

CITIZEN'S CHARTER



Republic of the Philippines
Province of Palawan
Municipality of Abrihan
OFFICE OF THE MUNICIPAL MAYOR
PERMIT AND LICENSING DIVISION

CITIZEN'S CHARTER

1. GRANTING OF NEW OR RENEWAL OF MAYOR'S PERMIT & BUSINESS LICENSE

All Business establishments are required to secure a Business License and Mayor's permit and pay business taxes before the start of operations. It must be renewed from January 1 to 20 every year as stated on the local tax ordinance. Penalties are imposed after this period. Mayor's Permit is valid until December 31st of each calendar year.

Office or Division:	Office of the Municipal Mayor – Permit and Licensing Division
Classification:	Simple
Type of Transaction:	G2B-Government to Business entity
Who may Avail:	Business Operators
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Proof of Business registration, incorporation, or legal personality Basic of computing taxes, fees and charges (business capitalization) Occupancy Permit, if required by National Laws (Bldg Code) and Local Laws Contract of Lease (if assessed) Eqy. Clearance for business which does not require occupancy permits Basic for computing taxes, fees and charges (Income Tax Returns and duly Audited Financial Statements) 	<ul style="list-style-type: none"> DTI/SEC/DA registration Office of the Building Official Barangay where the business is located BR/Bookkeeper

(back room operations)

- Landholdings certificate
- Health & Sanitary Permit
- Bureau of Fire Certificate/Clearance

- Municipal Assessor's Office
- Municipal Health Office
- Bureau of Fire Protection

Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
Application and Filing	Verify and evaluate business application Encode application to BPLS	Taxes, fees and charges for a certain business	25 mins	License Inspector II Admin. Aide II
Payment	Assess and compute fees and charges	undertaking will be referred to the Municipal Treasurer's Office Revenue Division-Business Section.	45 mins	MTO Personnel
Claim Mayor's Permit & other regulatory permits and clearances	Release of Mayor's permit and other regulatory permits and clearances		2 hours	Admin. Aide II Licensing Officer II
TOTAL			3 hrs & 10 mins	

2. GRANTING OF NEW OR RENEWAL OF TRICYCLE FRANCHISE

Tricycle Franchise is given by the Municipal Government through Sangguniang Bayan Resolution to tricycle inneroperator to operate tricycle for hire as a means of livelihood.

Office or Division:	Office of the Municipal Mayor – Permit and Licensing Division
Classification:	Simple
Type of Transaction:	G2B-Government to Business entity
Who may Avail:	Tricycle Operators
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Eqy. Clearance Community Tax Certificate (kaskal) CR (C) of motorcycle Franchise (new) Police Certification (Tricycle) Tricycle Operator and Drivers App. Clearance 	<ul style="list-style-type: none"> Barangay where the business route takes place Land Transportation Office PNP TOOA
(back room operations)	
<ul style="list-style-type: none"> Landholdings certificate Health & Sanitary Permit 	<ul style="list-style-type: none"> Municipal Assessor's Office Municipal Health Office

3. GRANTING OF SPECIAL MAYOR'S PERMIT

Religious, civic, social and/or sports organizations, clubs, associations, federations, fraternities and cooperatives desiring to hold benefit shows, balls, programs, exhibitions, contests, bingo soiree and other kinds of fund-raising activities may be issued a Special Mayor's Permit free of charge, provided that said organization is duly registered with the Office of the Municipal Mayor, that the proceeds of which will ensure or benefit the welfare of the organization or intended for purposes that will redound to the welfare of the general public, that it shall not in any manner violate any existing ordinances, rules and regulations, especially those on traffic and pedestrian hazards. In other cases, whenever applicable are activities that require special permits with corresponding fees.

Office or Division:	Office of the Municipal Mayor – Permit and Licensing Division			
Classification:	Simple			
Type of Transaction:	G2B-Government to Citizen			
Who may Avail:	Tricycle Operators			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
<ul style="list-style-type: none"> Eqy. Clearance Resolution Association Accreditation 	<ul style="list-style-type: none"> Barangay where activity will be conducted Barangay Council/Association/Cooperative Office of the Sangguniang Bayan 			
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
Submit supporting documents for review	Verify and check completeness of supporting documents	Payment to be made at the Municipal Treasurer's Office	5 mins	Admin. Aide II
Payment at MTO	Compute and collect Encoding of Clearances and Special permits		45 mins	RCC
Claim of Special Permit	Release of Special Permits		10 mins	Admin. Aide II Licensing Officer II
TOTAL			1 hr & 5 mins	