

## 17. Permits and Licensing Division

### 17.1. AVAILMENT OF NEW OR RENEWAL OF MAYORS PERMIT OR BUSINESS PERMIT

#### ABOUT THE SERVICE:

The issuance of Mayor's Permit is for the purpose of granting the client the permit to operate his/her business within the territorial jurisdiction of Sorsogon City.

#### CLIENT GROUPS:

Business Sector

#### REQUIREMENTS:

##### a. For New Business:

*The Initial basic requirements are the following:*

- Community Tax Certificate (Individual/Corporate) (Photocopy)
- Barangay Business Clearance (Photocopy)
- DTI/SEC/CDA (Photocopy)

*The following regulatory requirements must be secured from the Regulatory Offices:*

- Zoning Clearance (Photocopy)
- Sanitary Permit (Photocopy)
- Certificate of Annual/Electrical Inspection (old Bldg.) (Photocopy)
- CENRO Certification (Photocopy)
- Fire Safety Inspection Certificate (Duplicate copy)
- Occupancy (if New Building) (Photocopy)

*If located at the City Public Market the following additional requirements are still required to be submitted:*

- Locational Clearance (to be issued by the City Public Market Administrator, photocopy)
- Contract of Lease (to be issued by the City Public Market Administrator, photocopy)

#### SPECIAL REQUIREMENTS

- CENTRAL BANK CERTIFICATE: For Banks, Pawnshops, Money Changer, Remittance Agent, Foreign Exchange
- FDA REGISTRATION: For Drugstore, Bakery, Food processing
- DOLE LICENSE: For Local and Overseas Employment Agencies
- DOH RESULT OF WATER TEST: For Water Refilling Stations
- PERMIT TO OPERATE FROM DEPED OR CHED: For Learning Institutions
- NFA LICENSE: For Rice Retailers
- DTI ACCREDITATION: For Auto/Motor Repair Shops
- DOT ACCREDITATION: For Travel Agencies
- SECURITY AGENCIES AND GUARD AND SUPERVISION DIVISION LICENSE: For Security Agencies
- OPTICAL MEDIA BOARD: For Video Rentals

- BAI REGISTRATION: For Feeds Retailer/Wholesaler/Piggery, etc.
- NTC REGISTRATION: For Cellphone Dealer

**b. For Renewal of Business**

***The initial basic requirements are the following:***

- Community Tax Certificate (Individual/Corporate) (Photocopy)
- Barangay Business Clearance (Photocopy)
- DTI (For Sole Proprietor), SEC (Corporation/Partnership), CDA (Cooperative) (Photocopy)
- Income Tax Return (ITR) (Photocopy)
- CENRO Certification (Photocopy)
- Sanitary Permit (Photocopy)
- CERTIFICATE OF ANNUAL/ELECTRICAL INSPECTION (Photocopy)
- LATEST ANNUAL INSPECTION REPORT (Building/Electrical/Mechanical) (Photocopy)
- FIRE SAFETY INSPECTION CERTIFICATE (Photocopy)

**SPECIAL REQUIREMENTS**

- CENTRAL BANK CERTIFICATE: For Banks, Pawnshops, Money Changer, Remittance Agent, Foreign Exchange
- FDA REGISTRATION: For Drugstore, Bakery, Food processing
- DOLE LICENSE: For Local and Overseas Employment Agencies
- DOH RESULT OF WATER TEST: For Water Refilling Stations
- PERMIT TO OPERATE FROM DEPED OR CHED: For Learning Institutions
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- DTI ACCREDITATION: For Auto/Motor Repair Shops
- DOT ACCREDITATION: For Travel Agencies
- SECURITY AGENCIES AND GUARD AND SUPERVISION DIVISION LICENSE: For Security Agencies
- OPTICAL MEDIA BOARD: For Video Rentals
- BAI REGISTRATION: For Feeds Retailer/Wholesaler/Piggery
- NTC REGISTRATION: For Cellphone Dealer

**SERVICE SCHEDULES:**

Monday to Friday,  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

30 minutes

**TOTAL FEES/CHARGES:****Business Tax****1. For New Business**

1/30 of 1% of the Capital Investment (Based on the City Revenue Code of 2013)

**2. For Renewal of business**

Tax is based on the Gross Receipts/Sales and classification) (Based on City Revenue Code of 2013)

