

Provision of Information and Data from SEPP, CLUP, CDP and ELA

BRIEF DESCRIPTION

Information about the City and its development plans are available at the CPDO.

Information available are Land Use Plan and City Profile.

DEPARTMENT/OFFICE CONCERNED

CITY PLANNING AND DEVELOPMENT OFFICE

SCHEDULE OF AVAILABILITY OF SERVICE

Monday - Friday
8:00 AM - 5:00 PM (No Noon Break)

WHO MAY AVAIL OF THE SERVICE

Any walk-in students, researchers, government employees, private sector representatives and Non-Governmental Organization representatives

WHAT ARE THE REQUIREMENTS

- Valid ID (school, LTO license, company ID, SSS and others)
- Approved letter request from the City Mayor



FEES

No Fees

FORMS

- Logbook
- ¼ form with the same basic information

DURATION

30 minutes

HOW TO AVAIL OF THE SERVICE

STEP	PROCEDURE	DURATION	PERSON IN CHARGE
1	Clients present ID and/or request letter on time of visit to the person in charge	1 minute	CPDO Staff (Frontliner)
2	Clients fill up the office logbook and forms (Researcher's Request Form and Researcher's Feedback Form). Person in charge collects the filled-out form and check the needed information by the client.	2 minutes	CPDO Staff (Frontliner)
3	If researcher/s needs hard copy: Clients take photo or borrow the documents to photocopy outside. If researcher/s need soft copy: Person in charge saves the needed data in USB	10 minutes	CPDO Staff (Frontliner)
4	For borrowed documents: Clients will return the borrowed documents to the person in charge and the person in charge returns the ID/s of the client/s. For soft copy: Person in charge returns the USB to client/s with saved requested documents and the ID/s of the client/s.	2 minutes	CPDO Staff (Frontliner)

Provision of Geographic Information System

BRIEF DESCRIPTION

Information about the City and its development plans are available at the CPDO.

Information available are Land Use Plan and City Profile.

DEPARTMENT/OFFICE CONCERNED

CITY PLANNING AND DEVELOPMENT OFFICE

SCHEDULE OF AVAILABILITY OF SERVICE

Monday - Friday
8:00 AM - 5:00 PM (No Noon Break)

WHO MAY AVAIL OF THE SERVICE

Any walk-in students, researchers, government employees, private sector representatives and Non-Governmental Organization representatives

WHAT ARE THE REQUIREMENTS

- Valid ID (school, LTO license, company ID, SSS and others)
- Approved letter request from the City Mayor



FEES

No Fees

FORMS

- Logbook
- ¼ form with the same basic information

DURATION

30 minutes

HOW TO AVAIL OF THE SERVICE

STEP	PROCEDURE	DURATION	PERSON IN CHARGE
1	Clients present ID and/or request letter on time of visit to the person in charge	1 minute	CPDO Staff (Frontliner)
2	Clients fill up the office logbook and forms (Researcher's Request Form and Researcher's Feedback Form). Person in charge collects the filled-out form and check the needed information by the client.	2 minutes	CPDO Staff (Frontliner)
3	Frontliner (CPDO staff) brings the researcher's request form to the person in charge in GIS Section.	2 minutes	CPDO Staff
4	Person in charge prints the requested GIS map/s.	10-15 minutes	CPDO Staff (GIS Section)
5	Person in charge issues the requested GIS map/s and give back the ID/s to the client/s.	1 minute	CPDO Staff

Provision of copy of Local Studies funded by the city aside from the CLUP

BRIEF DESCRIPTION

Information about the City and its development plans are available at the CPDO.

Information available are Land Use Plan and City Profile.

DEPARTMENT/OFFICE CONCERNED

CITY PLANNING AND DEVELOPMENT OFFICE

SCHEDULE OF AVAILABILITY OF SERVICE

Monday - Friday
8:00 AM - 5:00 PM (No Noon Break)

WHO MAY AVAIL OF THE SERVICE

Any walk-in students, researchers, government employees, private sector representatives and Non-Governmental Organization representatives

WHAT ARE THE REQUIREMENTS

- Valid ID (school, LTO license, company ID, SSS and others)
- Approved letter request from the City Mayor



FEES

No Fees

FORMS

- Logbook
- ¼ form with the same basic information

DURATION

30 minutes

HOW TO AVAIL OF THE SERVICE

STEP	PROCEDURE	DURATION	PERSON IN CHARGE
1	Clients present ID and/or request letter on time of visit to the person in charge	1 minute	CPDO Staff (Frontliner)
2	Clients fill up the office logbook and forms (Researcher's Request Form and Researcher's Feedback Form). Person in charge collects the filled-out form and check the needed information by the client.	2-3 minutes	CPDO Staff (Frontliner)
3	Frontliner brings the Request Letter approved by Mayor to City Planning and Development Coordinator. City Planning and Development Coordinator approves the request and return the approved request form to the CPDO Staff (Frontliner).	3 minutes	CPDC and CPDO Staff
4	Frontliner brings the approved request to the person in charge to print the requested document/s.	5 minutes	CPDO Staff
5	Person in charge prints and release the requested document/s and ID/s to the client/s.	1-2 minutes	CPDO Staff

