



SERVICE STANDARD  
CITY OF MANILA  
BUREAU OF PERMITS  
(CITIZEN'S CHARTER)



**VISION** : An environment of stable business activities developing the City's economic stability.

**MISSION** : Raising the level of efficiency by regulating and promoting an orderly and progressive business community.

Type of Frontline Services	Documentary Requirements	Client / Requesting Party	Office / Person Responsible	Steps / Procedures	Form to Fill-up	Fee	Processing Time
1. Issuance of  <b>Occupational Permit</b>	1.1 Police Clearance (MPD)		(City Treasurer's Office) Teller	1. Get the order of payment at the receiving area and pay for the Mayor's Permit fee		<b>New</b> - P235.00 <b>Renewal</b> - P235.00 + penalty <b>Additional</b> - P115.00	2 minutes
	1.2. Health Card / Certificate		<b>Receiving Clerks:</b> Maribeth M. Evangelista Rodolfo Principe	2. Fill-up and submit the duly notarized Application form together with photocopy of Official Receipt (OR ) and all requirements for processing, printing, and signing of permits.			10 minutes
	1.3 Community Tax (Cedula) 1.4 Photocopy Valid I.D. 1.4 Photocopy Valid I.D. 1.5 Parental Consent or Affidavit of Guardianaship (for Minor Applicant)		<b>Processors :</b> Maria Elena C De Roxas Jerome Macabbabad Sherryl M. Punsalan <b>Signatories:</b> Jasmin E. Jimenez Rachel C. sucgang <b>Releasing Clerk :</b> Alberto Villavicencio	3. Claim the Permit at the scheduled date of release (Bring your original OR) <b>NOTE :</b> If Permit will be claimed by a Representative, he /she should bring: * Original OR of Mayor's Permit Fee			3 minutes

<p>2. Issuance of  <b>Business Permit</b></p>	<p>2.1 Application Form 2.2 Barangay Business Clearance 2.3.1 DTI Registration (Single Proprietor) 2.3.2 SEC Registration (Corporation/Partnership) 2.4.1 Contract of Lease (If not owned) 2.4.2 Tax Declaration (If owned) 2.5 Public Liability Insurance</p>		<p><b>Receiving Clerk:</b> Benedict Supeda Andres Rapisura <b>Approval :</b> Mary Ann A. Visto <b>Processing:</b> Edgar Camacho Ma. Rosario Dimasacat Robert Omal Jose Glenn Reyes Evelyn Santiago Diana Gidget Sy Ma. Rosario Urquico Clerk / Teller (Tax Lounge) <b>Releasing:</b> Mariou Echaluche Kristine Ann Panopio Rodel Ombao Gerald Estrella Senen Joaquin</p>	<p>* Authorization letter from the Applicant * Photocopy of valid ID of the Applicant and his / her Representative</p> <p>1. Submit duly Accomplished Application Form with requirements and clearances for approval and processing.</p> <p>2. Issuance of SOA and Payment</p> <p>3. Release of Business Permit, Business Plate / Sticker</p>			<p>5 minutes</p> <p>3 minutes</p> <p>3 minutes</p>
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For inquiries, suggestion, comment and recommendation, please call at telephone nos. 527-0871, 524-3294 and 310-1558 and/ or sent it to our e-mail address: [bplomanila@gmail.com](mailto:bplomanila@gmail.com).

**ATTY. FORTUNE OPINION-MAYUGA**  
Director