**3. Regulatory Fees**

Please refer to the respective Citizen's Charter of every regulatory offices

**PROCESS OF AVAILING THE SERVICE:**

<b>Steps Involved</b>	<b>Action of the PLD</b>	<b>Transaction Time</b>	<b>Responsible Person</b>
1. Secure and fill out the business application form and attach the initial basic requirements for submission to by the receiving PLS personnel	Reviews the accomplished business application form and have complied with the initial basic requirements and other regulatory requirements (if already available) and input the data for transmission to CTO using the Enhanced Tax Revenue and Collection System (ETRACS)	5 Minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III
2. Proceed to the CTO for the Assessment Record and proceed to the BFP for the FSIC and pay the corresponding Tax, fees and charges (if applicable) and thereafter secure the Order of Payment from the PLD			<b>JILL AMABELLE E. LAGUIDAO</b> LTOO I  <b>MA. LUISA G. NIEVES</b> LTOO III  <b>MA. ARLENE L. BANIEL</b> Revenue Collection Officer III

			<p><b>EDWIN D. DERI</b> Revenue Collection Officer III</p> <p><b>JANICA MAE L. PARAS</b> Revenue Collection Clerk II</p> <p><b>JENNIFER J. ASUNCION</b> Revenue Collection Clerk II</p> <p><b>DYHARA J. MOJARES</b> Ticker Checker</p> <p><b>LILIBETH D. LUSTESTICA</b> Admin. Officer I (Cashier I)</p> <p><b>CECILIA D. DE VILLENA</b> Revenue Collection Officer III</p> <p><b>CARLO D. BUSTAMANTE</b> Admin. Asst. II</p> <p><b>DORY R. DEUNA</b> Revenue Collection Officer III</p> <p><b>FOI ALEXIS ANNE DIRA</b> Community Relations Officer</p>
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			<b>SFOI ALMA M. DETERA</b> Assessor  <b>SFOI MARICEL L. LAGADIA</b> Assessor  <b>SFOI MARIA GRACIA E CORRAL</b> Collecting Agent  <b>SFOI MA. BELLA TRESTIZA</b> Releasing/ CRO
3. Present the OR to PLD and the complete regulatory requirements and special requirement (if applicable)	Releases the Mayor's Permit	25 Minutes	<b>ZENAIDA D. EBIO</b> License Inspector I

## **17.2. AVAILMENT OF MAYOR'S PERMIT FOR THE CONDUCT OF PARADES, MOTORCADE, ETC.**

### **ABOUT THE SERVICE:**

All groups and entities that wish to stage a parade, motorcade and the like must secure a permit prior to the schedule of the activity. This is so to ensure coordination, order, traffic management and safety of participants and spectators.

### **CLIENT GROUPS:**

Business entities, General Public

### **REQUIREMENTS:**

Application letter received by the City Mayor or by the City Administrator

### **SERVICE SCHEDULES:**

Monday to Friday,  
8:00 AM to 5:00 PM

### **TOTAL PROCESSING TIME:**

30 minutes

**TOTAL FEES/CHARGES:**

TYPE OF ACTIVITY	WITHIN THE CITY PROPER	NOT WITHIN THE CITY PROPER
Business-related Parade	Php500.00	Php250.00
Public/Private Association's Parade	Php100.00	Php50.00
Rally	Php100.00	Php50.00
Other Forms and kind	Php100.00	PHP50.00
Parade activities during Festivities	A lump sum of Php1000.00	

**Based on the Revised City Revenue Code of 2013**

**PROCESS OF AVAILING THE SERVICE:**

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submit application letter addressed to the City Mayor			City Mayor/City Administrator
2. Proceed to the Permits and Licensing Office and present the received/ acknowledged application letter  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	Secures and validates presented application letter duly acknowledged by the Office of the City Mayor	10 Minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III
3. Present OR at PLD and receive the Permit	Issues Order Payment and releases the Permit	20 Minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACEDA</b> License Inspector I

### 17.3. AVAILMENT OF PERMIT FOR CESSATION OF BUSINESS

#### ABOUT THE SERVICE:

The main purpose of this service is to grant the client the permit to close his/her business legally pursuant to the rules provided for under the City Revenue Code and other pertinent laws

#### CLIENT GROUPS:

Business Sector

#### REQUIREMENTS:

- Accomplished Sworn Statement of its gross sales/receipts and the date of its closure
- Previous Mayor's Permit (to be surrendered)
- Business Plate (to be surrendered)

#### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

#### TOTAL PROCESSING TIME:

30 minutes

#### TOTAL FEES/CHARGES:

- Tax on Gross Sales/Receipts
- P 180.00 - Certification Fee

#### PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Informs the Permits and Licensing Division of the closure of business and files the notarized sworn statement for cessation of business	Receives the duly notarized sworn statement and informs the client that an inspection will be conducted	5 Minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III
2. After the inspection, the client proceeds to the Permits and Licensing Section and	Receives the Mayor's Permit and the business plate and		

surrenders the Mayor's Permit and Business Plate  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	prepares the Certification	10 Minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III
3. Present OR at PLD and receive the Certification	Issues Order of Payment and  Releases the Certification	15 Minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACEDA</b> License Inspector I

#### **17.4. AVAILMENT OF PERMIT TO USE MULTI-PURPOSE GYMNASIUM**

##### **ABOUT THE SERVICE:**

Any person or group who shall apply to use the Gymnasium built by the City Government should secure a permit prior to the activity per City Ordinance No.17, Series of 2018

##### **CLIENT GROUPS:**

Any group or individual

##### **REQUIREMENTS:**

- Application Letter/Accomplished Request Form

##### **SERVICE SCHEDULES:**

Monday to Friday,  
8:00 AM to 5:00 PM

##### **TOTAL PROCESSING TIME:**

30 minutes

##### **TOTAL FEES/CHARGES:**

<b>ACTIVITIES</b>	<b>Day Time Rate</b>	<b>Night Time Rate</b>
Conventions/Seminar/Private Use	350.00/hr	550.00/hr.
Plays and Cultural Shows	450.00/hr	650.00/hr.
Paid Concerts	450.00/hr.	650.00/hr.



Recreational Sports Activities	250.00/hr.	350.00/hr.
Activities of Charitable/Religious Organizations	300.00/hr.	500.00/hr.
Public School Activities	FREE	FREE
Private School Activities	400.00/hr.	500.00/hr.
Government/Public Schools	300.00/hr.	500.00/hr.
Other Activities/Government Sponsored Activities (National Government Agencies, GOCCs and other LGUs)	300.00/hr.	450.00/hr.
Official Barangay Related Activities	FREE	FREE
Corporate Social Responsibility Activities (e.g. Medical and Dental Mission, Gift Giving, etc.)	FREE	FREE

#### PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submit application letter addressed to the City Mayor or the City Administrator		5 minutes	Office of the City Mayor/ City Administrator's Staff
2. Proceed to the PLD and present the approved application letter  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	Secures and validates presented application letter duly approved by the Office of the Mayor/City Administrator	5 Minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III
3. Present OR to PLD and received the Permit	Releases the Permit	20 Minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACEDA</b> License Inspector I

## 17.5. AVAILMENT OF THE PERMIT FOR THE RENTAL OF LAND AND BUILDING OF THE CITY GOVERNMENT

### ABOUT THE SERVICE:

Any person or groups who shall apply for the rental of land and building should secure a permit prior to the activity per City Revenue Code of 2013

### CLIENT GROUPS:

Business entities/general public

### REQUIREMENTS:

Application letter addressed to the City Mayor

### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

30 minutes

### TOTAL FEES/CHARGES:

KIND OF REAL PROPERTY	AMOUNT OF FEES
Land (per sq.m.) (a) Located in commercial/industrial area (b) Located in residential Area © Others	Php 50.00/sq.m./mo 30.00/sq.m./mo 25.00/sq.m./mo
Building (per sq.m.of floor area) (a) Located in commercial/industrial area (b) Located in residential area © Others	Php4.00/sq.m./day 3.00/sq.m./day 2.00/sq.m./day

### PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submits an application letter addressed to the City Mayor		5 minutes	Assigned staff of the City Mayor/City Administrator
2. Proceeds to the Permits and Licensing Division and presents the acknowledges application letter by the Office of the City Mayor/Office of the City Administrator	Secures and validates presented application letter duly acknowledged by the Office of the Mayor/City Administrator	5 Minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I

Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	Issues Order of Payment		<b>FERDINAND D. MARBELLA</b> Licensing Officer III
3. Present OR to PLD and received the Permit	Releases the Permit	20 Minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACEDA</b> License Inspector I

## **17.6. AVAILMENT OF THE PERMIT FOR THE DISPLAY OF SIGNS, BANNERS, PLACARDS, STREAMERS, TARPULINS, SIGNBOARDS AND BILLBOARDS**

### **ABOUT THE SERVICE:**

Any person or groups who shall apply for the display of signs, banners, placards, streamers, tarpaulins, signboards and billboards should secure a permit prior to the activity per City Ordinance No. 013, Series of 2019

