

1. Issuance of Certificate of Business Cessation

This is to facilitate intentions to close business establishment.

Office or Division:	Business Permits & Licensing Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All proprietors with existing businesses in the municipality			
CHECKLIST OF REQUIREMENTS:			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of Intent to Close Business (1 Original) 			<ul style="list-style-type: none"> Client 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Write your Letter of Intent addressed to our Municipal Mayor (MO) thru the Business Permits & Licensing Office (BPLO)	1. Joint Inspection Team (JIT) will conduct inspection to the business establishment	none	10 minutes	<i>Business Permits & Licensing Officer/ Revenue Collection Clerk II</i> Business Permits & Licensing Office
2. Proceed to Municipal Treasurer's Office (MTO) and pay fees and charges	2. Municipal Treasurer's Office (MTO) receives payment and issue official receipt.	Certification Fee – P 100.00 Documentary Stamp – P 30.00	10 minutes	<i>Revenue Collectors</i> Municipal Treasurer's Office
3. Go back to the Business Permits and Licensing Office (BPLO) and present your official receipt	3. Business Permits and Licensing Office (BPLO) will print and release certificate of cessation	None		<i>Business Permits & Licensing Officer</i> Business Permits & Licensing Office

Accomplish the Client Satisfaction Survey form and drop it to the feedback box	Request clients to accomplish Client Satisfaction Survey form		5 minutes	<i>Admin Aide I</i> Business Permits & Licensing Office
TOTAL:		P 130.00	25 minutes	