

Certifications

Business on Process: (New & Renew Business)

Business Verification

Certificate of Indigency

Certification of Business on Process: (New & Renew Business)	
Office or Division:	Business Permits and Licensing Office
Classification	Simple
Type of Transaction	Government to Citizen
Who may avail	Business owners in Taguig City
Checklist of Requirements	Where to Secure
Certification of Business on Process: (New & Renew Business)	Business Permits and Licensing Office
Complete set of requirements for new and renewal of business permit with official receipt	Applicant
<p>If applying through a representative:</p> <p>For Sole Proprietor: Letter of Authority or Special Power of Attorney</p> <p>For Corporation and Cooperative: Secretary's Certificate or Board Resolution</p> <p>For One Person Corporation: Written Resolution duly Notarized</p> <p>For Partnership: Partnership Resolution</p> <p><i>*Attach photocopies of the Valid ID of both, the person being represented and the authorized representative.</i></p>	Owner or President/Treasurer of establishment

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit complete requirements for the certification of business on process.</p>	<p>1. Check the complete requirements with official receipt of business tax payment (new & renewal business) for the certification of business on process</p>	<p>none</p>	<p>15 mins</p>	<p>CITY HALL</p> <ul style="list-style-type: none"> • Judith Ignacio-ADMIN AIDE III • Marivic Llagas-ADMIN OFFICER I • Rushelle Merida-ADMIN AIDE III • Jennifer G. Franco-ADMIN AIDE III • Maurice C. Manuel-ADMIN AIDE III • Datuharis M. Tatak-ADMIN ASST <p>SM AURA</p> <ul style="list-style-type: none"> • Jacklyn Famoleras-ADMIN OFFICER I • Carl Bryant Gayanes- ADMIN AIDE II • Mary Grace Sincuya-ADMIN AIDE VI • Marjorie Ocquiana-ADMIN AIDE III • Mary Jane Agulto-ADMIN AIDE III • Franel Leika Reblora-ADMIN AIDE II • Raquel Bautista-ADMIN AIDE III • Melmar Pedrosa- ADMIN AIDE I • Ian Richard Quilisadio- CLERK • Franel Leika Reblora-ADMIN AIDE II • Raquel Bautista-ADMIN AIDE III

	<ul style="list-style-type: none"> • <i>(New)</i> Verifies and prepares the requested certification • <i>(Renewal)</i> Verifies and prepares the requested certification 		<p>(New) 14 mins</p> <p>(Renewal) 5 mins</p>	<p>Hazel Ann Doloiras-ADMIN ASST. IV</p>
	Sign the Certification		2 mins	<p>BPLO Head</p> <p>Atty. Maria Theresa S. Veloso</p> <p>Authorized signatories</p> <ul style="list-style-type: none"> • James Malapad- ADMIN ASST. IV • Pamela Bonior-ADMIN ASST. IV • Agnes Franco-ADMIN ASST. IV • Tes Bondad-LICENSE OFFICER IV
2. Claim the Certificate of Business on Process	Release the certification.	none	2 mins	<p>CITY HALL</p> <ul style="list-style-type: none"> • Judith Ignacio-ADMIN AIDE III • Marivic Llagas-ADMIN OFFICER I • Rushelle Merida-ADMIN AIDE III • Jennifer G. Franco-ADMIN AIDE III • Maurice C. Manuel-ADMIN AIDE III • Datuharis M. Tatak-ADMIN ASST <p>SM AURA</p> <ul style="list-style-type: none"> • Jacklyn Famoleras-ADMIN OFFICER I • Carl Bryant Gayanes- ADMIN AIDE II • Mary Grace Sincuya-ADMIN AIDE VI • Marjorie Ocquiana-ADMIN AIDE III

				<ul style="list-style-type: none"> • Mary Jane Agulto-ADMIN AIDE III • Franel Leika Reblora-ADMIN AIDE II • Raquel Bautista-ADMIN AIDE III
TOTAL			25 mins	