### **CLIENT GROUPS:**

Business entities/general public

### **REQUIREMENTS:**

- Application letter addressed to the City Mayor
- Barangay Clearance and picture/s of the signs, placards, etc. to be installed

### **SERVICE SCHEDULES:**

Monday to Friday,  
8:00 AM to 5:00 PM

### **TOTAL PROCESSING TIME:**

30 minutes

### **TOTAL FEES/CHARGES:**

<b>Kind of Advertising Material</b>	<b>Amount of Fees</b>
Placard	Php25.00/sq. foot per piece plus removal fee of Php10.00 per piece
Banner	Php25.00/sq. foot per piece plus removal fee of Php10.00 per piece
Streamers/Tarpaulins	Php25.00/sq. foot per piece plus removal fee of Php10.00 per piece
Signs	Php25.00/sq. foot per piece plus removal fee of Php10.00 per piece
Signboards	Php50.00/sq. ft. per unit plus removal fee of Php10.00 per piece

Billboards	Php50.00/sq. ft. per unit plus removal fee of Php300.00 per unit and cash bond of Php100,000.00
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#### PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
<p>1. Submit an application letter addressed to the City Mayor</p> <p><b>For placards, tarpaulins, banners, streamers and signs:</b> Attach the Barangay Clearance and picture/s of the signs, placards</p> <p><b>For signboard and billboards:</b> Attach the Barangay Clearance and the recommendation from the City Engineer</p>		5 minutes	City Mayor's/City Administrator's Office
<p>2. Upon approval of the Office of the City Mayor/ Office of the City Administrator, proceed to the Permits and Licensing Division and present the received or acknowledged letter-request together with the required attachments</p> <p>Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer</p>	<p>Secures and validates presented application letter duly acknowledged by the Office of the Mayor/City Administrator as well as the attachments</p> <p>Issues Order of Payment</p>	10 minutes	<p><b>FRITZIE MAE B. BEJISON</b> Licensing Officer I</p> <p><b>ROMA J. LASAY</b> Licensing Inspector I</p> <p><b>FERDINAND D. MARBELLA</b> Licensing Officer III</p>
<p>3. Present OR at PLD and receive the Permit</p>	<p>Releases the Permit upon putting a stamp on the face of the material indicating the duration, signed by the PLD Head</p>	15 Minutes	<p><b>ZENAIDA D. EBIO</b> License Inspector I</p> <p><b>ROMUALDO R. LACEDA</b> License Inspector I</p>

## 17.7. AVAILMENT OF MAYOR'S CLEARANCE

### ABOUT THE SERVICE:

Serves as a pre-requisite for employment, enrolment, fire arm license, for travel abroad and as reference

### CLIENT GROUPS:

Business entities/general public

### REQUIREMENTS:

- Community Tax Certificate
- Barangay Clearance
- Police/NBI Clearance
- MTC Clearance
- RTC Clearance
- City Prosecution Clearance

### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

30 minutes

### TOTAL FEES/CHARGES:

P 180.00

### PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submit to the Permits and Licensing Section the requirements listed above  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	Secures and verifies the submitted requirements and gives the Order of Payment to the client	10 Minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III

2. Present OR at PLD and receive the Permit	Prepares the permit. Releases the Permit	20 Minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACED</b> License Inspector I
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## 17.8. AVAILMENT OF SPECIAL PERMIT FOR DELIVERY TRUCKS/JEEPNEY/CARS/TRICYCLE

### ABOUT THE SERVICE:

Serves as a special permit for delivery trucks to enter/exit the City Proper within the prescribed time allowed and observing the rush hour policy

### CLIENT GROUPS:

Delivery Truck/Jeepney/Cars/Tricycle Owners

### REQUIREMENTS:

- Official Receipt (from LTO)
- Certificate of Registration (from LTO)

### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

30 minutes

### TOTAL FEES/CHARGES:

Kind of Vehicle	Fees
4-Wheeler Truck/Van	Php550.00
6-Wheeler Truck	Php600.00
10-Wheeler Truck	Php750.00
Jeepney/Crewcab	Php500.00
Car	Php400.00
Motorized Tricycle	Php180.00

### Additional Fees

Cost of Sticker	Php30.00
Tax Clearance	Php150.00

### PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submit to the Permits and Licensing Section the requirements listed above  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	Secures and verifies the submitted requirements and gives the Order of Payment to the client  Prepares the permit	10 Minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III
2. Present OR at PLD and receive the Special Permit	Releases the Permit	20 Minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACED</b> License Inspector I

## 17.9. AVAILMENT OF DATA

### ABOUT THE SERVICE:

Data may be given if the same information processed for journalistic, artistic, literary or research purposes; and is necessary in order to carry out the functions of public authority and within the exemptions allowed by law: provided the NPC Circular (No. 16-02) on Data Sharing Agreements Involving Government Agencies is observed.

