

## 8. Request for Business Location for Micro Entrepreneur

This is for any micro entrepreneur of Tagoloan interested to conduct business in public places supervised by LGU through the Municipal Economic Enterprise and Development Office (MEEDO)

<b>Office or Division:</b>	Municipal Economic Enterprise Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Any Citizen of Tagoloan			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up application form for assessment	1.1 Receive application for assessment  1.2 Notify client for approval and disapproval (call or text message)	None	3 days	<i>Municipal Government Department Head 1</i> Municipal Economic Enterprise & Development Office
2. If approve, proceed to Tagoloan Negosyo Center for identification of location	2. Accompany the client to the assigned location and orient the rules and regulation	None	1 hour	<i>Admin Aide III</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	15 minutes	<i>Admin Aide III</i> Municipal Economic Enterprise & Development Office
	<b>TOTAL:</b>	<b>None</b>	<b>3 days 1 hour &amp; 15 minutes</b>	