

7. Issuance of Supplier Certificate

This is for the interested entrepreneurs (preferably a Tagoloanon) to consign at our Tagoloan Pasalubong Center and regularly Supply products for display.

Office or Division:	Municipal Economic Enterprise Development Office – Tagoloan Water & Sanitation System			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All interested entrepreneurs			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up supplier application form with sample product	1. Receive application form and sample product for assessment	None	20 minutes	<i>Admin Aide IV</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	None	10 minutes	<i>Admin Aide IV</i> Municipal Economic Enterprise & Development Office
TOTAL:		None	30 minutes	