

Certifications

Certification of Business on Process: (New & Renew Business)

****PROCESSING TIME IS BASED ON ONE CLIENT TRANSACTION ONLY. PROCESSING TIME IS EXTENDED WHEN THERE ARE 2 OR MORE CLIENTS.**

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)				
Complete set of requirements for new and renewal of business permit with official receipt		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for the certification of business on process.	1. Check the complete requirements with official receipt of business tax payment (new & renewal business) for the certification of business on process	none	15 mins	CITY HALL <ul style="list-style-type: none"> • Judith Ignacio • Marivic Llagas • Rushelle Merida • Jennifer G. Franco • Maurice C. Manuel SM AURA <ul style="list-style-type: none"> • Jacklyn Famoleras • Princess Jamiriza Umpan • Carl Bryant Gayanes • Mary Grace Sincuya • Marjorie Ocquina • Mary Jane Agulto • Franel Leika Reblora • Raquel Bautista

	<ul style="list-style-type: none"> • <i>(New)</i> Verifies and prepares the requested certification • <i>(Renewal)</i> Borrow the original receipt of business tax from the taxpayer, stamp Temporary Business Permit at the back of the receipt 		<p>(New) 14 mins</p> <p>(Renewal) 5 mins</p>	<p>(Certification) Hazel Ann Doloiras (Temporary Business Permit)</p>
	Sign the Certification or Temporary Business Permit		2 mins	<p>BPLO Head Atty. Maria Theresa S. Veloso Authorized signatories</p> <ul style="list-style-type: none"> • James Malapad • Pamela Bonior • Agnes Franco • Tes Bondad
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 • Marivic Llagas • Rushelle Merida • Jennifer G. Franco • Maurice C. Manuel <p>SM AURA</p> <ul style="list-style-type: none"> • Jacklyn Famoleras • Princess Jamiriza Umpar • Carl Bryant Gayanes • Mary Grace Sincuya • Marjorie Ocquina • Mary Jane Agulto • Franel Leika Reblora • Raquel Bautista
			25 mins	

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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 Business on Process: (New & Renew Business)				
Letter request from Applicant		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter for business verification	Receive letter request	none	1 min	CITY HALL <ul style="list-style-type: none"> • Judith Ignacio • Marivic Llagas • Rushelle Merida • Jennifer G. Franco • Maurice C. Manuel SM AURA <ul style="list-style-type: none"> • Jacklyn Famoleras • Princess Jamiriza Umbar • Carl Bryant Gayanes • Mary Grace Sincuya • Marjorie Ocquina • Mary Jane Agulto • Franel Leika Reblora

				Raquel Bautista
	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
	Verifies business permit record and prepare Certification if the request was approved		15 mins	Hazel Ann Doloiras
	Signing of BPLO Head		2 mins	Atty. Maria Theresa S. Veloso
	Contact the Client that the certification is available		2 mins	Diwana Suyat- De Vera
2. Claim Verification	Release the Letter		5 mins	
			35 mins	

Request letters for other matters:

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter addressed to BPLO Head	Receive letter request	none	2 mins	CITY HALL <ul style="list-style-type: none"> Judith Ignacio Marivic Llagas Rushelle Merida Jennifer G. Franco Maurice C. Manuel SM AURA <ul style="list-style-type: none"> Jacklyn Famoleras Princess Jamiriza Umpar Carl Bryant Gayanes

				<ul style="list-style-type: none"> • Mary Grace Sincuya • Marjorie Ocquina • Mary Jane Agulto • Franel Leika Reblora • Raquel Bautista
	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 		15 mins	Pamela Bonior
	Prepare the reply letter of the client request		15 mins	Hazel Ann Doloiras
	For approval and sign of BPLO Head		5 mins	Atty. Maria Theresa S. Veloso
	Contact the Client , for ready to release the letter		2 mins	Diwana Suyat – De Vera
2. Claim the Certificate of Business on Process	Release the Letter	none	5 mins	
			45 mins	

Certification of Indigency:

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	2 mins	CITY HALL <ul style="list-style-type: none"> • Judith Ignacio • Marivic Llagas • Rushelle Merida • Jennifer G. Franco • Maurice C. Manuel
	Validates the name of the client against list of registered business.		5 mins	<ul style="list-style-type: none"> • Marie Solis • Norlita Espiritu
	Prepare the Certification of Indigency		5 mins	<ul style="list-style-type: none"> • Marie Solis • Norlita Espiritu

	For signature with dry seal		2 mins	<ul style="list-style-type: none"> • Agnes Franco • Mildred Estoeta
2. Claim the Certificate of Business on Process	Release the Certification		5 mins	CITY HALL <ul style="list-style-type: none"> • Judith Ignacio • Marivic Llagas • Rushelle Merida • Jennifer G. Franco • Maurice C. Manuel
			19 mins	