

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. GENCIANO
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

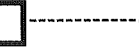
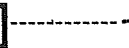


*Updating of BPLS records.
 *Compute most delinquent tax payer per barangay with notices/demands. (1st, 2nd, 3rd and final demand)
 *Cleansing of business tax records by updating the tax card and records to determine actual delinquencies per barangay.
 *Submit collection report on Business Taxes.
 *Printing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



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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



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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



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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



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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



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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
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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
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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
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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

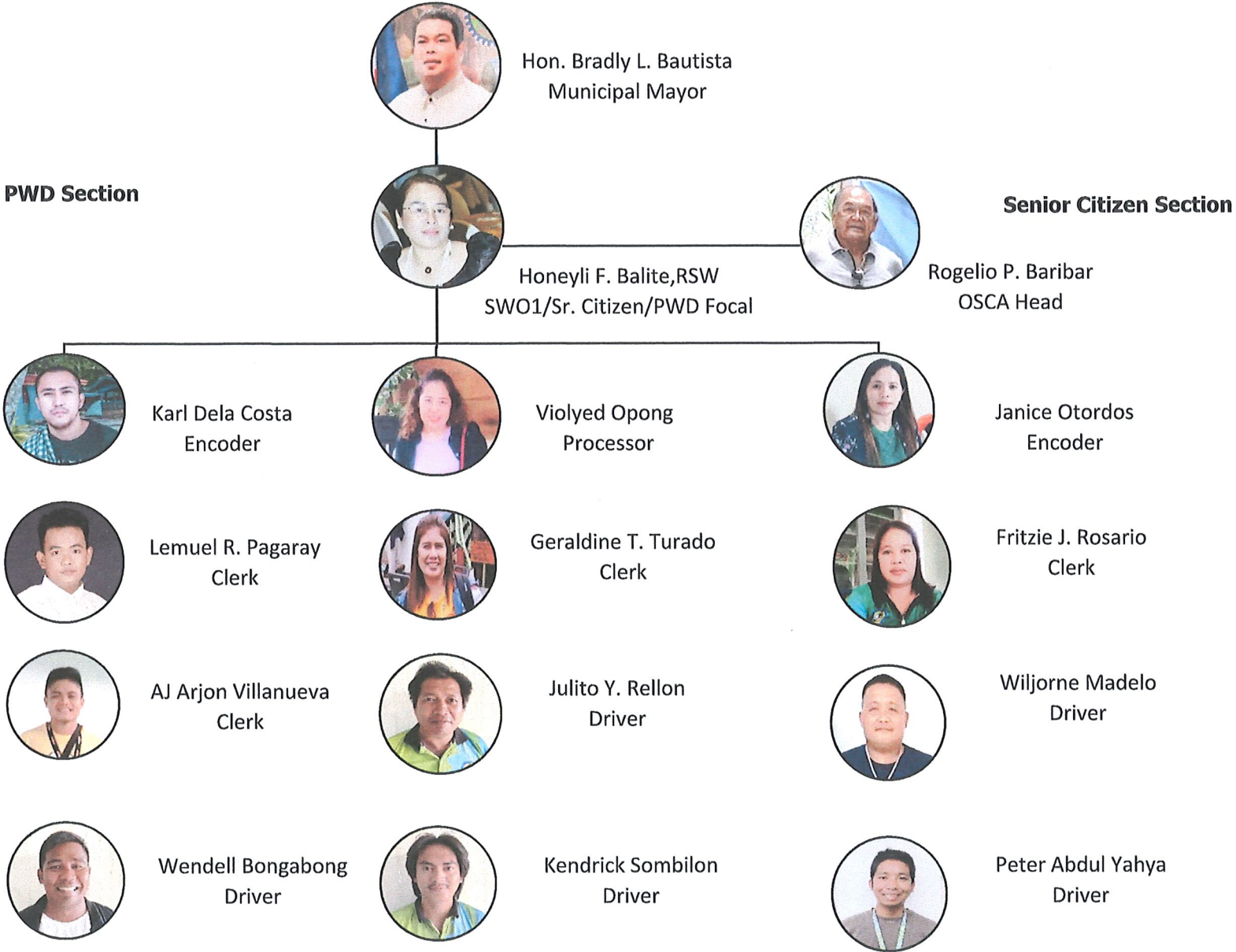


REPUBLIC OF THE PHILIPPINES
PROVINCE OF DAVAO OCCIDENTAL
MUNICIPALITY OF MALITA

OFFICE OF THE SENIOR CITIZENS AFFAIR

CITIZEN'S CHARTER

OSCA/PWD ORGANIZATIONAL CHART





LOCAL GOVERNMENT OF MALITA
Province of Davao Occidental

FUNCTIONAL CHART

OFFICE OF THE SENIOR CITIZEN AND PWD

- Formulate and implement policies, plans and programs for the promotion of the welfare of Senior Citizen and Persons with Disability in coordination with concerned national and local government agencies.
- Ensure representation of Senior Citizens and persons with disabilities in the local development councils and other special bodies.
- To plan, develop, implement, consolidate, and monitor yearly work programs in pursuance of the objectives of the Act and its Rules.
- Manage and oversee the efficient operations of the Senior Citizens and Persons with Disabilities Affairs Office and general supervision of its personnel.
- Develop and Submit to the concerned municipal/city mayor or governor an Annual Work and Financial Plan
- To maintain and regularly update on a quarterly basis the list of senior citizens and to issue national uniform individual identification cards and purchase booklets, free of charge, which shall valid anywhere in the country.

OPERATION AND PROGRAMS SERVICES

1. Disseminate information including, but not limited to, programs and activities for Senior Citizens and Persons with Disability.
2. Facilitate the Social pension program target beneficiaries, enrollment cancellation and updating of senior citizen database
3. Recommend and enjoin the participation of nongovernment organizations (NGOs) and Peoples Organizations (POs) in the implementation of all Senior Citizens and Persons with Disability
4. Ensure implementation, monitoring and evaluation of program and services for Senior Citizens and PWDs
5. To monitor the compliance of the provision of the Act and its Rules particularly the grant of special discounts and privileges to senior citizens and PWDs

ADMINISTRATIVE SUPPORT

