

#### 4. Request for Business Counseling and Consultancy

Conducts trainings, seminars and dialogues to increase micro, small, and medium enterprises productivity and efficiency.

<b>Office or Division:</b>	Tagoloan Negosyo Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Entrepreneurs			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
NONE				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit the office and request for counseling and consultancy	1. Conduct counseling and consultation  In cases where in no business counselor is available, schedule the client.	None	1 hour	<i>Negosyo Center Manager/ Municipal Government Department Head I Municipal Economic Enterprise &amp; Development Office</i>
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 III Municipal Economic Enterprise &amp; Development Office</i>
<b>TOTAL:</b>			<b>1 hour and 10 minutes</b>	