	None	1 day	Office of the Mayor front desk
	1.2. Receives the approved Request Letter from the Office of the Mayor	None	2 minutes	Michelle L. Peñaflor Emmanuel M. Sambajon <i>Livelihood Staff</i>
	1.3. Logs and validates request	None	3 minutes	Ms. Michelle L. Peñaflor Emmanuel M. Sambajon <i>Livelihood Staff</i>
	1.4. Evaluation and approval	None	3 minutes	Ms. Carmelita F. Gawaran <i>Executive Assistant IV</i>
2. Training Implementation	2.1. Training duration	None	5 to 10 working days	Trainers-in-Charge
	2.2. Graduation and distribution of certificates	None	1 day	Sheila Mae A. Gayamo Nathaniel S. Mercolita Emmanuel M. Sambajon <i>Livelihood Staff</i>
	Total	None	12 days and 8 minutes	



2. CENTER-BASED LIVELIHOOD SKILLS TRAINING

Bacooreños to undergo livelihood skills training.

Office or Division:	City Livelihood and Development Office – REVILLA Center
Classification:	Highly Technical
Type of Transaction:	G2C Government to Citizen
Who may avail:	Bonafide residents of the City of Bacoor
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> • Photo copy of Barangay Clearance • Photocopy of Diploma • 2 pcs. 1x1 ID Picture • Trainees Profile Form 	Barangay Hall Previous School REVILLA Center
Other supporting documents, if necessary.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1.1. Logs and validates requirements.	None	2 minutes	Eugene D. Elalto, Jr. Sheila Mae A. Gayamo <i>Livelihood Staff</i>
	1.2. Gives Trainees Profile to be filled up by participant	None	3 minutes	Eugene D. Elalto, Jr. Sheila Mae A. Gayamo <i>Livelihood Staff</i>
	1.3. Informs registered Trainee of Orientation schedule	None	2 minutes	Trainers-in-Charge
2. Training implementation	2.1. Training duration	None	30 to 40 working days	Trainers-in-Charge
	2.2. Graduation and distribution of certificates	None	1 day	
	Total	None	41 days and 7 minutes	



3. ASSISTANCE ON TECHNICAL SKILLS TRAINING/TESDA SCHOLARSHIP PROGRAMS, COMPETENCY ASSESSMENT AND CERTIFICATION FOR WORKERS, ENDORSEMENT/REFERRAL TO PARTNER TVIS.

Individuals who needs to undergo skills training under scholarship programs and service above.

Office or Division:	City Livelihood and Development Office – Negosyo Center	
Classification:	Simple	
Type of Transaction:	G2C Government to Citizen	
Who may avail:	Bonafide residents of the City of Bacoor	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none">• Barangay Clearance• Barangay Indigency• Voters ID/COMELEC Stub/VRR• Intent Letter addressed to Mayor Strike B. Revilla or Cong. Lani M. Revilla Thru: Ms. Carmelita Fabian-Gawaran, City Livelihood and Development Officer• Pictures (passport size 6pcs. & 1x1 6pcs. w/collar, white background, matte finished, w/ nameplate)• Photocopy of TOR or Form 137• Birth Certificate (Photocopy and Original for verification)		Barangay Hall
		COMELEC BAcoor
		Previous School Local Civil Registrar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Front Desk on duty	1. Check for available slots of chosen scholarship qualification	None	2 minutes	Michelle L. Peñaflor Sheila Mae A. Gayamo Lean C. Estrobillo <i>Livelihood Staff</i>
2. Submit Requirements	2.1. Logs and validates requirements, gives Trainees Profile to be filled up by participant	None	2 minutes	Michelle L. Peñaflor Sheila Mae A. Gayamo Lean C. Estrobillo <i>Livelihood Staff</i>
	2.2. Inform participant To wait for confirmation of orientation thru cellphone text message	None	1 minutes	Michelle L. Peñaflor Sheila Mae A. Gayamo Lean C. Estrobillo <i>Livelihood Staff</i>
	Total	None	5 minutes	



4. ASSISTANCE IN THE AVAILMENT OF DOST GRANTS-IN-AID (GIA), SMALL ENTERPRISE TECHNOLOGY UPGRADING PROGRAM (SETUP), FOOD SAFETY SEMINAR

Department of Science and Technology's Technology Transfer, Consultancy (MPEX, CAPE, DATBEG, CP/EA), Seminars, Library Services and Water Testing Laboratory.

Office or Division:	Department of Science and Technology - Cavite
Classification:	Simple
Type of Transaction:	G2C Government to Citizen
Who may avail:	SMEs residing at the City of Bacoor
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Specific form for the proposed activity. Other supporting documents, materials, or samples if necessary. 	Negosyo Center Bacoor thru: Focal for Department of Science and Technology- Cavite

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Front Desk on duty.	1. Provide visitor's logbook and endorse to the concerned person.	None	5 minutes	Carlo C. Santos Jr. <i>Livelihood Staff</i>
2. Proceed to the specific office unit or person to be visited.	2. Attend to the customer and discuss services being requested. Provide references and other related information materials.	None	10-30 minutes	Carlo C. Santos Jr. <i>Livelihood Staff</i>
3. Accomplish the Customer Satisfaction Feedback Form (CSF) provided by the concerned staff.	3. Retrieve the Customer Satisfaction Feedback Form.	None	5 minutes	Carlo C. Santos Jr. <i>Livelihood Staff</i>
	Total	None	40 minutes	



5. REGISTRATION OF BUSINESS NAME

BNR is mandated by act 3883, otherwise known as the Business Name Law, which regulates the use in business transactions of names other than true names; wherein a person intending to engage in business is required to initially register a name, other than its true name with the DTI, before such name is used in any business transactions.

Office or Division:	Department of Trade and Industries – Negosyo Center
Classification:	Simple
Type of Transaction:	G2C Government to Citizen
Who may avail:	Filipino citizen 18 years old above
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> Duly filled-out Application Form signed by the applicant of the BNR One valid government-issued ID 	
WHERE TO SECURE	
Department of Trade and Industries Negosyo Center	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit application form	1. Receive, verify and process application form	None	10 minutes	Loucell L. Anselmo / Wayne Arcie Mari Ochava <i>LGU-BC Counterpart</i> Anna Kristina V. Leaño <i>Business Counselor</i>
2. Pay registration fee	2. Receive payment and issue official receipt	Registration fee based on territorial scope: Barangay: ₱200.00 City: ₱500.00 Regional: ₱1,000.00 National: ₱2,000.00 Plus Documentary Stamp Tax of ₱30.00 per registration	3 minutes	Loucell L. Anselmo / Wayne Arcie Mari Ochava <i>LGU-BC Counterpart</i> Anna Kristina V. Leaño <i>Business Counselor</i>
3. Claim Certificate of BNR	3. Print and issue Certificate of BNR	None	2 minutes	Loucell L. Anselmo / Wayne Arcie Mari Ochava <i>LGU-BC Counterpart</i> Anna Kristina V. Leaño <i>Business Counselor</i>
	Total	Please refer to above stated fees	15 minutes	