



Office of the Municipal Mayor – Business Licensing and Permitting Division External Services

1. Motorized Tricycle Operator’s Permit (MTO) Payment of Annual Regulatory Fees for New/Renewal

Office or Division:	MO-Business Permitting and Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Business			
Who may avail:	All MTO Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Registration (1 copy- xerox)		Land Transportation Office, Brgy. Telaje, Tandag City		
2. Official Receipt (1 copy-xerox)				
3. Driver’s license (1 copy- xerox)		Land Transportation Office, Brgy. Telaje, Tandag, City		
4. Barangay Clearance (1 copy-original)		Respective Brgy. Hall of Tago, Surigao del Sur		
5. Cedula (1 copy-xerox)		Respective Brgy. Hall of Tago, SDS or Mun. Treasurer’s Office of Tago, SDS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Business Permit and Licensing Office for the assessment of fees & inspection of unit and bring the requirements	1. Inspect tricycle unit, Assess Fees and Review	None	10 Minutes	<i>BPLO</i>
2. Pay at the Municipal Treasurer’s Office	2. Accept payment and Issue Official Receipt by the MTO	As per assessment	10 Minutes	<i>MTO - Collection Officer</i>
3. Go back to BPLO for the release of MTO sticker	Check Official Receipt, segregate documents and release MTO sticker	None	5 Minutes	<i>BPLO</i>

2. Processing of Application for New Business Permit (Assuming inspection has already been conducted)

A business permit is document issued to client/s who may apply for business in the Municipality of Tago to legally operate the same provided all requirements are complied with.

Office or Division:	MO-Business Permitting and Licensing Division
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All New Business Taxpayers within Tago, Surigao del Sur
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Business Clearance (original copy)	Baragay Hall concerned or at the designated area at the Municipal Hall
2. Community Tax or Cedula (xerox copy)	BarangayHall concerned or at the Municipal Treasurer’s Office
3. DTI Certificate Registration (xerox copy)	DTI, Tandag City or Online Application
4.Fire Safety Inspection Certificate (FSIC) (duplicate copy)	BFP Tago, SDS
5.Authorization Letter to process/Special Power of Attorney, if transacting client is not the owner (original copy)	Client (Business Owner)
6. Contract of Lease, if space/area is rented (original copy)	Client
7. Sanitary Permit (original copy)	Mun. Health Office, Tago, SDS
8.Building Permit/Certificate of Occupancy (xerox copy) Building owned Businesses/Real Estate Lessor	Mun. Engineer’s Office, Tago, SDS
9.Zoning Certificate (original copy)	Mun. Planning Dev’t. Office, Tago, SDS

Additional Requirement/s (may vary depending on the type of business activity):

BSP (Bangko Sentral ng Pilipinas) Certificate to Operate (original copy) - Pawshop & All Money Service Businesses (Branch Office)	Bangko Sentral ng Pilipinas (BSP), Manila

BSP LETTER on the Issuance of Code (original copy) - Pawnshop offices	Bangko Sentral ng Pilipinas (BSP), Manila
CDA Article of Cooperation and By-laws (original copy) - Cooperatives	CDA Office, CARAGA Region
CENRO Clearance (original copy) - Case to case basis	City Environment and Natural Resources Office, Motorpool, Magugpo East, Tagum City
Certificate of Accreditation from DepEd/CHED/TESDA (original copy) - Private Schools, Training Centers	DepED Office, CARAGA Region CHED XIII Office, CARAGA Region TESDA Office, Provincial Office, Tandag city
Certificate of Authority/Valid Provisional Certificate of Registration (PCOR) (original copy) -Pawnshop (Head Office)	Bangko Sentral ng Pilipinas (BSP), Manila
Certificate of Tax Exemption (original copy) - BIR Qualified Non-stock, Non-profit Corporations and	Bureau of Internal Revenue, Tandag City

Associations under Section 30 of the National Internal Revenue Code of 1997	Bureau of Internal Revenue, Tandag City
Contract of Agency/Agent's License (original copy) - Insurance Services	Insurance Commission Caraga Region
MPDO Clearance (original copy) - Subdivision Developer	Mun. Planning & Development Office, Tago, SDS
DENR Certificate of Registration (original copy) -Lumber Dealers	DENR Office,Barangay Telaje, Tandag City
DOE COC (Certificate of Compliance) (original copy) - Gasoline Stations, Combustible Products	Department of Energy (DOE), Carga Region
DOH License to Operate (original copy) - Hospitals, Maternity Clinics	Department of Health, CARAGA Region
DOLE/POEA Certificate (original copy) - Recruitment Agency	Department of Labor and Employment (DOLE) Office, CARAGA Region
DOT (Department of Tourism) Accreditation (original copy) - Tourism-Related Establishments (Restaurants, Department Store, Sports & Recreation Club, Museum, Training Center, Hometay Sites, and Gasoline Station)	DOT XIII Office, CARAGA Regional Office
ECC (Environmental Compliance Certificate) (original copy) - Mining, Earthfill/Quarry	DENR Office, Barangay Teleje, Tandag City

FDA (Food and Drugs Administration) Certificate (original copy) - Food/Cosmetics Maker	Food and Drug Administration (FDA) CARAGA Regional Office
FDA (Food and Drugs Administration) License to Operate (original copy) - Pharmacy	Food and Drug Administration (FDA), CARAGA Regional Office
GIS (General Information Sheet) (original copy) - Corporations	SEC Office, CARAGA Regional Office
Health Card (original copy) - Food related business	Municipal Health Office , Tago, SDS
ISP (Internet Service Provider) Proof of Billing/Registration (original copy) - Internet Café, PISO Net with Internet	Internet Service Provider Company

