

PERMITS AND CLEARANCES

PROCESSING AND ISSUANCE OF LOCATIONAL CLEARANCE

Business owners who intend to open a business, or who have existing business permit but intend to transfer to a new location within Makati should apply for **Locational Clearance prior to business permit**;

Lot owners / Lessees who intend to construct a structure in their respective properties, or tenants of buildings/structures who intend to do some renovations should apply for **Locational Clearance prior to building permit**.

Office/Department:

Urban Development Department

5th floor, Old Makati City Hall

J.P. Rizal St., Brgy. Poblacion, Makati City

Contact Person:

Engr. Marilyn R. Salapare

City Zoning Administrator

Zoning Administration Division, Urban Development Department

Tel. No.: 8701740

I. Requirements:

A. Business Applications:

1. completely filled-up and notarized application form for **Locational Clearance Prior to Business Permit** - (see procedure below in securing locational clearance form)
2. Barangay Clearance (original and photocopy); for barangays with operational BOMS (Barangay Operations & Monitoring System), no need to present a copy.
3. DTI (Department of Trade & Industry) / SEC (Securities & Exchange Commission); (for DTI, photocopy of the DTI Certificate and filled up application form; for SEC, photocopy of Articles of Incorporation)

4. If client is the property owner:
 - a. Latest Real Property Tax Receipt
 - b. Transfer Certificate Title (TCT) / Condominium Certificate Title (CCT) / DENR Certification / Deeds of Absolute Sale / Certificate of Award (2 sets)
5. If client is lessee/ sharing office:
 - a. Contract of Lease, authorization, certification with letterhead or notarized,
6. Business Permit Application Form – completely filled-up and notarized (*from Business Permit Section at ground floor of New Makati City Hall building*)
7. Vicinity / Location Map (sketch)
8. Occupancy Permit (*Occupancy Clearance, in the absence of Occupancy Permit*)
 - a. If the place of business will be, (a) on a building constructed before the effectivity of the Building Code; (b) the building is three (3)- storey or less; and (c) it does not have an occupancy permit, the following procedure shall be observed:
 - Two affidavits will be submitted to the City Building Official: a certification from a private licensed engineer that the building is safe, i.e. structure, electrical, etc., and an affidavit from the owner of the building as to when the structure was constructed;
 - After proper verification of the submitted documents, a certification will be issued by the Building Official and inspection if necessary; and
 - This certification will be submitted to the Zoning Administration Division in lieu of the occupancy clearance for processing of

- locational clearance.
9. ID and authorization for the owner's representative claiming the Locational Clearance
 10. Other Requirements may be required for submission depending on type / location of business, such as, but not limited to the following:
 - a. Marginal Note from the Office of the City Administrator for the following internally regulated businesses:
 - Ticketing Office
 - Booking Office
 - Computer Shop & Services (Plus affidavit of no computer games)
 - Travel & Tours
 - Consultancy
 - Auto Repair Shop / Vulcanizing Shop
 - Carwash
 - Cocktail Lounge/KTV
 - Billiard
 - Junkshop (Plus copy of notarized neighbors' consent (at least 10 neighbors))
 - a. If the business is a spa or massage services, the following should also be submitted;
 - Certificate of masseur from the Department of Health (DOH)
 - Certificate of employment
 - Affidavit of no lockable doors
 - Specimen signature & valid ID
 - b. Approval from Office of the Building Official for businesses located at common area or hallway of the building and for mailing address at villages or residential condominiums
 - c. Coordination with the Office of the Building Official or other concerned department for additional technical studies for areas lying in dangerous areas

- d. Homeowners' Association Clearance and/or certification from Building Administrator (those businesses inside the villages and residential condominiums, for mailing address only)
 - f. Notarized Affidavit of no renovation done in the unit / structure (executed by the building owner); this is to be submitted after inspection
 - g. Compliance to Certificate of Non-Conformance (UDD-OP-02) for businesses located in a non-conforming building due to height or FAR.
11. The following businesses need not apply for locational clearance; they will proceed to Office of the City Administrator at 20/F New Building for their special permits.
 - Sari-Sari Stores
 - Temporary canteen at construction sites
 - jollieeep/ metro stores
 - Real estate developers pre-selling condominium units
 - Special promos of department stores/ malls like midnight madness sale
 - Exhibits/tiangge/retailers located in common areas without permanent stalls
 - Posting of security guards at any Makati establishments
 12. For stalls located inside malls with previous application for renovation and were issued Occupancy permits, inspection will no longer be required. However, this excludes restaurants because of possible spill-over area.
 13. Changes in business name, address and line of business:

- Changes in business name will be required compliance of requirements for new business;
- Changes in the address and additions in the line of business will be required to secure a new locational clearance.

B. Building Applications

1. Application Form for **Locational Clearance Prior to Building Permit** – completely filled-up and notarized (*see procedure below in securing locational clearance form*)
2. Barangay Clearance (original and photocopy); for barangays with operational BOMS (Barangay Operations & Monitoring System), no need to present a copy.
3. Seven (7) sets architectural plan - signed and sealed by an engineer or architect
4. If client is the property owner:
 - a. Latest Real Property Tax Receipt (photocopy)
 - b. Transfer Certificate Title (TCT) / Condominium Certificate Title (CCT) / DENR Certification / Deeds of Absolute Sale / Certificate of Award (photocopy) (2 sets)
5. If client is a lessee:
 - a. Contract of Lease, certification, authorization, etc.
6. Building Permit Application Form – completely filled-up, signed and sealed (from Engineering Department at 6th floor of New Makati City Hall bldg)
7. Other Requirements may be required for submission depending on type / location of business, such as, but not limited to:
 - a. Marginal Note (*from the Office of the City Administrator for internally regulated business*)
 - b. Approval from Office of the Building Official

- for businesses located at common area or hallway of the building
 - c. Coordination with the Office of the Building Official or other concerned department for additional technical studies for areas lying in dangerous areas.
 - d. Homeowner's Association Clearance
 - e. Affidavit (buildings in R2 zone with critical height not to exceed 14m and not to exceed the maximum area for commercial use.)
 - f. Checking of height at R2 zone
 - g. Environmental Compliance Certificate (ECC) or Initial Environmental Examination (IEE) for Environmentally Critical Project /Area (ECP/ ECA)
 - h. Traffic Impact Analysis (TIA) by a reputable consulting firm / entity for high scaled construction or developments i.e. high-rise buildings and gasoline refilling stations; submit two sets, ring-bound.
8. If applying for cell site construction:
- a. Vicinity Map – Drawn to a scale of 1:1000 showing the exact location of the proposed base station and major land marks within a radius of 200 meters.
 - b. Site Plan – Drawn to a maximum scale of 1:500 indicating the following features:
 - b.1 layout of proposed project showing all structures
 - b.2 area and boundaries of lot (property line)
 - c. Evidence of Ownership in the form of Certified True Copy of Original Transfer Certificate of Title. In the absence of the foregoing, a Contract to Sell or Lease; or written and duly notarized owner's consent to use; or tax declaration with proof of ownership from Assessor's Office will do.
 - d. Certified True Copy of National Telecommunication Commission's Provisional Authority (PA). In the absence