1. Planning and formulation/development of programs, concerning mainstreaming the disability perspective in the local government units' projects and activities and development of Senior Citizens and Person with Disability.
2. Gather and compile relevant data on Senior Citizens and Person with Disability
3. Monitoring of Senior Citizens and person with disabilities in Barangays.
4. Perform such other functions as may be necessary for the promotion and protection of the welfare of the Senior Citizens and PWDs.
5. Assist in day to day operations and maintain updated database on Senior Citizens and Persons with Disability and ensure its availability



OFFICE OF THE SENIOR CITIZENS AFFAIRS
LOCAL GOVERNMENT UNIT OF MALITA
PROVINCE OF DAVAO OCCIDENTAL

MISSION

To provide exceptional service to our elderly and ensure social protection, including granting discounts and benefits, recognizing their rights, and involving the family, community and government.

VISION

To provide comprehensive assistance and resources to improve the well-being and quality of life of the elderly by encouraging independence, dignity, and social connection. We strive to establish a loving environment that supports physical, mental, and emotional wellbeing, allowing seniors to thrive and continue to make important contributions to society.



OFFICE OF THE SENIOR CITIZENS AFFAIRS
LOCAL GOVERNMENT UNIT OF MALITA
PROVINCE OF DAVAO OCCIDENTAL

CITIZEN'S CHARTER

Welfare for Elderly	Budget from the Local Government Unit and Laws and Provision for welfare for elderly such as but not limited on the following: <ol style="list-style-type: none">1. Republic Act 9994 (An Act granting additional benefits and privileges to Senior Citizen amending for the purpose Republic Act No. 7432)2. Republic Act 7432 (An Act to maximize the contribution of senior citizen to nation building, grant benefits and special privilege)3. 1978 Philippine Constitution, Article XV, Section 44. Presidential Proclamation 479, Series of 1994 declaring the first week of October of every year as Elderly Filipino Week5. RA 9257 Expanded Senior Citizens Act of 20036. Republic Act 11350 (An Act Creating the National Commission of Senior Citizens, Providing for its Functions, Abolishing the National Coordinating Council and Monitoring Board, Amending for the Purpose Republic Act No. 7432, as Amended, and Appropriating Funds)
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Description	To assist and coordinate with the DSWD on the implementation of Social Pension Program for Indigent Senior Citizens in order to improve the living condition of eligible indigent senior citizens.
Specific Functions	<ol style="list-style-type: none"> 1. Manage and coordinate the local implementation of the Social Pension Program; 2. Conduct orientation, advocacy activities, meetings on Social Pension to the LGUs stakeholders, Office of the Senior Citizens Affairs (OSCA), and the senior citizen's organizations on their role and responsibilities in the program; 3. Monitor implementation and respond to urgent concerns of the BLGUs; 4. Collect and consolidate BLGU/OSCA program reports and submit to the Program Management Bureau quarterly; 5. Submit monthly physical accomplishment and financial report on the utilization of funds to the DSWD.
Key Result Areas	<ol style="list-style-type: none"> 1. Responsive technical assistance provided to intermediaries 2. Effective Social Pension program implementation 3. 100% utilization of funds based on allocation

