

BUSINESS PERMIT AND LICENSING SECTION

VISION

To ensure that all business owners within the municipality secure their Mayor's and Business Permit and are compliant with relevant laws and issuances before operation.

MISSION

We envision an office with capable, truthful, well-mannered employees to provide quality services to its customers. This office also aims to implement the streamlined processing of Mayor's and Business Permit that would contribute to an increase in tax revenue.



BUSINESS PERMIT AND LICENSING SECTION



BRADLY L. BAUTISTA
Municipal Mayor



ELSIE C. OSTIQUE
Acting Municipal Treasurer



ERNESTO M. PUNO, JR.
Revenue Collection Clerk III

ADMINISTRATIVE / ASSESSMENT



RICA ANDREA B. LANTICSE
Administrative Officer III



BONIFEL S. RANA
Job Order



BABYLOU TEO
Job Order

RECORDS



AILEEN S. SANTIESTEBAN
Job Order



JIFFY F. GENCIANEO
Job Order



NOEL S. ACAL, JR.
Job Order

INSPECTION/COLLECTION



PATRICK V. SEPULVEDA
Revenue Collection Clerk III



KRISTIAN CYRUS B. TAUNAN
Revenue Collection Clerk II



JEMAR M. CALUYAN
Job Order



MICHAEL JUSTIN U. LEE
Job Order



JEPREY F. MORALES
Job Order

BUSINESS PERMIT and LICENSING SECTION

FUNCTIONAL CHART

Municipal Mayor



Municipal Treasurer



*Shall take charge of the treasury office, perform the duties provided for under Book II of the LGC.
 * Take custody and exercise proper management of the funds of LGU concerned.
 *Submit to the LCE certified statement of income and expenditures for budget preparation purposes.
 * Attend conference/meeting called by the following:

- BLGF
- REGATA conference
- PHALTRA conventions
- Committee meetings
- Initiates/conducts conference/meetings with coordinating national and local agencies.



ADMIN. / ASSESSMENT



*Assessment of Business Establishment for Business application.
 *Verify payment of previous business taxes.
 *Receive / Prepare incoming and outgoing communications.

RECORDS

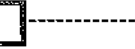
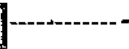


*Updating of BPLS records.
 *Compute most delinquent tax payer per barangay with notices/demands. (1st, 2nd, 3rd and final demand)
 *Cleansing of business tax records by updating the tax card and records to determine actual delinquencies per barangay.
 *Submit collection report on Business Taxes.
 *Printing and releasing of Business Assessment / Application Forms and Business Permits and Licenses.

COLLECTION / INSPECTION



*Inspection of business Establishments / Examination of books.
 *Calibration of weights and measures.
 *Collect payments of Business taxes.





Republic of the Philippines
Province of Davao Occidental
Municipality of Malita

CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING SECTION

MAYOR'S PERMIT

Office/Division:	Business Permit and Licensing Section				
Classification:	SPECIAL				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	Those who are residents in the Municipality				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	BPLS Actions			
1	Present the documentary requirements needed	a. Receive and review documentary requirements	Admin. Officer III	5-10 minutes	None
		b. Prepare and print assessment and application form	Admin. Officer III	5-10 minutes	None
		c. Approve Assessment Form	Acting Mun. Treas.	Variable	None
2	Pay the required Certification Fee	a. Receive payment and issue official receipt	RCC III	5-10 minutes	1,700.00 to 115,000.00
		b. Prepare and print Mayor's Permit	Admin. Officer III	5-10 minutes	None
		c. Approve Mayor's Permit	Municipal Mayor	Variable	None
3	Claim the requested Certification	a. Release Mayor's Permit	Admin. Officer III	5-10 minutes	None
		b. Conduct Inspection	Dept. Heads Involved	Variable	None



Republic of the Philippines
 Province of Davao Occidental
Municipality of Malita

CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING SECTION

CERTIFICATE OF BUSINESS RETIREMENT

Office/Division:	Business Permit and Licensing Section				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	BPLS Actions			
1	Fill up Request Form	a. Receive request for retirement of business.	Admin. Officer III	5-10 minutes	None
		b. Evaluate requirements	Admin. Officer III	5-10 minutes	None
		c. Compute payment	Admin. Officer III	5-10 minutes	None
		d. Issue order of payment	RCC III	5-10 minutes	None
2	Pay the required fee	a. Receive payment and issue official receipt	RCC III	5-10 minutes	500.00
		b. Prepare and print certificate of retirement of business	Admin. Officer III	5-10 minutes	None
		c. Approve certificate of retirement of business	Municipal Mayor	Variable	None
3	Claim the requested Certificate of Retirement of Business	Release certificate of retirement of business	Admin. Officer III	5-10 minutes	None



Republic of the Philippines
 Province of Davao Occidental
Municipality of Malita

CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING SECTION

CHANGE OF BUSINESS INFORMATION

Office/Division:	Business Permit and Licensing Section				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	BPLS Actions			
1	Fill up Request Form	a. Receive request form	Admin. Officer III	5-10 minutes	None
		b. Issue order of payment	RCC III	5-10 minutes	None
2	Pay the required fee	a. Receive payment and issue official receipt	RCC III	5-10 minutes	1500.00
		b. Prepare and revise Mayor's and Business Permit	Admin. Officer III	5-10 minutes	None
		c. Approve the revised Mayor's and Business Permit	Municipal Mayor	Variable	None
3	Claim the requested Certification	Release the revised Mayor's and Business Permit	Admin. Officer III	5-10 minutes	None



