

4. Issuance of Data Information

This service caters any public/ private agencies that requests data for whatever legal purposes.

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| Office or Division: | Business Permits & Licensing Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - Government to Citizen | | | |
| Who may avail: | All transacting public | | | |
| CHECKLIST OF REQUIREMENTS: | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> Letter Request (1 Original Copy) or sent thru email | | <ul style="list-style-type: none"> Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Bring letter request duly signed by the authorized personnel (for walk-in) or send an email siting request for data at nc.tagoloanmisor@gmail.com or call 890-4672 (for online) | 1. Business Permits & Licensing Office will verify business per their database | None | 10 minutes | <i>Revenue Collection Clerk II/ Admin Aide I</i> Business Permits & Licensing Officer |
| 2. Receive document or acknowledge reply through emails or calls | 2. Business Permits & Licensing Office released document or sent through email or call | None | 10 minutes | <i>Revenue Collection Clerk II/ Admin Aide I</i> Business Permits & Licensing Officer |

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| 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 III</i> Business Permits & Licensing Office |
| TOTAL: | | | 25 minutes | |