### CLIENT GROUPS:

- Researchers
- Government Agencies

### REQUIREMENTS:

Request letter stating the purpose thereof

### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

30 minutes

**TOTAL FEES/CHARGES:**

None

**PROCESS OF AVAILING THE SERVICES:**

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submit to the Permits and Licensing the Letter Request duly approved by the City Mayor/ City Administrator	Accepts the letter-request and verifies the purpose stated therein.  Should further research be needed, the client is advised of the date of release for the data requested	5 Minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III
2. Present the copy of the Acknowledged Letter Request and secure the data requested	Prepares the requested data and releases the data.	25 minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACED</b> License Inspector I

**17.10. AVAILMENT OF CERTIFICATION****ABOUT THE SERVICE:**

This is issued by persons for copies of official record and documents from the Permits and Licensing Division

**CLIENT GROUPS:**

- General Public
- Government Agencies



**REQUIREMENTS:**

- Request letter stating the purpose thereof
- Accomplished Request Form

**SERVICE SCHEDULES:**

Monday to Friday,  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

30 minutes

**TOTAL FEES/CHARGES:**

Php 180.00

**PROCESS OF AVAILING THE SERVICES:**

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submit to the Permits and Licensing the requirements and secure Order of Payment.  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	Accepts the letter-request and verifies the purpose stated therein.  Prepares the certification requested.	20 minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III
2. Present the OR and receive the requested certification	Releases the certification	10 minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACEDA</b> License Inspector I

## 17.11. AVAILMENT OF PERMIT FOR COCKPIT PERSONNEL

### ABOUT THE SERVICE:

This is issued to cockpit personnel as a license to officiate in any cockfight in the city and the same is renewable every year on the birth month of the licensee.

### CLIENT GROUPS:

Cock pit personnel (bet takers, gaffer, referee)

### REQUIREMENTS:

- One (1) 2x2 ID picture
- Community Tax Certificate

### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

30 minutes

### TOTAL FEES/CHARGES:

KIND OF COCKPIT PERSONNEL	P	AMOUNT
1. Promoter/Host	P	1,000.00
2. Pit Manager	P	250.00
3. Referee	P	1,000.00
4. Bet Taker	P	250.00
5. Bet Manager "Maciador/Kasador"	P	250.00
6. Gaffer "Mananari"	P	500.00
7. Cashier	P	250.00
8. Derby (Matchmaker)	P	200.00
9. Cock Injury Attendant		1,000.00

### PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submit to the Permits and Licensing the requirements and secure Order of Payment.  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	Accepts the letter-request and verifies the purpose stated therein.	5 minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III

2. Present the OR and receive the requested certification	Prepares the Permit/License and releases the certification	25 minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACEDA</b> License Inspector I
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## 17.12. AVAILMENT OF PERMIT FOR THE CONDUCT OF COCKFIGHTING

### ABOUT THE SERVICE:

It is issued based on the Resolution passed by the Sangguniang Panglunsod granting the authority to conduct the cockfighting.

### CLIENT GROUPS:

General public

### REQUIREMENTS:

- Resolution passed by the Sangguniang Panglunsod granting the authority to conduct the cockfighting
- Official Receipt issued the City Treasurer's Office as proof of payment

### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

30 minutes

### TOTAL FEES/CHARGES:

KIND OF COCKFIGHTS	P	AMOUNT
(a) Special Cockfights (Pintakasi/Encontrada)/day	P	500.00
(b) Special Derby Assessment from Promoters of:		
One-Cock Derby	P	500.00
Two-Cock Derby	P	750.00
Three-Cock Derby	P	1000.00
Four-Cock Derby	P	1500.00
Five to Ten-Cock Derby	P	2000.00
© For every winning cock		
Regular	P	10.00
Derby	P	100.00

### PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submit to the Permits and Licensing the	Accepts the letter-request and		

requirements and secure Order of Payment.  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	verifies the purpose stated therein.  Issues Order of Payment  Prepares the Permit/License.	20 minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I  <b>FERDINAND D. MARBELLA</b> Licensing Officer III
2. Present the OR and receive the requested certification	Releases the certification	10 minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACEDA</b> License Inspector I

### 17.13. ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT

#### ABOUT THE SERVICE:

It is issued to those Tricycle Operators who are given the franchise by the Sangguniang Panglunsod to operate their motorized tricycle (for hire).