- of the foregoing, Certificate of Public Convenience and Necessity (CPCN or Certificate of Registration To Provide Telecommunication Services which may operate the Wireless Communication will do.
- e. Radiation Protection Evaluation report from Radiation Health Service of the Department of Health.
 - f. Barangay Council Resolution endorsing the base station
 - g. Air Transportation Clearance
 - h. Bill of Materials and Estimated Cost
 - i. Authorization of persons allowed to follow-up the clearance
 - j. Written Consent.
 - j.1 Residential Zone- - Consent of the duly constituted Home Owner's Association and all members whose properties are adjoining the proposed site of the base station; or
 - j.2 Consent/Affidavit of Non-objection from majority of actual occupants and owners of properties within a radial distance equivalent to the height of the proposed base station measured from its base, including all those whose properties is adjoining the proposed site of the base station;
 - j.3 Buildings – Consent from the owner/developer for unoccupied building;
If base station shall be constructed on top of an occupied building, the following shall be obtained:
 - j.3.1 Consent/Affidavit of Non-Objection from owner/developer unless he has divested himself from all interest

- in the building and turned over ownership of common areas to the condominium or building association; and
- j.3.2 Approval of the governing board/body of the duly constituted condominium association or building association including all tenants occupying the top most floor directly below the base station and in addition, the consent of the owner and majority of tenants of the adjoining buildings;
- k. The applicant company shall execute a notarized oath of undertaking through its authorized representative ensuring that the cell site antenna will not compromise public health and safety which will be submitted to the Office of the Zoning Administrator. In no case will the City Government of Makati be made liable for any untoward incident that may arise during and after construction and while said cell site antenna is present in the said site;
- l. Occupancy Permit of the building where the proposed cell site is to be located (if located on top of the building)
8. Computation of Floor Area Ratio (FAR), for construction of structures where density is limited by a maximum FAR.
10. Master Development Plan for development of large lots.
11. Affidavit for those who will avail of TDR (Transfer Development Rights); for annotation on TCT (refer to City Ordinance No. 2006-025 Amendments to the Makati City Zoning Ordinance).

II. Service Fees:

The rate of filing, land use and processing fees for locational clearance and other requirements as listed below were based on City Zoning Ordinance 2006-025.

<u>Type of Fees</u>	<u>Amount (Pesos)</u>
Application /Filing Fee	
a. For locational Clearance	200.00
b. For inspection of property	300.00
c. For motion for reconsideration	1,000.00
d. For petition/ request for reclassification	2,000.00
e. For appeal	1,000.00
f. For filing complaint except those involving Pauper litigant which shall be free of charge	1,500.00

Land Use Fee

a. Residential (single detached and duplex type)	3.00/ sq. m. of floor area
b. Commercial establishments including apartments, mass housing, townhouses, constructed primarily for gain	10.00/ sq. m. of floor area
c. Industrial establishment	10.00/ sq. m. of floor area
d. Institutional (schools, hospitals, etc.)	7.00/ sq. m. of floor area
e. Memorial Parks / Cemeteries	4.00/ sq. m. of floor area
f. Agro-industrial	
i. Manufacturing	10.00/ sq. m. of floor area
ii. Non-Manufacturing	5.00/ sq. m. of floor area
h. Special Uses (helipad/landing area, gas station, abattoir, etc.)	10.00/ sq. m. of floor area
i. Billboards	10.00/ sq. m. of floor area
j. Yards utilized for industrial purposes	5.00/ sq. m. of floor area
k. Yards utilized for commercial purposes	4.00/ sq. m. of floor area
l. Yards utilized for institutional purposes	1.00/ sq. m. of floor area
m. Public parks	5.00/ sq. m. of floor area
n. Private Parks	5.00/ sq. m. of floor area
o. Recreational facilities	5.00/ sq. m. of floor area
p. All types of renovation	75% of the corresponding prescribed area

Administrative Penalties

a. Unauthorized expansion or alteration of any activity formerly covered by a Certificate of Non-Conformance

A fine of equivalent to 100% of the prescribed processing fee but in no case be less than PhP2,000.00 nor more than PhP10,000.00

b. For Committing fraud or misrepresentation

1. Fraud or misrepresentation as to use 5,000.00
2. Fraud or misrepresentation as to location 5,000.00
3. Non-disclosure or any material fact 2,000.00

c. For refusing admission within any premises subject to inspection by a duly authorized inspector

1. First refusal not exceeding 2,000.00
2. Subsequent refusal 5,000.00

d. For failing or refusing, without justifiable reason, to appear during a proceeding before the Office of the Zoning Administrator or her duly authorized officers

A fine of not more than PhP2,000.00

Processing Fee

25% of the corresponding prescribed Land Use Fee

Certificate Fee

- | | |
|---|--------|
| a. Residential | 100.00 |
| b. Commercial / Industrial | 400.00 |
| (including 32 sq.m. below total floor area) | |
| c. Institutional | 200.00 |

Renewal of Locational Clearance

500.00

Zoning Certificate (For Student Thesis)

100.00

Reprint Application

400.00
(no filing fee)

Not allowed/ Non-Conforming

100.00

Certificate of Non-Conformance

400.0

III. Works Process / Duration:

A) Secure Locational Clearance Form:

1. Securing an application form for locational clearance can be done in either of the following ways:
 - a. Go to the Zoning Administration Division office at the above address and secure 1 set of printed form (2 copies per set) **or**
 - b. Visit the official website of Makati City at <http://www.makati.gov.ph>:
 - b.1. Under processes and forms, click locational clearance
 - b.2. Download the required Locational Clearance form
 - b.3. Print and accomplish in two (2) copies.
2. Fill up the forms completely and have them notarized.

B) Locational Clearance Application Process :

1. Applicant gets a priority number from Receiving Section and waits for his number to be called. He fills up the application form and submits same together with all the requirements. Receiving Officer will pre-evaluate the application and advise applicant if it can be received or not based on documents presented.
2. If requirements are not complete, advise applicant to secure lacking requirements. If complete, applicant gets the receiving copy with the Pre-evaluation Control Number.
3. If inspection is required, a designated Zoning Officer will conduct site verification the following working day after submission of application form.

