

## 1. Assistance for Barangay Micro Business Enterprise (BMBE) Application

This is to assist business owners that would like to apply for Barangay Micro Business Enterprise eligibility.

<b>Office or Division:</b>	Tagoloan Negosyo Center			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All business owners interested to apply			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Fully Accomplished Application Form (1 Original)</li> <li>Certificate of Business Name Registration</li> <li>Securities Exchange Commission (SEC)</li> <li>Cooperative Development Authority (CDA) (1 Photocopy)</li> </ul>		<ul style="list-style-type: none"> <li>Department of Trade &amp; Industry / Negosyo Centers (can be secured online on <a href="http://bnrs.gov.ph">bnrs.gov.ph</a>)</li> <li>Securities Exchange Commission</li> <li>Cooperative Development Authority</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit fully accomplished application form with corresponding certificate of business name registration	1.1 Received applications and requirement	None	5 minutes	<i>Revenue Collection Clerk II</i> Municipal Economic Enterprise & Development Office
	1.2 Scan Email/ Hand-in requirement to Department of Trade and Industry for processing	None	5 days	<i>Revenue Collection Clerk II</i> Municipal Economic Enterprise & Development Office

2. Once notified, visit Tagoloan Negosyo Center and received the Barangay Micro Business Enterprise (BMBE) Certification	2. 1 Notify client that Barangay Micro Business Enterprise (BMBE) Certification is available and ready for release.  2.2 Release Barangay Micro Business Enterprise (BMBE) Certificate to the client.	None	1 day	<i>Revenue Collection Clerk II</i> Municipal Economic Enterprise & Development Office
Accomplish the Client Satisfaction Survey form and drop it in the feedback box	Request the client to accomplish the Client Satisfaction Survey form		5 minutes	<i>Admin Aide III</i> Municipal Economic Enterprise & Development Office
<b>TOTAL:</b>			<b>6 days and 10 minutes</b>	