Connection	
License to Operate from Camp Crame (original copy) - Security Agency, Detective Services, Ammunition and Gun Store	Camp Crame, Quezon City
LMT Certificate of Registration (original copy) - Massage Parlor	DOH Region XIII Office, CARAGA Regional Office
MOA from Airlines (original copy) - Ticketing Office	Airline company
NTC (National Telecommunications Commission) Certificate (original copy) - Telecommunication Services	NTC Office, Region XIII, CARAGA Regional Office
NTC with PA (Provisional Authority)/ Grants Certificates of Public convenience and Necessity and KBP (Kapisanan ng mga broadcaster ng Pilipinas) Accreditation Certificate (original copy) - Radio Stations	NTC Office, CARAGA Regional Office KBP Head Office, Manila
SEC Article and By-laws (original copy) - Corporation, Partnership	SEC Office, CARAGA Regional Office
Smear Cards/Pink Cards (original copy) - Music Lounge, KTVs	Municipal Health Office , Tago, SDS
Water Analysis Result (original copy) - Water refilling station	Municipal Health Office, Tago, SDS
A copy of FDA LTO from the manufacturer with MOA authorizing exclusive distribution of their products (original copy) - Exclusive Distributor of Food, Medical Drugs, Beauty/Cosmetic Products, Medical Devices and Household Hazardous Products	Food and Drug Administration (FDA), CARAGA Regional Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Business Permit and Licensing Office present all Requirements *using eBPLS - Encode & Verify Application - For Endorsement	1.1. Check the documents and provide assessment/ computation of fees	Assessment depends on line activities	10 Minutes	<i>BPLO</i> -Mun. Health Office - BFP
2. Proceed to Mun. Treasurer's Office for the - Assessment - Payment	2. Collect payment, issue official receipts	Amount indicated on the Billing Statement	15 minutes	- MTO -Revenue Collection Officer
3. Go back to BPLO for the printing, approval and release of business permit.	3.1 Check official receipts, and print business permit 3.2 Approve business permit 3.3 Segregate and release.	None None None	5 Minutes 3 Minutes 7 Minutes	BPLO personnel - Municipal Mayor - BPLO Personnel

3. Processing of Application for Business Permit Renewal

Office or Division:	MO-Business Permitting and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Existing Business Permit Holders within Tago, Surigao del Sur
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

1. Barangay Clearance (original copy)	Barangay Hall concerned or at the designated area at the Municipal Hall
2. Latest Business Permit (original copy) with Official receipts	Client
3. Gross Declaration	Client
4. Community Tax or Cedula (xerox copy)	Barangay Hall concerned or at the Municipal Treasurer's Office, Tago, SDS
5. Sanitary Permit (original copy)	Municipal Health Office, Tago, SDS
6. DTI Certificate of Registration (xerox copy)	DTI, Tandag City or Online application
7. Contract of Lease, if space/area is rented (original copy)	Client
8. Fire Safety Inspection Certificate (FSIC) (original copy)	BFP Tago, SDS
9. Authorization Letter to process/ Special Power of Attorney, if transacting client is not the owner (original copy)	Client (Business Owner)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Business Permit and Licensing Office present all Requirements * USING eBPLS - Encode & Verify - For Endorsement	1. Check the documents and provide assessment/computation of fees	Assessment depends on line activities	10 Minutes	<i>BPLO</i> <i>-Mun. Health Office</i> <i>-BFP</i>

2. Proceed to Municipal Treasurer's Office for - Assessment - Payment	2. Collect payment and issue official receipt by the MTO	Amount indicated on the Billing Statement	15 Minutes	<i>-MTO</i> <i>-Revenue Coll. Officer</i>
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3. Go back to BPLO for the printing, approval and release of business permit.	3.1 Check the receipts. Then, print business permit	None	3 Minutes	- BPLO Personnel
	3.2 Approve business permit	None	2 Minutes	- Municipal Mayor
	3.3 Segregate and release.	None	5 Minutes	- BPLO Personnel

4. Processing of Application for Business Retirement

Retirement of Business is required in the event a business owner/s decide to stop business operation. This will relieve the business owner to incur penalties and fees, if the retirement is acted upon retirement of the business operation.

Office or Division:	MO-Business Permitting and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Business Permit holders with terminated business operations within Tago, Surigao del Sur			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest business permit (1 copy-original)		- BPLO, Tago, SDS		
2. Official Receipts (1 copy each-original)		- Municipal Treasurer's Office		
3. Notarized Letter for Closure of Business		- Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Present the documents to the license assessor.</p>	<p>1.1 Receive the original business permit and the official receipt of full payment</p> <p>1.2 Check and verify the requirements presented. Also check if account is fully paid/ settled. Schedule inspection.</p> <p>1.3 Assess and issue Order of payment after inspection</p>	<p>None</p> <p>None</p>	<p>3 Minutes</p> <p>5 Minutes</p> <p>12 Minutes</p>	<p>BPLO</p>
<p>2. Proceed to MTO for payment</p>	<p>2. Accept the payment and issue official receipt</p>	<p><i>Amount of pament depends on when the business operation was actually terminated</i></p>	<p>15 Minutes</p>	<p><i>Revenue Collection Officer</i></p>
<p>3. Go back to BPLO for the approval and segregation of approved retirement application.</p>	<p>3.1 Check the official receipt, print the Application for Retirement of Business</p> <p>3.2 Secure signatory from BPLO Head, Municipal Legal Officer, City Treasurer</p> <p>3.3 Approval of the Mun. Mayor</p> <p>3.4 Release</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>20 Minutes</p>	<p>BPLO</p>