Issuance of Identification Card and Purchase Booklet for Senior Citizens and Persons with Disabilities.

Qualified Senior Citizens and Persons with Disabilities are issued OSCA/PWD identification cards and medical/ grocery booklets to avail the benefits of Republic Act 9257 such as:

- Free medical & dental diagnostic laboratory service in all government facilities 20% discount in purchase of medicines
- 20% discount in hotels, restaurant, recreation centers, funeral parlors, and similar establishments
- 20% discount in theaters, cinema houses and concert trails, etc.
- 20% discount in fare for domestic, air, sea travel and public land transportation.



PERSONS WITH DISABILITY
LOCAL GOVERNMENT UNIT OF MALITA
PROVINCE OF DAVAO OCCIDENTAL

MISSION

To advocate all person with disabilities individual rights and awareness/knowledge stated in RA 7277 otherwise known as the "Magna Carta for Persons with Disability as amended and for other purposes.

VISION

"A society of empowered Persons with Disability, live a self-determined life, actively contributes and participate in Nation Building.



PERSONS WITH DISABILITY
LOCAL GOVERNMENT UNIT OF MALITA
PROVINCE OF DAVAO OCCIDENTAL

CITIZEN'S CHARTER

Welfare for Persons with Disabilities	<ul style="list-style-type: none">• Budget from the Local Government Unit and Laws and Provision for welfare for persons with disabilities such as but not limited on the following:• Republic Act 7277 (Magna Carta for Disable Person)• BP 344 (Accessibility Law)• Republic Act 6759 (Declaring August 1 of every year in recognition of the visually impaired PWD)• Republic Act 10754 (Expansion of the benefits and privileges of PWD in the Philippines)
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Programs and Services for PWD

The Office of the MSWD provides the following services:

- Information Dissemination on Disability Prevention
- Assistance for Physical Restoration (Provision of PWD Devices)
- Social and Vocational Preparation for Employment Services (Message Training and Sustainable Livelihood Projects)
- After Care and Follow-up Services
- Provide Identification Card to PWD member
- Conduct home visitation and provide counselling.
- Case Management
- Functionality of PWD Association Referral to other agencies

PROCESS FLOW

Steps	Response Time	Documents Required	Accountable Person	Office Location
1. Conduct Interview/Intake	5 – 10 minutes	Application form, Medical Certificate (for PWD), Barangay Certification of Residency, Picture (1x1 pc and 1pc 2x2), Valid Identification card or Birth Certificate or any valid documents or identification cards.	OSCA (for Senior Citizen) PDAO (for PWD) OSCA/PWD Personnel and Staff	Senior Citizen Day Center
2. Client waits while staff prepare OSCA ID/PWD ID, Medical and Grocery Booklets	15 – 30 minutes	Application form and other pertinent documents	OSCA/PWD Personnel and Staff	Senior Citizen Day Center (for PWD – PWD section)
3. Releasing of OSCA ID/PWD ID, Medical and Grocery Booklets	5 – 10 minutes	Logbook signed	OSCA/PWD Personnel and Staff	Senior Citizen Day Center (for PWD – PWD section)
4. PWD Referral and assist to partner agencies	1 day	Birth Certificate, PhilHealth Card, Power of Attorney in the absence of parents	OSCA/PWD Personnel and Staff	Senior Citizen Day Center (for PWD – PWD section)
5. OSCA/PWD Case Management	1 day	Concern citizens referral cause of maltreatment, abuse etc...	Focal Person	Senior Citizen Day Center