4. Processing Officer evaluates application, makes recommendation then prepares the appropriate locational clearance certificate and Order of Payment. This process includes final approval and signature of the Zoning Administrator.
 5. Applicant gets a priority number from Releasing section, shows the receiving copy, authorization letter (if a representative) and valid ID. Releasing Officer checks identification of applicant and gives the Order of Payment. Applicant goes to the Cashier to pay for the filing / processing fee.
 6. Applicant returns to the Releasing Officer and show the Official Receipt. Releasing Officer jots down the OR number and release the locational clearance certificate.

C) Transaction Time:

1. If requirements are complete and no site inspection is necessary **3 days**
 2. If requirements are complete and site verification is necessary **3 – 4 days**
 3. For other cases, duration varies on how soon the applicant can comply with the necessary documents. However, an applicant who fails to comply or complete the necessary documents within a period of one month, a non-conforming Locational Clearance will be issued instead.

SECURING AN INDIVIDUAL MAYER'S PERMIT

An individual Mayor's Permit is required for workers or employees, whether temporary or permanent, who are working in the following:

1. An industrial and manufacturing establishment, a commercial establishment, and any establishment which exposes them to excessive heat, light, noise, cold, and other

- environmental factors which endanger their health;
2. A commercial establishment that caters or attends to the daily needs of the general public;
3. Food establishments; and
4. Night or day clubs

Individual Mayor's Permit shall not be required from the following:

1. Government employees; and
2. Individuals who are subject to Professional Tax

Office/Department in Charge:

Business Permits Office

Ground Floor, New Makati City Hall

JP Rizal St., Brgy. Poblacion, Makati City

Contact Person:

Atty. Eleno M. Mendoza, Jr.

Tel. no.: 899-9029

Requirements:

1. Health Certificate

Medical Certificates:

- Urine
- Stool
- X-ray

2. Community Tax Certificate

3. Police Clearance or NBI Clearance

4. 2 pcs (1x1) picture

5. PCSUCIA for Security Guards

6. Written Parent's Consent if applicant is a minor.

Procedure:

1. Secure a Job Order of Payment issued by the Health Department at the 7th Floor, New Makati City Hall Building.
2. Go to the Business Tax Division at the ground floor and pay the Mayor's Permit and Health Certificate. Make sure that you get the Official Receipts.
3. After payment, proceed to the Health Department at the 7th floor for the issuance of your Health Certificate.

4. Proceed to the Business Permits Office and submit your completely filled-up application form, Health Certificate and other requirements and secure the individual Mayor's Permit.

**For application forms and other inquiries, you may visit www.makati.gov.ph.*

GETTING A BUSINESS PERMIT

A business permit is needed to open a business in Makati. Permits must be renewed every year, and the renewal period is from January 1 to 20 of each year. Penalties are imposed on business and commercial establishments that fail to renew during this period.

Business establishments are required to pay business taxes and other regulatory fees. For new businesses, the business tax is computed based on capitalization.

Taxes imposed on companies renewing their permits are computed as a percentage of sales or gross receipts.

Application forms – and a checklist of requirements – can be downloaded from the Makati City government website www.makati.gov.ph. Forms are also available at the Business Permits Office.

Office/Department in Charge:

Business Permits Office
Ground Floor, New Makati City Hall
JP Rizal St., Brgy. Poblacion, Makati City

Contact Person:

Atty. Eleno M. Mendoza, Jr.
Tel. no.: 899-9029

Requirements:

1. Locational Clearance prior to Business Permit (New Applicants & Change of Business Address)

2. Lease Contract between the Lessor and the Lessee. If leased, attach Mayor's Permit, registration of the building owner/landlord as a Real Estate Lessor. If not, Lease Contract between the Lessee and the Sub-Lessee with conformity of the Owner of the Building Administrator. If owned, transfer Certificate of Title (TCT) or Tax Declaration (photocopy) (New applicants & Change of Business Address)
3. Business Name Registration with the Department of Trade and Industry for sole proprietorship (New Applicants)
4. Articles of Incorporation/Partnership approved by Securities & Exchange Commission (New Applicants)
5. Barangay Clearance
6. Public Liability Insurance
7. Previous Mayor's Permit/License (For Renewal)
8. Official Receipt of payment – 1st to 4th quarters of the previous year (For Renewal)
9. Declaration of Gross Sales/Receipts for the preceding year and floor area (in sq. meters) of the office/factory of premises/compound occupied (For Renewal)
10. Social Security System (SSS) Clearance (For Renewal)
11. Income Tax Returns and Financial Statements (FS) for the preceding calendar year which were filed with the BIR on the current year (For Renewal).

Example: Income Tax Returns and FS for the Taxable year 2009, which were filed and paid with the BIR on or before April 15, 2010.

For consolidated FS, attach breakdown of gross sales/receipts from other City/Municipality.

For fiscal year FS, attached breakdown of gross sales/receipts from January to December.

12. Residence Certificate A and B for single proprietorship, C and C1 in case of corporation or partnership for the current year;
13. Fire Safety Inspection Certificate (FSIC)
14. Other requirements depending on the type of business.

Taxes/Regulatory Fees:

Annual Inspection Renewal Fees
Building Inspection Fee
Mechanical Inspection Fee
Plumbing Inspection Fee
Electrical Inspection Fee
Signboard/billboard Renewal Fee

City Taxes, Fees and Charges**Local Taxes**

Tax on Delivery Vans/Trucks
Tax on Storage for Combustible
Flammable or Explosive Substance
Tax on Signboard/Billboards

Regulatory fees/Charges

Mayor's Permit Fee
Garbage Fee
Delivery Vans/Trucks Permit Fee
Sanitary Inspection Fee
Signage Fee
Fire Safety Inspection Fee

Procedure:

1. Go to the Business Permits Office, located at the ground floor of the New Makati City Hall building and have the receiving or processing clerks furnish you an application form and inform you of the requirements.
2. Then proceed to the Engineering Department at the 6th floor and have them evaluate your Annual Inspection fees for building, electrical, plumbing, mechanical, and other requirements.
3. Have the Business Permits Office check your requirements. Officials will evaluate and assess taxes and fees, and recommend approval. All application forms together with the requirements will be transmitted to the City Administrator for approval of Business Permits and License.

4. Go to the Business tax Division for the release of your application forms and pay the necessary amount indicated on your Billing assessment. Secure an Official Receipt.
5. After payment, get the Health /Sanitation Certificate at the Health Department located at the 7th floor.
6. Go back to the Business Permits Office for the Mayor's Permit (Yellow Card) and approved Business Permit/License.