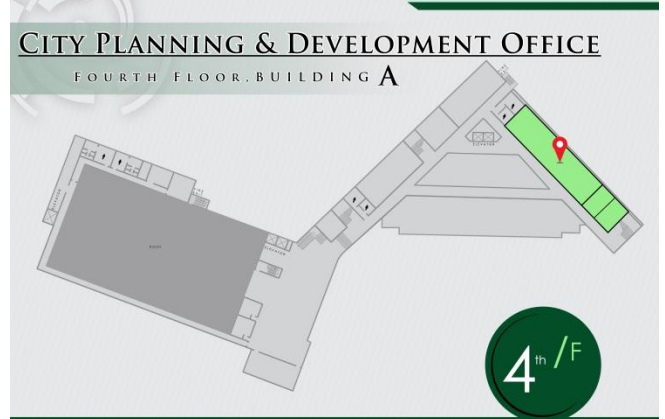
Department of Trade and Industry (DTI) Registration of New Business for MSMEs

BRIEF DESCRIPTION

Negosyo Center is a satellite office of the Department Trade and Industry (DTI) in the City with the following functions: Accepts and facilitates the (MSMEs) Micro, Small and Medium Business Registration in the city. Provides free one-on-one business advisory services to MSMEs tailored according to their needs that include business development (product development, market promotion, brand development, financing facilitation, etc.); investment facilitation, financial management, financing facilitation, guidance and access on government assistance programs improvement for MSMEs. Monitors and recommends business process. Information available: Business Name Registration System (BNRS)-Database system of the List of Business Name in the Philippines.

DEPARTMENT/OFFICE CONCERNED

CITY PLANNING AND DEVELOPMENT OFFICE/DEPARTMENT OF TRADE AND INDUSTRY



SCHEDULE OF AVAILABILITY OF SERVICE

Monday - Friday
8:00 AM - 5:00 PM (No Noon Break)

WHO MAY AVAIL OF THE SERVICE

Any walk-in individual who wish to open new MSME business in the city.

WHAT ARE THE REQUIREMENTS

- Valid ID (LTO License, company ID, SSS and any Government ID)
- Authorization Letter signed by the owner with the photocopy of the Government issued ID of the Owner and the bearer.

FEES

- Based on Territorial Scope: (Php 200.00 - Php 2,000.00) to be paid at G-Cash Kiosk in 7-11 Stores
- Php 15.00-Printable Documentary Stamps (From DTI)

FORMS

- DTI Business Name Registration Form
- Logbook
- Leaflet on how to pay the DTI Fees in G-Cash Kiosk at 7-11 Store

DURATION

30 minutes

HOW TO AVAIL OF THE SERVICE

STEP	PROCEDURE	DURATION	PERSON IN CHARGE
1	Client presents his Government Issued I.E. In case the owner authorizes a person to process the Business Name Registration: Authorization Letter with the photocopy of his ID and owner's ID on time of visit to the person in charge.	1 minute	CPDO (Negosyo Center) Staff
2	The person in charge validates the IDs and authorization letter and issues DTI's Business Name Registration Form to the client.	1minutes	CPDO (Negosyo Center) Staff
3	Client fills-up Business Name Registration Form with needed information. Person in charge collects the filled-out form, checks the information and verifies if the suggested Business Name is NOT LISTED in the Business Name Registration System (BNRS). If the Suggested Business Name is NOT LISTED in BNRS: Person in charge advises the client to pay the DTI fee in 7-11 Store G-Cash Kiosk. Person in charge provides the client a leaflet with the info on how to pay the DTI fee in G-Cash Kiosk. If the Suggested Business Name is LISTED in BNRS: Person in charge asks the client to think of another name and until the suggested business name submitted is not listed in the BNRS.	5-10 minutes	CPDO (Negosyo Center) Staff
4	Client pays the DTI Fee at the 7-11 Store G-Cash Kiosk. Upon receipt of advise from the G-Cash system, person in charge encodes and log the transaction to the system and logbook.	5-10 minutes	CPDO (Negosyo Center) Staff
5	Clients submit the Official Receipt from 7-11 G-Cask Kiosk to the person in charge.	1 minute	CPDO (Negosyo Center) Staff
6	The person in charge prints-out the DTI Official Receipt and Certificate to the client. The person in charge issues the documents to the client.	3-5 minutes	CPDO (Negosyo Center) Staff
7	Client signs the logbook as proof of the receipt of DTI Official Receipt and DTI Business Name Registration Certificate.	1 minute	CPDO (Negosyo Center) Staff

Provision of Documents from Full Disclosure Program

BRIEF DESCRIPTION

Information about the City and its development plans are available at the CPDO.
 Information available are Land Use Plan and City Profile.

DEPARTMENT/OFFICE CONCERNED

CITY PLANNING AND DEVELOPMENT OFFICE

SCHEDULE OF AVAILABILITY OF SERVICE

Monday - Friday
 8:00 AM - 5:00 PM (No Noon Break)

WHO MAY AVAIL OF THE SERVICE

Any walk-in students, researchers, government employees, private sector representatives and Non-Governmental Organization representatives

WHAT ARE THE REQUIREMENTS

- Valid ID (school, LTO license, company ID, SSS and others)
- Approved letter request from the City Mayor



FEES

No Fees

FORMS

- Logbook
- ¼ form with the same basic information

DURATION

30 minutes

HOW TO AVAIL OF THE SERVICE

STEP	PROCEDURE	DURATION	PERSON IN CHARGE
1	Clients present ID and/or Request Letter approved by the City mayor on time of visit to the person in charge.	1-2 minutes	CPDO Staff (Frontliner)
2	Clients fill up the office logbook and forms (Researcher's Request Form and Researcher's Feedback Form) with needed information. Person in charge collects the filled-out form and check the needed information by the client.	2 minutes	CPDO Staff (Frontliner)
3	Frontliner brings the Request Letter approved by Mayor to the person in charge.	2-3 minutes	CPDO Staff (Frontliner)
4	Person in charge prints and releases the requested document/s and ID/s to the client/s.	2-3 minutes	CPDO Staff