Republic of the Philippines
 Province of Davao Occidental
Municipality of Malita

CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING SECTION

RE-ISSUANCE OF ORIGINAL PERMIT

Office/Division:	Business Permit and Licensing Section				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	BPLS Actions			
1	Present the documentary requirements needed	a. Receive and review documentary requirements	Admin. Officer III	5-10 minutes	None
		b. Issue order of payment	RCC III	5-10 minutes	None
2	Pay the required Certification Fee	a. Receive payment and issue official receipt	RCC III	5-10 minutes	300.00
		b. Prepare and print Mayor's Permit	Admin. Officer III	5-10 minutes	None
		c. Approve Mayor's Permit	Municipal Mayor	Variable	None
3	Claim the requested Certification	a. Release Mayor's Permit	Admin. Officer III	5-10 minutes	None



Republic of the Philippines
Province of Davao Occidental
Municipality of Malita

CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING SECTION

TRICYCLE/PEDICAB PERMIT TO OPERATE

Office/Division:	Municipal Treasurer's Office				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	BPLS Actions			
1	Fill-up request form	a. Provide application form	Admin. Aide IV	5-10 minutes	None
		b. Receive and Evaluate application form with attached documentary requirement	Admin. Officer III	5-10 minutes	None
		c. Issue order of payment	RCC III	5-10 minutes	None
		d. Collect payment and issue Official Receipt	RCC III	5-10 minutes	None
2	Pay the required fee	a. Collect payment and issue Official Receipt		5-10 minutes	None
		b. Prepare Permit to Operate Certificate	Admin. Officer III	5-10 minutes	1,450.00
		c. Approve Permit to Operate Certificate	Acting Mun. Treas.	Variable	None
3	Claim the requested Tricycle/Pedicab Permit to Operate	Release Permit to Operate Certificate	RCC III	5-10 minutes	None



Republic of the Philippines
 Province of Davao Occidental
Municipality of Malita

CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING SECTION

BUSINESS PLATE/STICKER

Office/Division:	Business Permit and Licensing Section				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	BPLS Actions			
1	Fill up Request Form	a. Receive and review documentary requirements	Admin. Officer III	5-10 minutes	None
		b. Prepare and print assessment and application	Admin. Officer III	5-10 minutes	None
		c. Approve assessment form	Acting Mun. Treas.	Variable	None
		d. Issue order of payment	RCC III	5-10 minutes	None
2	Pay the required fee	Collect payment and issue official receipt	RCC III	5-10 minutes	500.00 / 50.00
3	Claim the requested Certification	Issue Business/Sticker Plate	Admin. Officer III	5-10 minutes	None



Republic of the Philippines
 Province of Davao Occidental
Municipality of Malita

CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING SECTION

STORAGE PERMIT FOR HAZARDOUS & FLAMMABLE MATERIALS

Office/Division:	Business Permit and Licensing Section				
Classification:	SIMPLE				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All				
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	BPLS Actions			
1	Fill up Request Form	a. Receive and review documentary requirements.	Admin. Officer III	5-10 minutes	None
		b. Issue order of payment	RCC III	5-10 minutes	None
2	Pay the required fee	a. Collect payment and issue official receipt	RCC III	5-10 minutes	3,750.00 per Category
		b. Prepare storage permit	Admin. Officer III	5-10 minutes	None
		c. Approve storage permit	Acting Mun. Treas.	Variable	None
3	Claim the receipt and wait for the release of Storage Permit	Release Storage Permit	Admin. Officer III	5-10 minutes	None



Republic of the Philippines
 Province of Davao Occidental
 Municipality of Malita

CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING SECTION

RECALIBRATION OF WEIGHTS AND MEASURES					
Office/Division:		Business Permit and Licensing Section			
Classification:		SIMPLE			
Type of Transaction:		G2C- Government to Citizen			
Who may avail:		All			
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	BPLS Actions			
1	Fill up Request Form	a. Receive and record request for recalibration of weights and measures	Admin. Officer III	5-10 minutes	None
		b. Issue order of payment	RCC III	5-10 minutes	None
2	Pay the required fee	Collect payment and issue official receipt	RCC III	5-10 minutes	1,300.00
3	Claim the receipt	a. Conduct recalibration of weights and measures	Admin. Officer III	5-10 minutes	None



Republic of the Philippines
 Province of Davao Occidental
Municipality of Malita

CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING SECTION

SEALING AND TESTING OF WEIGHTS AND MEASURES

Office/Division:		Business Permit and Licensing Section			
Classification:		SIMPLE			
Type of Transaction:		G2C- Government to Citizen			
Who may avail:		All			
STEP	ACTIVITIES/PROCESS		PERSON RESPONSIBLE	PROCESSING TIME	FEES
	Client	BPLS Actions			
1	Fill up Request Form	a. Receive and record request for testing and sealing of weights and measures	Admin. Officer III	5-10 minutes	None
		b. Issue order of payment	RCC III	5-10 minutes	None
2	Pay the required fee	Collect payment and issue official receipt	RCC III	5-10 minutes	250.00 / 1,250.00 / 3,000.00
3	Claim the receipt and wait for the sealing of weights and measures	a. Conduct testing of weights and measures	Admin. Officer III	5-10 minutes	None
		b. Seal weights and measures	Admin. Officer III	5-10 minutes	None