**For application forms and other inquiries, you may visit
www.makati.gov.ph.*

SECURING A HEALTH CERTIFICATE FOR FOOD HANDLERS

(waiters, waitresses, kitchen staff, service crew, restaurant managers & supervisors, food factory workers, vendors, butchers, bartenders, baristas, cooks, food servers, cashiers of fast food outlets)

All those working in any type of establishment or applying for any kind of work are required to secure a Health Certificate before they can secure a Mayor's Permit.

Office/Department:

Environmental Health and Sanitation Section
Makati Health Department
7/F, New Makati City Hall

Contact Person (s):

Engr. Albert Lusterio
Sanitary Engineer III
Tel. no.: 870-1609 to 10

Requirement (s):

1. Original copy of Chest X-ray findings (should not be more than six (6) months old)
2. Fecalysis/Stool examination (should not be more than one (1) month old)

3. Latest Residence Certificate (Cedula)
4. 1x1 or 2x2 I.D. picture (1), black & white or colored
5. NBI or Police Clearance
6. Official Receipt for Health Certificate and Mayor's Permit

Note: Chest X-ray is done at the Ground Floor, Old Building, Makati City Hall; Residence Certificate c/o Miscellaneous Division, 3/F

Fee (s):

1. Mayor's Permit	-	P50.00
2. Health Certificate	-	P70.00
3. X-ray	-	P100.00
4. Fecalysis/Stool exam	-	P20.00
5. Residence Certificate	-	(fee depends on income)

Procedure:

1. Obtain and fill up Health Certificate Application Form at the Environmental Health and Sanitation Window 1, 7th Floor New Makati City Hall. (5 minutes)
2. Return the Health Certificate Application Form at the Environmental Health and Sanitation Window 1 for screening, encoding and job numbering. (10 minutes)
3. Pay fees for Health Certificate and Mayor's Permit at the Cashier, License Division, Ground Floor or at Window 6 of Environmental Health and Sanitation of the New Makati City Hall. (15 minutes)
4. Present the official receipt (O.R.) and submit filled-up Health Certificate Application form with Job Number and with valid requirements for printing and recording. (5 minutes)
5. If there are no abnormal findings, the City Health Officer or Medical Officer of the Day will sign the Health Certificate and release it to the applicant.
6. After securing the Health Certificate, proceed to the Permit Division, Ground Floor of the New City Hall, to obtain Mayor's Permit.

Note: In case of abnormal findings in the stool exam and chest x-ray, applicant will be required to undergo appropriate treatment and return with certification of treatment after at least two (2) weeks. The Health Certificate will then be immediately released.

SECURING A HEALTH CERTIFICATE FOR NON-FOOD HANDLERS

(sales clerks, security guards, factory workers, construction workers, beauticians, hairstylist, pharmacists, valet, parkers, travel agents, ticket sellers, merchandisers, stockmen, promo, etc.)

Office/Department:

Environmental Health and Sanitation Section

Makati Health Department

7/F, New Makati City Hall

Contact Person (s):

Engr. Albert Lusterio

Sanitary Engineer III

Tel. no. 870-1609 to 10

Requirement (s):

1. Original copy of Chest X-ray findings (result not more than six (6) months)
2. Latest Residence Certificate (Cedula)
3. (1) I.D. picture, 1x1 or 2x2 (colored or b&w)
4. NBI or Police Clearance
5. Official Receipt for Health Certificate and Mayor's Permit

Note: Chest X-ray is done at the Ground Floor, Old Building, Makati City Hall; Residence Certificate c/o Miscellaneous Division, 3/F.

Fee (s):

- | | | |
|--------------------------|---|---------------------|
| 1. Mayor's Permit | - | P50.00 |
| 2. Health Certificate | - | P70.00 |
| 3. X-ray | - | P100.00 |
| 4. Fecalysis/Stool exam | - | P20.00 |
| 5. Residence Certificate | - | (depends on income) |

Procedure:

1. Obtain and fill up Payment Slip at the ESD window, 7th Floor, New Makati City Hall. (2 minutes)

2. Pay fees for Health Certificate and Mayor's Permit at the Cashier, License Division, Ground Floor of the New Makati City Hall.
3. Present official receipt to ESD window and get Health Certificate Card. (1 minute)
4. Submit filled-up health certificate with valid requirements for screening and recording. (3-5 minutes)
5. If there are no abnormal findings, the City Health Officer or Medical Officer of the Day will sign the health certificate and release it to the applicant. (3 minutes)
6. After securing the health certificate, proceed to the Permit Division, Ground Floor of the New Makati City Hall, to obtain Mayor's Permit.

Note: In case of abnormal findings in the stool exam and chest x-ray, applicant will be required to undergo appropriate treatment and return with certification of treatment after at least two (2) weeks. The Health Certificate will then be immediately released.

SECURING A HEALTH CERTIFICATE FOR WORKERS IN ENTERTAINMENT ESTABLISHMENTS

(guest relations officers, waitresses who sit down with clients, masseuse, sauna bath attendants, therapists with room service in their work place)

As required by P.D. 856 and 522 and the Sanitation Code of the Philippines, the above-mentioned workers must secure a health certificate from the local health authority before working in bars, nightclubs and other similar establishments.

The Makati Health Department, through the Social Hygiene Clinic, offers its services for all those working in entertainment establishments (like nightclubs, cocktail lounges, bars, beer houses bar, etc.) as part of its STD/AIDS Prevention Program.

Office/Department:

Social Hygiene Clinic
 Makati Health Department
 7/F, Makati City Hall

Contact Person (s):

Dr. Calixto O. Salud
 Tel. nos.: 870-1615/870-1622

Requirement (s):

1. Original copy of Chest X-ray findings (should not be more than six (6) months old)
2. Latest Residence Certificate (Cedula)
3. I.D. picture, 1x1 or 2x2, 2 pcs.
4. VD Smear Examination (every two weeks)
5. Serologic examination/RPR Laboratory exam (every 6 months)
6. STI, HIV/AIDS Seminar (3 hours)
7. NBI or Police Clearance
8. Official Receipt for Health Certificate and Mayor's Permit

Note: Chest X-ray is done at the Ground Floor, Old Building, Makati City Hall; Residence Certificate c/o Miscellaneous Division, 3/F.

