

5. Request for Livelihood Assistance for Micro, Small, and Medium Enterprises

This is to assist micro, small, and medium enterprises that are affected by natural or man – made calamities (flood and fire)

Office or Division:	Tagoloan Negosyo Center			
Classification:	Highly- technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Micro, small, and medium enterprises affected by natural or man-made calamities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Fully Accomplished Application Form (1 Original) Barangay Certification for Business (1 Original) 		<ul style="list-style-type: none"> Tagoloan Negosyo Center Barangay Hall 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit fully accomplished application form with complete requirement	1.1 Receive complete requirements for assessment 1.2 Notify client of the approval and no approval	none	3 weeks	<i>Municipal Government Department Head I/ Admin Aide III Municipal Economic Enterprise & Development Office</i>
2. Visit Tagoloan Negosyo Center on the schedule of release	2. Release of livelihood assistance	none	1 week	<i>Municipal Government Department Head I/ Admin Aide III Municipal Economic Enterprise & 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	20 minutes	<i>Admin Aide III Municipal Economic Enterprise & Development Office</i>
TOTAL:			4 weeks and 20 minutes	