

Vision

A business friendly and accommodating environment, using technologically advanced system to immediately address the requests of different agencies and patrons and to provide timely and efficient service to business permit applicants.



Municipality of Sta. Teresita
Province of Cagayan

BUSINESS PERMITS AND LICENSING OFFICE INFORMATION BILLBOARD

Mission

An office that can accommodate ample number of clients especially during Business-One-Stop-Shop (BOSS) and a System developed with the latest State-of-the-Art technology.

FRONTLINE SERVICES	STEPS/PROCEDURE	RESPONSIBLE PERSON (NAME & DESIGNATION)	MAXIMUM RESPONSE/ WAITING TIME	REQUIREMENTS	AMOUNT OF FEES, IF ANY
Application for Mayor's Permit (Business)	1. FILING / EVALUATION Applicant submits duly accomplished application form with complete requirements attached for verification, validation and one-time assessment of taxes fees and charges	Noli P. Apostol Licensing Officer I Romulo S. Palor, Jr. SAM/License Inspector I	10 minutes	Application Form <i>Please note:</i> Incomplete requirements shall not be accepted	None
	2. PAYMENT Client pays corresponding taxes, fees and charges including FSIC.	Revenue Collection Clerks: Melisa A. Peralta Jay B. Tungpalan Avelino Q. Oreña Jeaprielyn B. Castañeda Emergina D. Javier Rosita B. Dela Cruz Jinky Umbay Jeanette Tabag Mitz Ligaya Sabalo Municipal Fire Prevention Officer	15 minutes	(for New application) CTC Barangay Clearance DTI Registration CDA (for Coops) SEC (Partnership and Corporation) (For Renewal) CTC Brgy. Clearance Prior Year Mayor's Permit FS/ Statement of Gross Receipts Zoning Clearance ESWM Clearance Building Inspection Fire Clearance Sanitary/Health Clearance (Addendum) SSS Clearance PAGIBIG Clearance Philhealth Clearance	Business Tax: Per Schedule of tax and kind of business Mayor's Permit Fee: Based on size of business
	3. RELEASING Client Claims Mayor's Permit	Mayor's Office Staff	10 minutes	Application Form together with all documentary requirements and Official Receipt	None
Application for Motorized Tricycle Operators Permit	Client Submits requirements to MTFRB secretariat for review and validation as to completeness of documentary and physical requirements	Elinor U. Dalmaceda Administrative Aide II Ida Rubia T. Amog Adm. Aide III	5 minutes	Certificate of Registration/ Updated Official Receipt of LTO registration, Cedula, Barangay Clearance, TODA Clearance, Drivers' License	MTOP = 250.00 Confirmation Fee=25.00 Verification Fee = 25.00 Mayor's Permit = 200.00 Franchise Fee= 350.00 Police Clearance=50.00 Sticker =50.00, DST=30.00 Total = 980.00 Note: If New Applicant MTOP Plate = 250
	Client proceeds to BPLO for filling-up of application form. Assessment of tax due and printing of statement of account including necessary details of the applicant	Noli P. Apostol Licensing Officer I Romulo S. Palor, Jr. SAM/License Inspector I	10 minutes	Accomplished Application Form	None
	Client proceeds to Treasury Office for payment of taxes, fees & charges	Revenue Collection Clerks	5 minutes	Accomplished Application Form	None
	Client proceeds to MTFRB secretariat for the processing of franchise	Elinor U. Dalmaceda Administrative Aide II Ida Rubia T. Amog Adm. Aide III	10 minutes	Accomplished Application form with O.R.	None
	Client proceeds to the Mayor's Office for the approval, printing and issuance of Mayor's Permit. Advise client to go back to MTFRB Secretariat for the Sticker	Julius V. Palor Adm. Aide I Romulo S. Palor, Jr. SAM/License Inspector I	15 minutes	Approved Application Form and Official Receipt and Duly accomplished and approved Franchise	None