#### CLIENT GROUPS:

Motorized Tricycle Operators

#### REQUIREMENTS:

- Certificate of Roadworthiness
- Previous Motorized Tricycle Operator's Permit (MTOP)
- Certificate of Franchise

#### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

#### TOTAL PROCESSING TIME:

30 minutes

#### TOTAL FEES/CHARGES:

FEES	P	AMOUNT
Mayor's Permit Fee	P	200.00/year
MTOP Filing Fee	P	120.00

Sticker Fee	P	40.00
Sup & reg. Fee	P	75.00
Roadworthy	P	25.00
Total	P	460.00

#### PROCESS OF AVAILING THE SERVICES:

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submit to the Permits and Licensing the requirements and secure Order of Payment.  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	Assess the requirements submitted  Issues Order of Payment	10 minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I
2. Present the OR and receive the requested certification	Prepares the Permit/License. Releases the certification	20 minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACEDA</b> License Inspector I

#### 17.14. REGISTRATION OF PRIVATE MOTORIZED TRICYCLE

##### ABOUT THE SERVICE:

This service is conveyed to those individuals whose motorized tricycles are for private use by issuing a private plate and a Certificate of Registration (CR).

##### CLIENT GROUPS:

Individuals whose motorized tricycles are for private use

##### REQUIREMENTS:

Photocopy of OR/CR of private motorcycle with Side Car (Issued by the Land Transportation Office or LTO)

##### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

##### TOTAL PROCESSING TIME:

30 minutes

**TOTAL FEES/CHARGES:**

<b>FEES</b>	<b>P</b>	<b>AMOUNT</b>
Registration Fee	P	500.00
Documentary Stamp	P	30.00
Certification Fee	P	37.00
Roadworthy	P	25.00
Total	P	592.00

**PROCESS OF AVAILING THE SERVICES:**

<b>Steps Involved</b>	<b>Action of the PLD</b>	<b>Transaction Time</b>	<b>Responsible Person</b>
1. Submit to the Permits and Licensing the requirements and secure Order of Payment.  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	Assess the requirements submitted  Issues Order of Payment	10 minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I
2. Present the OR and receive the requested certification	Prepares the Permit/License. Releases the certification	20 minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACEDA</b> License Inspector I

**17.15. AVAILMENT OF CERTIFIED TRUE COPY OF MAYOR'S PERMIT AND OTHER DOCUMENTS ISSUED BY THE OFFICE****ABOUT THE SERVICE:**

A Certified true copy of the Mayor's Permit or other documents is issued by the office for as long as they are a faithful reproduction of the original upon presentation of a photocopy of the same for purposes of securing additional copy of the original copy which the applicant may use for some legal purposes

**CLIENT GROUPS:**

General Public

**REQUIREMENTS:**

- A photocopy of the original Mayor's Permit in the custody of the Applicant

- Or a request-letter for the issuance of a certified photocopy of other documents issued by the office

**SERVICE SCHEDULES:**

Monday to Friday,  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

30 minutes

**TOTAL FEES/CHARGES:**

P 30.00/copy

**PROCESS OF AVAILING THE SERVICES:**

Steps Involved	Action of the PLD	Transaction Time	Responsible Person
1. Submit to the Permits and Licensing the requirements  Secure Order of Payment and pay corresponding amount at the Office of the City Treasurer	Assess the requirements submitted  Issues Order of Payment  Prepares the document.	5 minutes	<b>FRITZIE MAE B. BEJISON</b> Licensing Officer I  <b>ROMA J. LASAY</b> Licensing Inspector I
2. Present the OR and receive the certified copy of the document/s	Releases the certified copy of the document/s	25 minutes	<b>ZENAIDA D. EBIO</b> License Inspector I  <b>ROMUALDO R. LACEDA</b> License Inspector I

**N.B.**

1. The office shall not process deficient or incomplete application or request
2. In case the application or request is deficient, the processing time shall commence once the applicant or requesting party has rectified the deficiency
3. Take note that of the 3-7-20 rule on prescribed processing time: 3 working days for simple transaction; 7 working days for complex transaction; and 20 working days for highly technical transaction

4. The maximum time prescribed may be extended only once for the same number of days
5. Please accomplish the feedback form before you leave