Fee (s):

1. Mayor's Permit	-	P50.00
2. Health Certificate	-	P70.00
3. X-ray	-	P100.00
4. Fecalysis/Stool exam	-	P20.00
5. Residence Certificate	-	(depends on income)
6. Seminar	-	P30.00
7. VD Smear exam	-	P30.00
8. Serologic exam (RPR)	-	P70.00

*The three-hour seminar consists of the following:

1. Lecture-discussion on the Prevention and Control of STD, HIV/AIDS

2. Orientation on Presidential Decree Nos. 856 and 522 based on the Sanitation Code of the Philippines
3. Orientation on City Ordinance No. 92-073 which requires all entertainment workers to undergo medical and laboratory check-up every 14th day to be conducted by the Makati Health Department, and to secure annual examination clearance for AIDS, HEPA B and serologic test for syphilis (RPR) from Social Hygiene Clinic, MHD
4. Orientation on clinic policies, rules, and regulations, schedule of examination

Steps to Follow:

I. How to Avail of the Seminar

1. Secure official receipt for the seminar at the Cashier's Office-Treasury Dept. Ground Floor, New Makati City Hall. (5-8 minutes)
2. Present O.R. and register for the seminar at the Social Hygiene Clinic, Monday to Friday, 1:00 pm to 1:30 pm
3. Seminar Proper – 1:30 pm – 4:00 pm
4. Release of Seminar Certificate/proof of attendance (5 minutes)
5. Applicant will be advised to come back for schedule of examination

II. Admission –Admission Section (3-5 minutes)

1. For New Clients- present Seminar Certificate and Official Receipts for VD Smear and RPR
2. For Old Clients – present Health Card and Official Receipts for VD Smear and RPR

III. Examination Procedure (5-10 minutes)

- A. VD Smear Examination (Gram Staining)
 - Cervical and Vaginal Smear-Monday to Friday; every two weeks
 - 8:00 am to 11:00 am-clients working in clubs and bars
 - 1:00 pm to 2:30 pm – clients working in karaoke bars
- B. RPR
 - Blood Extraction – Monday to Friday; every 6 months
 - 8:00 to 11:00 am – All clients

(Regardless if club or karaoke bar)

- 1:00 pm to 2:30 pm – All clients

IV. Release of Exam Results (3-5 minutes)

- Those examined in the morning can get their Health Card at 3:00 p. m. of the same day.
- Those examined in the afternoon can get their Health Card the next day at 3:00 p. m.
- Those with blood extraction can get results the next day at 3:00 p.m.
- Those with negative results can get the Health Card.

V. Treatment (30 minutes)

A. For PGNIED (Presence of Gram Negative Intracellular & Extracellular Diplococci) result of VD Smear, specimen will be culture tested for gonorrhea.

- The Health Card will not be released.
- Client will be referred to the physician/nurse who will prescribe and provide standard treatment and counseling.
- After 3-5 days of treatment, smear test will be repeated to test if client is cured.
- If the test result is negative, Health Card will be released.
- If test result is again positive, treatment will be repeated.

B. For Reactive result of RPR, specimen will be screen-tested for syphilis.

- If non-reactive, the Health Card will be released.
- If reactive, he client will undergo pre-counseling, and will be scheduled for TPPA Test (confirmatory test for Syphilis).
- Client will be asked to secure official receipts for the specific laboratory test from the Cashier's Office-Treasury Department, Ground Floor, New Makati City Hall.
- The TPPA result is released two (2) days after examination.

- If the result is positive (confirmed syphilis infection), client will undergo -
 1. Pre-counseling
 2. Treatment
 3. Post-counseling
- If the result is negative, the result and the Health Card will be released, and client will also undergo counseling.

AVAILING OF LABORATORY SERVICES (DISTRICT HEALTH LABORATORY)

The District health laboratory at the 7th floor of City Hall and satellite laboratories located in some health centers of Makati provide basic laboratory services.

Office/Department:

Health Laboratory
Makati Health Department
7/F, Makati City Hall

Contact Person (s):

Dr. Calixto O. Salud
Tel. nos.: 899-8927/870-1614

Laboratory Services and Fees:

Test	Fee <i>50% Employee</i>	Fee <i>Gen. Public</i>
1. FBS	P40.00	P80.00
2. Uric Acid	P40.00	P80.00
3. Cholesterol	P40.00	P80.00
4. Creatinine	P40.00	P80.00
5. Bun	P40.00	P80.00
6. Triglyceride	P75.00	P150.00
7. HDL/LDL	P75.00	P150.00
8. SGOT	P75.00	P150.00
9. SGPT	P75.00	P150.00
10. HbAIC	P200.00	P400.00

11. CBC	Free	P60.00
12. CBC/Platelet	P50.00	P100.00
13. Blood Typing	Free	P50.00
14. Hemoglobin/ Hematocrit	Free	P20.00
15. Clotting Time/ Bleeding Time	Free	P20.00
16. ESR	Free	P30.00
17. HEPA-B Surface Antigen	P200.00	P200.00
18. Urinalysis	Free	P20.00
19. Pregnancy Test	P150.00	P150.00
20. Stool	Free	P20.00
21. VD/Gram Stain		P30.00
22. VDRL/RPR		P70.00
23. HIV/AIDS Seminar		P30.00
24. TPPA		P150.00
25. C/S (Culture & Sensitivity Test)		P300.00
26. Culture Only		P150.00
27. HIV/AIDS Test (Screening)		P350.00

Note: Fees are based on City Ordinance No. 2001-049 Sec. 5D.01

Also available:

- **Drug Testing-** use of the automated drug testing analyzer to test for presence of abused substances (Methamphetamine or shabu and tetrahydrocannabinol or marijuana) with urine sample (*P250.00 per test*)

Procedure:

1. Present (1) referral slip from physician or (2) application stub form (walk-in) request for a needed laboratory test at the laboratory counter, 7/F, New Makati City Hall.
2. Go to the Cashier at the Ground Floor and pay the corresponding fees.
3. Present Official Receipt and request at the laboratory Drug Testing counter, and submit specimen to the Med Tech for proper labeling. (5 minutes)

4. If specimen is submitted to or collected by the Med Tech in the morning, laboratory results are released in the afternoon, same day; if it is submitted/collected in the afternoon, the results are released the following morning.

- Submission of Specimen – Monday to Friday
- Urine – 8:00 am to 10:00 am
- CBC – 8:00 am to 11:00 am
- Stool – 8:00 am to 11:00 am
- Stat exam – 1:00 p to 4:00 pm only
- Blood Chemistry – 8:00 am to 11:00 am only
- Culture for N. Gonorrhea – 8:00 am to 11:00 am
(Monday, Tuesday, Wednesday)

How to Collect Specimen

- Urine sample – early morning urine, mid-stream and directly placed in a sterilized, clear, bottle; submit within 2 hours
- Stool- pea size, freshly collected in a wide-mouthed, screw cap bottle.
- Sputum microscopy – 3 specimens collected in a sputum cap: one (1) on the day of consultation, and two (2) more the following morning.

APPLYING FOR A SANITARY PERMIT FOR WATER REFILLING STATIONS

In line with the City government's Water Sanitation Program, the Makati Health Department conducts surveillance and monitoring of water sources to ensure a safe and potable water supply for the City of Makati. City Ordinance No. 2001-049 Sec. 5D. 01 requires bacteriological analysis of water samples from sampling points in barangays, water refilling stations, etc.