Business Verification				
Office or Division:		Business Permits and Licensing Office		
Classification		Simple		
Type of Transaction		Government to Citizen		
Who may avail		Business owners in Taguig City		
Checklist of Requirements		Where to Secure		
Certification of Verification of Business		Business Permits and Licensing Office		
Letter request from Applicant		Applicant		
<p>If applying through a representative:</p> <p>For Sole Proprietor:</p> <p>Letter of Authority or Special Power of Attorney</p> <p>For Corporation and Cooperative:</p> <p>Secretary's Certificate or Board Resolution</p> <p>For One Person Corporation:</p> <p>Written Resolution duly Notarized</p> <p>For Partnership:</p> <p>Partnership Resolution</p> <p><i>*Attach photocopies of the Valid ID of both, the person being represented and the authorized representative</i></p>		Owner or President/Treasurer of establishment		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Submit request letter for business verification</p>	<p>Receive letter request</p>	<p>none</p>	<p>1 min</p>	<p>CITY HALL</p> <ul style="list-style-type: none"> • Judith Ignacio-ADMIN AIDE III • Marivic Llagas-ADMIN OFFICER I • Rushelle Merida-ADMIN AIDE III • Jennifer G. Franco-ADMIN AIDE III • Maurice C. Manuel-ADMIN AIDE III • Datuharis M. Tatak-ADMIN ASST <p>SM AURA</p> <ul style="list-style-type: none"> • Jacklyn Famoleras-ADMIN OFFICER I • Carl Bryant Gayanes-ADMIN AIDE II • Mary Grace Sincuya-ADMIN AIDE VI • Marjorie Ocquiana-ADMIN AIDE III • Mary Jane Agulto-ADMIN AIDE III • Franel Leika Reblora-ADMIN AIDE II • Raquel Bautista-ADMIN AIDE III
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	Review request against approval matrix. <ul style="list-style-type: none"> • If included in matrix: Verifies business permit record and prepare Certification • If not included in the matrix, submit to BPLO head for review and approval 		10 mins	Pamela Bonior-ADMIN ASST IV
	Verifies business permit record and prepare Certification if the request was approved		15 mins	Hazel Ann Doloiras-ADMIN ASST IV
	Signing of BPLO Head		2 mins	Atty. Maria Theresa S. Veloso-CGDH II
	Contact the Client that the certification is available		2 mins	Jinky Medina – ADMIN AIDE I
2. Claim Verification	Release the Letter		5 mins	
TOTAL			35 mins	

Certification of Indigency:

Office or Division:		Business Permits and Licensing Office		
Classification		Simple		
Type of Transaction		Government to Citizen		
Who may avail		Business owners in Taguig City		
Checklist of Requirements		Where to Secure		
Certification of No Property		Assessor's Office		
Request form slip for Certification of Indigency		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request slip attached the certification from Assessors office if any	Accepts the Certification	none	3 mins	CITY HALL <ul style="list-style-type: none"> • Judith Ignacio-ADMIN AIDE III • Marivic Llagas-ADMIN OFFICER I • Rushelle Merida-ADMIN AIDE III • Jennifer G. Franco-ADMIN AIDE III • Maurice C. Manuel-ADMIN AIDE III • Datuharis M. Tatak-ADMIN ASST

	Validates the name of the client against list of registered business. Prepare the Certification of Indigency		15 mins	<ul style="list-style-type: none"> • Andrea Tayoto -ADMIN AIDE III • Ma. Madelyn Salazar-ADMIN AIDE III
	For signature with dry seal		2 mins	<ul style="list-style-type: none"> • Agnes Franco-ADMIN ASST IV • Norlita Espiritu-ADMIN ASST III • Marilou Ballesteros-ADMIN ASST III
2. Claim the Certificate of Business on Process	Release the Certification		5 mins	CITY HALL <ul style="list-style-type: none"> • Judith Ignacio-ADMIN AIDE III • Marivic Llagas-ADMIN OFFICER I • Rushelle Merida-ADMIN AIDE III • Jennifer G. Franco-ADMIN AIDE III • Maurice C. Manuel-ADMIN AIDE III • Datuharis M. Tatak-ADMIN ASST
TOTAL			25 mins	

Request letter for other matters				
Office or Division:		Business Permits and Licensing Office		
Classification		Simple		
Type of Transaction		Government to Citizen		
Who may avail		Business owners in Taguig City		
Checklist of Requirements		Where to Secure		
Certification of letter for other matters		Business Permits and Licensing Office		
Letter request from Applicant		Applicant		
<p>If applying through a representative:</p> <p>For Sole Proprietor: Letter of Authority or Special Power of Attorney</p> <p>For Corporation and Cooperative: Secretary's Certificate or Board Resolution</p> <p>For One Person Corporation: Written Resolution duly Notarized</p> <p>For Partnership: Partnership Resolution</p> <p><i>*Attach photocopies of the Valid ID of both, the person being represented and the authorized representative</i></p>		Owner or President/Treasurer of establishment		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Submit request letter for business verification</p>	<p>Receive letter request</p>	<p>none</p>	<p>1 min</p>	<p>CITY HALL</p> <ul style="list-style-type: none"> • Judith Ignacio-ADMIN AIDE III • Marivic Llagas-ADMIN OFFICER I • Rushelle Merida-ADMIN AIDE III • Jennifer G. Franco-ADMIN AIDE III • Maurice C. Manuel-ADMIN AIDE III • Datuharis M. Tatak-ADMIN ASST <p>SM AURA</p> <ul style="list-style-type: none"> • Jacklyn Famoleras-ADMIN OFFICER I • Carl Bryant Gayanes-ADMIN AIDE II • Mary Grace Sincuya-ADMIN AIDE VI • Marjorie Ocquiana-ADMIN AIDE III • Mary Jane Agulto-ADMIN AIDE III • Franel Leika Reblora-ADMIN AIDE II • Raquel Bautista-ADMIN AIDE III
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	Verifies business permit record and prepare Certification if the request was approved		15 mins	Hazel Ann Doloiras-ADMIN ASST IV
	Signing of BPLO Head		2 mins	Atty. Maria Theresa S. Veloso-CGDH II
	Contact the Client that the certification is available		2 mins	Jinky Medina – ADMIN AIDE I
2. Claim Certificate	Release the Letter		5 mins	
TOTAL			35 mins	