



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**BUSINES PERMITS &
LICENSING OFFCE
(BPLO)**
ADMINISTRATIVE SERVICES



7. AMENDMENTS IN THE BUSINESS PERMIT

Any individual, group or institution that has business or activity within the Municipality of Tubigon.



Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit Amendments Request Form 2. Business Permit to be amended 3. Sworn Affidavit for the Amendment 4. DTI or SEC Registration 5. Barangay Clearance		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application and Assessment Submits the complete requirements at BPLO	Receives and reviews application as to completeness of documentation and requirements <i>If not complete, return documents to applicants</i> Forwards the verified documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.	Cert. fee 60.00	15 mins.	BLPO Staff
	The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.		5 mins.	MTO Cashier

Printing and Releasing of Business Permit.	The Employee in-charge (at the BPLO) prepares the permit. Forwards the permit to the Mayor's Office for signature. <i>The Mayor (or his authorized representative) signs the permit.</i> Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.		15 min.	BLPO Staff
TOTAL:		60.00	34 minutes	