Office/Department:

Environmental Health and Sanitation Section
Makati Health Department
7/F, Makati City Hall

Contact Person (s):

Engr. Albert Lusterio

Tel. nos.: 870-1609 to 10

Requirement (s):

1. Plans and specifications of establishments approved by the Engineering Department
2. Locational/Zoning Clearance from Urban Development Department
3. Building Permit and Occupancy Permit from Engineering Department

Fee (s):

P200 for water analysis

Procedure:

1. Submit all requirements and process flow to the Environmental Health Sanitation (EHS) window, and fill-up a Water Bacteriological Request form.
2. Pay the P200-free at the Miscellaneous Division, 3rd Floor, New Makati City Hall.
3. Present the official receipt to the EHS window.
4. If the documents submitted are in order, sanitary inspectors from the City Health Department will inspect the establishment, and obtain water samples for analysis at the City Water Bacteriological Laboratory.
5. Wait for five working days for the release of the results. If presumptive test is positive, confirmatory test will be done before the final release of results in another 24-48 hours.
6. If negative, the Certificate of Water Potability will be issued to the applicant.
7. Proceed to the Cashier, License Division, Ground Floor of the New Makati City Hall and pay the corresponding fee for Business/Mayor's Permit.
8. Present official receipt and submit Certificate of Training and Health Certificate of Personnel in the water refilling station to the EHS window.
9. Sanitary Permit signed by the City Health Officer will be recorded and released to the applicant.

10. Sanitary inspectors will conduct monthly monitoring of the water quality in the establishment through regular submission of samples to the Water Bacteriological Laboratory.

GUIDELINE IN PROPER COLLECTION OF WATER SAMPLE FOR LABORATORY ANALYSIS (FOR ALL KINDS OF SOURCES, INCLUDING MANILAWATER, MAYNILAD, ETC.)

1. Remove from the tap any attachments that may cause splashing, and using clean cloth, wipe the outlet to remove any dirt.
2. Turn on the tap at the maximum flow rate and let the water flow 1-2 minutes and then close it.
3. Sterilize the tap for minute with the flame from an ignited cotton-wool swab soaked in alcohol, alternatively, a lighted candle or match can be used.
4. Carefully turn on the tap and allow the water to flow for 1-2 minutes at the medium flow rate.
5. Open the sterilized bottle, untie the string fixing the protective paper cover and pull out or unscrew the stopper.
6. While holding the cap and protective cover face downwards (so as to prevent entry of dust that might carry organisms) immediately hold the bottle under the water jet and fill the container. A small air space should be left to facilitate shaking at the time of inoculation prior to analysis.
7. Cap the bottle in position and attach the protective paper by means of the string.

NOTE: *Water samples should be processed immediately or within (6) hours after collection or if not possible the use of ice coolers for storage of water samples during transport to the laboratory is recommended. The time elapsed between collections and processing should in no case exceed h24hrs. (sterilized bottle container available at the laboratory)*

LABORATORY SCHEDULE:

Monday, Tuesday, Wednesday to allow the test to be completed before the weekends.

- 8:00 am – 11:00 am
- 1:00 pm – 3:00 pm

PROCEDURE FOR ROUTINE WATER ANALYSIS:

1. Submit the water sample at the Makati City Water Laboratory 7/F, Makati Health Department
2. Present the receipt of payment issued by the Business Tax Division G/F in front of Land Bank.
3. As per DOH standard procedure, result will be released one week from the time of submission.

SPECIAL PERMITS, APPLICATION AND APPROVAL OF

The approval of special permits is provided for in Sec. 3A. 11 Administrative Provisions of the Municipal Ordinance No. 92-072.

A special permit issued by the Office of the City Administrator is required for activities such as movie premiere/advance screening, concerts, painting and art exhibits, bazaar, tiange, garage or special sale, fun run, motorcade, sports fest, product sampling, leafleting, recitals, literary and oratorical presentation, fire works display, fashion shows, bingo social/raffle, and film making/shooting.

Mass actions such as rallies, pickets, and protest marches also require special permit.

Office/Department:

Office of the City Administrator
20th floor, New Makati City Hall
JP Rizal St., Brgy Poblacion, Makati City

Contact Persons:

Ms. Marjorie A. De Veyra
Acting City Administrator
Tel. no.: 899-8975/899-8955/870-1111

Requirements:

1. Letter of request addressed to the Mayor/City Administrator indicating the following:
 - Name and address of the applicant
 - description of the activity
 - venue
 - date and time
 - number and cost of tickets
(if there will be selling of tickets)
 - sketch/route in case of motorcade/parade/fun run
 - other pertinent information or data as may be required
2. Permit from the following if the activity will be held in their areas:
 - Ayala Land
 - Makati Commercial Estates Association (MACEA)
 - Rockwell Center
3. Permission from the venue in case of concert/show/filming
4. In cases where tickets will be used, bring tickets for stamping

Procedure:

1. Submit requirements for approval of request (approved requests are endorsed to Business Permits Office for processing) to the Office of the City Administrator.
2. For events with admission tickets, go to the Miscellaneous Taxes & Fees Division at the third floor of the City Hall and submit tickets for stamping (prior to selling).
3. Proceed to the Business Permits Office at the ground floor of City Hall to submit approved request and secure Order of Payment.
4. Go to the License Division at the ground floor of the City Hall. Present Order of Payment and pay regulatory fees and amusement tax.
5. Present receipt of payment and retrieve approved request, together with the Special Permit Form signed by the officer-in-charge of the Business Permits.
6. Proceed to the Office of the City Administrator and submit the Special Permit Form with the requirements and the

Receipt of Payment (Special Permit to be signed by the City Administrator for the Mayor) for approval.

7. For events with admission tickets, go to the Miscellaneous Taxes & Fees Division and present the approval Special Permit and Receipt of Payment. The stamped tickets will then be released.

