

## 2. Issuance of Certification

This service caters those clients that requests certifications such as certification of no permits, no existing business, not engaged in business, and alike.

<b>Office or Division:</b>	Business Permits & Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All transacting public			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter Request (1 Original Copy) or sent thru email</li> </ul>		<ul style="list-style-type: none"> <li>Client</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. Bring letter request duly signed by the authorized personnel addressed to the Business Permits & Licensing Office/r (BPLO) and or send an email siting request at <a href="mailto:nc.tagoloanmisor@gmail.com">nc.tagoloanmisor@gmail.com</a>	1. Business Permits & Licensing Office (BPLO) will receive the letter of intent	None	10 minutes	<i>Business Permits &amp; Licensing Officer</i> Business Permits & Licensing Office
2. Present letter of intent duly received by Business Permits & Licensing Office (BPLO) to Municipal Treasurer's Office (MTO) and pay corresponding fee	2. Municipal Treasurer's Office (MTO) will receive payment and issue official receipt	P 130.00	10 minutes	<i>Revenue Collectors</i> Municipal Treasurer's Office
3. Present your official receipt to Business Permits & Licensing Office (BPLO)	3. Business Permits & Licensing Office (BPLO) will issue certification/s	None	10 minutes	<i>Revenue Collection Clerk</i> // Business Permits & Licensing Office
Accomplish the Client Satisfaction Survey form and drop it to the feedback box	Request clients to accomplish Client		5 minutes	<i>Admin Aide III</i> Business Permits & Licensing Office

	Satisfaction Survey form			
<b>TOTAL:</b>		<b>P 130.00</b>	<b>35. minutes</b>	