REGISTRATION OF PROSPECTIVE SUPPLIERS/BIDDERS

Suppliers/Bidders who intend to do business with the city government of Makati may apply for application of registration conducted by Bids and Awards Committee through the General Services Department

Office/Department:

General Services Department
9th floor, New Building, Makati City Hall
JP Rizal St., Brgy. Poblacion, Makati City

Contact Person (s):

Mr. Gerardo K. San Gabriel
Tel. nos.: 870-1743/870-1119

Customer Assistance Personnel:

Mr. Enrico A. Remigio
Mr. Alfie P. Talosig
Tel. nos.: 899-8988/870-1196

Requirements:

1. Letter of Intent - addressed to Chairman, Bids & Awards Committee, City of Makati
2. Department of Trade and Industry Certificate of Registration (for single proprietorship) or Articles of Incorporation and by-laws (for partnership/corporation)
3. Company profile
4. Organizational Chart
5. Business Permit (current year)
6. Audited financial statement (previous year)

7. Income Tax Return (previous year)
8. Value Added Tax (Vat) or Non-Vat Certificate of Registration
9. Special Power of Attorney or Authorization (with Letterhead)
 - Must contain the specimen signature/s and 2x2 ID photo (s) of the representative/s
10. Photos of the office (recent)
 - must show business signboard & working area
11. Certificate from bidder under oath of its compliance with existing labor laws and standard
12. Location map of present business address
13. Sworn Statement of the prospective bidder that his company, whether owned or represented, is not blacklisted or banned from any bidding by the government or any of its agencies, offices, corporations or local government units (LGUs) including non-inclusion in the Consolidated Blacklisting report issued by the Government Procurement Policy Board (GPPB) in accordance with the guidelines provided in Section 69.4 of the IRRA-A
14. List of past and present clients and their addresses
15. Duly certified statement from the prospective bidder, or representative, that the documents submitted are in compliance with the registration requirements and are authentic and original, or true and faithful reproductions or copies of the original, complete, and that all statements and information provided therein are true and correct
16. Sworn Affidavit of Compliance with disclosure provision under Section 47 of the Act in relation to other provisions of RA 3019, applies to:
 - a. the bidder himself, if he is an individual or the business is sole proprietorship;
 - b. all its officers, directors, and controlling stockholders, if it is a partnership; and
 - c. if the bidder is a joint venture, the provisions of items (1), (2), or (3) of this section shall correspondingly apply to each of the members of the said venture, as may be appropriate.
17. Appropriate Licenses and Certification

Service Fees and Charges: - P1,000.00

Procedures:

1. Proceed to the Bids and Awards Office, 9th floor of the New City Hall Building.
2. A checklist of requirements will be given to you and you will be instructed to submit the documents at a given date.
3. Upon completion, the documents will be reviewed and evaluated by the Bids and Awards Secretariat /TWG/
4. You will then be informed (through letter) if your application passed evaluation.
5. If the result of the evaluation is passed, you will be required to pay one thousand (P1,000.00) payable to the City Government of Makati
6. Inspection of offices/warehouse, showrooms shall be conducted by the General Services Department personnel for inspection purpose.
7. If found eligible, Certificate of Registration will be issued to the applicant
8. You can join and respond to the invitation of the city government of Makati to bid. These notices are:
 - a. Advertised in a newspaper of general circulation.
 - b. Posted in the website of the procuring entity.
 - c. Posted in the GEPS (Government Electronic Procurement System).
 - d. Posted in public premises in the city.
9. Secure your bidding documents from Bids and Awards Office.

SECURING A PERMIT FOR DESIGNATED SMOKING AREAS

Under Makati City Ordinance No. 2002-090, also known as the "Revised Anti-Smoking Ordinance of Makati", establishments not covered by the total smoking ban have the option to put up and operate "designated smoking areas", provided that they first secure a permit from the Makati Health Department (MHD). To be issued a permit, proposed smoking areas must fully comply with the structural and ventilation standards set by the ordinance, aside from paying the corresponding fees.

The ordinance has imposed the total smoking ban on government offices and buildings, schools in all level, hospitals and medical clinics, and all enclosed public places measuring less than 100 square meters, and thus cannot apply for this permit.

Office/Department:

Makati Health Department
7/Floor, New Makati City Hall
Telephone: 870-1602

Contact Person (s):

Engr. Albert Lusterio
Sanitary Engineer III
Environmental Health and Sanitation Section

Who May Apply

The following establishments, which are not covered by the total smoking ban, may apply for a permit for designated smoking area/s:

- Corporate offices, department stores, mall, markets, supermarkets, grocery stores, restaurants, hotels, bars, clubs, lounges, comfort rooms, auditoriums, private, clubhouses, session halls, bus or airport terminals, ship terminals, and other similar places where non-smokers are exposed to tobacco smoke.

Note: Establishments with pre-existing smoking areas prior to the implementation of the ordinance are still required to secure permits from the MHD.

Documentary Requirements

- Five (5) sets of the Floor Plan of the entire establishment- must show the actual location of its non-smoking area and the proposed location of its smoking area, and the respective sizes of these area.
- Business Permit
- Certificate of Occupancy

Note: All architectural designs and floor plans submitted to the MHD will be reviewed by the Office of the City Engineer or the City Building Official to ensure compliance with the provisions of the National Building Code.

Physical Requirements

Architectural/engineering specifications for designated smoking areas:

1. Physical partitions shall be fixed and solidly built, double-walled floor-to-ceiling or floor-to-floor partitions of at least one (1) hour fire resistance rating;
2. Materials for partitions such as bamboo, nipa, logs or lumber shall not be permitted.

Ventilation and exhaust system for smoking areas must conform to the provisions of the National Building Code and the Philippine Society of Mechanical Engineering (PSME Code).

Maximum Floor Area allowed for Designated Smoking Area

1. Restaurants, cafeterias, and other dining establishments (15% of the total dining area, including function rooms)
2. Day and night clubs, bars, cocktail lounges, beer gardens, karaoke bars and similar establishments (25% of the total dining or drinking area, including function room)
3. Discos, dance halls, and similar establishments (25% of the dancing and drinking area)
4. Billiard halls, pool rooms, and similar establishments (25% of the pool or billiard area)
5. Bowling alleys (15% of the bowling area)

Fees to be Paid

1. Filing fee of P5,000.00
2. Inspection fee of P200.00/Re-Inspection fee of P500.00
3. Processing fee of P 5,000.00
4. Payment for the sticker of P300.00

Steps in Securing a Permit for Pre-existing Smoking Area

1. Submit the required documents to the Environmental Sanitation Division (ESD), Makati Health Department (c/o Engr. Albert Lusterio), 7/F, New Makati City Hall
2. If documents submitted are in order, the ESD schedules a preliminary on-site inspection (within 3 days to one week) to

determine if the establishment qualifies as an applicant for a designated smoking area, and if the said area fully meets the specifications required by the ordinance.

3. If qualified, applicant is asked by ESD to pay the filing fee of P5,000.00 and inspection fee of P200.00 at the Miscellaneous Tax Division, 3/F, New Makati City Hall.
4. ESD submits recommendation for approval of application to the City Health Officer.
5. Upon approval, ESD issue an order of payment to the applicant for the processing fee of P5,000.00, which will be paid at the Miscellaneous Tax Division.
6. After payment is made, applicant can claim the permit on the same day from ESD.

Steps in Securing a Permit for Proposed Smoking Area

1. Submit the required documents, including the proposed plan of the area, to the Environmental Sanitation Division (ESD), Makati Health Department (c/o Engr. Albert Lusterio), 7/F, Makati New Makati City Hall.
2. If documents submitted are in order, the ESD schedules a preliminary on-site inspection (within days to one week) to determine if the establishment qualifies as an applicant for a designated smoking area, and the plan submitted conforms to the specifications required by the ordinance.
3. If qualified, applicant is asked by ESD to pay the filing fee of P5,000.00 and inspection fee of P200.00 at the Miscellaneous Tax Division, 3rd Floor, New Makati City Hall.
4. When construction of the smoking area is completed, applicant should notify ESD so that a final inspection can be conducted.
5. If the newly-constructed smoking area meets all the physical and ventilation requirements, ESD submits recommendation for approval of application to the City Health Officer.
6. Upon approval, ESD issues an order of payment to the applicant for the processing fee of P5,000.00 which will be paid at the Miscellaneous Tax Division.
7. After payment is made, applicant can claim the permit on the same day from ESD.

GETTING A MAYOR'S CLEARANCE

The Law Department issues the Mayor's Clearance, which is needed for the following:

1. Pre-employment requirement in the Armed Forces of the Philippines (AFP) and Philippine National Police (PNP);
2. AFP personnel requirement for marriage; and
3. Requirement for firearms license.

Office/Department:

Law Department
18/F, New Makati City Hall Building,
JP Rizal St., Brgy. Poblacion, Makati City

Contact Person (s):

Atty. Pio Kenneth I. Dasal
Tel. Nos. 899-8935/870-1138
Fax No.: 895-4997

Requirements:

1. Barangay Clearance, Police Clearance or NBI Clearance
2. Official Receipt for payment of Mayor's Clearance fee
3. Community Tax Certificate (Cedula)

Fee (s):

Php25.00 for Mayor's Clearance

Procedure:

1. Secure requirements
2. Pay Mayor's Clearance Fee at the 3rd floor Miscellaneous, Taxes and Fees Division.
3. Photocopy all requirements and present at the Law Department for issuance of Mayor's Clearance.

REGISTRATION OF MEAT HANDLERS AND BUTCHERS

The MVSO controls the operation of new meat handlers and butchers in Makati.

Office/Department:

Veterinary Services Office
Multi-Purpose Bldg., Cadena de Amor St.,
Barangay Pembo, Makati City
889-7949/757-1413

Contact Person (s):

Dr. Jacinto Jaime R. Inocencio III
Veterinarian, Veterinary Services Office
Multi-Purpose Bldg., Cadena de Amor St.,
Barangay Pembo, Makati City
Tel. no. 757-1413

Fee (s):

Under City Ordinance 97-016, registration fees are as follows:

Meat processor:	P500/year
Meat shop operator:	P300/year
Meat Dealer:	P300/year
Vendor:	P200/year
Butcher:	P200/year
Dresser:	P100/year
Cutter:	P100/year

Requirement (s):

1. Individual Mayor's permit	P50.00
2. Health certificate	P70.00
3. Stool test	P20.00
4. X-ray	P100.00
5. Barangay clearance	P10.00
6. Police clearance	P50.00
TOTAL	P300.00

Requirement (s):

1. Veterinary Services Office coordinates with the different markets, meat shops, and slaughterhouses regarding the registration of meat handlers and butchers
2. Schedule of seminars is set and memo is sent to establishments concerned
3. Attendance of applicants to the scheduled seminars
4. Applicants need to secure requirements for the certificate

Procedure:

Upon completion of requirements:

1. Present complete requirements to the Meat Inspection Division of the MVSO. (1-2 minutes)
2. Payment of necessary fees to the Cashier and issuance of Official receipt. (10 minutes)
3. Issuance of Meat Handlers License/Butchers Permit. (2-3 minutes)

TOTAL TIME: 15 minutes

MARKET AND SLAUGHTERHOUSE RULES

The Market and Slaughterhouse Division supervises all public markets in the implementation of rules/regulations and ordinances being promulgated by the city government regarding market and slaughterhouse operations.

Contact Person (s):

Jimmy T. Bacamante
City Economic Enterprise Manager

Florencia T. Abraham
OIC-Market and Slaughterhouse Division
8/F, New Bldg., Poblacion, Makati City
Tel. nos. 899-8965/870-1625 to 1626

For registration of weighing scales

1. Submit the weighing instrument for calibration to check on the veracity/accuracy of the said instrument.
(Art. II, Sec. 4b.01) City Ordinance No. 2001-049

Fee (s):

1. Registration fee is based upon the capacity and type of the instrument, and an additional service fee of Php 15.00 for each instrument being registered.

Total time: 10 minutes

For monthly calibration/re-sealing and registration of gasoline pumps
The City Government requires gasoline stations to re-test and re-seal their dispensing pumps. (Art. B, Sec. 4B.01) of the Makati Revenue Code, City Ordinance No. 2001-049.

Fee (s)

P45.00 for each instrument.

Total time: 15 minutes

Vending of slaughtered hogs

For each hog being slaughtered in the three (3) privately owned NMIS accredited Slaughterhouses we collect a "permit fee" (E.O. 137) Makati Revenue Code Art. B Sec.6B 01 (Amended City Ordinance No. 2001-049

Fee (s)

P20.00 for each hog

ACQUIRING A POLICE CLEARANCE

A police clearance is a major requirement by most employers. The Makati Police Department issues police clearances through the Clearance Unit of the Logistics Section.

Office/Department:

Station Logistics Branch
Makati City Police Station
Ayala Avenue Extension cor. Yakal St.,
Makati City

Requirements:

1. Accomplished police clearance application form (available at the Station Logistics Branch window).
2. Official receipt of payment of police clearance fees utilized for the purpose.

PURPOSE	FEES
Firearms Requirement	500.00
Naturalization	500.00
Travel Abroad	400.00
VISA Requirement	400.00
Seaman Requirement	200.00
Embassy Requirement	50.00
Immigration Requirement	50.00
Local Employment	50.00
AFP/PNP Requirement	50.00
Certification	50.00
Police Blotter	50.00
Change of Name	50.00
Adoption Requirement	50.00
DFA Requirement	50.00
ID Requirement	50.00
LTO Requirement	50.00
Transport Requirement	50.00

3. Php 120.00 Technical and processing fee for Finger print thru Bio Matrix.
4. Community Tax (Cedula).

Procedures:

1. Secure and Accomplish Police Clearance Application Form.
2. Proceed to Window 1 and Pay for the Miscellaneous Tax.
3. Proceed to Window 2 and Pay for the technical and processing.
4. Proceed to Window 3 for Picture and Finger Printing Thru BIO METRIX.
5. Releasing of Police Clearance per Batch approximately 30 minutes after the last procedure.