



## 1. RENEWAL OF BUSINESS PERMIT FOR TRADING, MANUFACTURING AND SERVICES (FACE TO FACE TRANSACTION)

Ang pagkuha ng Business Permit ay para sa mga indibidwal at kumpanya na nagnanais na magtayo ng negosyo sa Bayan ng Guiguinto.

<b>Office or Division:</b>	Municipal Economic Development and Investment Promotion Office (MEDIPO)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizens, Government to Business			
<b>Who may avail:</b>	Ito ay para sa Indibidwal o kumpanya na gustong magtayo ng negosyo sa Bayan ng Guiguinto.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Unified Application Form (1 Original Copy) with clearances from Municipal Engineering Office (MEO) Municipal Environmental and Natural Resources (MENRO) Personnel Employment Service Office (PESO), Rural Health Unit (RHU)		Municipal Economic Development and Investment Promotion Office (MEDIPO) at sa website ( <a href="http://www.guiguinto.gov.ph">www.guiguinto.gov.ph</a> )		
2. Gross Receipt of previous year (Financial Statements and VAT/Non-Vat Returns) (1 Photocopy)		BIR/Client or Applicant		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. I-pasa ang accomplished application form with clearances sa tanggapan ng Municipal Economic Development and Investment Promotion Office (MEDIPO)	1.1 Tanggapin at suriin ang mga dokumentong ipinasa ng aplikante. I-encode at i-print ang Tax Order of Payment (TOP), lagyan ng Barcode para sa Document Tracking System (DTS) at balik sa aplikante ang lahat ng dokumento at assesment.	Wala	15 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office</i>
	1.2 Ibalik sa aplikante ang mga dokumento kasama ang Tax Order of Payment (TOP) at papuntahin sa Bureau of Fire Protection (BFP) para sa pagbabayad ng Fire Safety Inspection Certificate.(FSIC)	15% ng assesment ng regulatory fees (Fire Safety Code of the Phils.)	25 minuto	Bureau of Fire Protection
	1.3 Papuntahin sa Window 4 & 5 ng Municipal Treasurer's Office para bayaran ang Tax Order of Payment (TOP) para sa business permit at bumalik sa tanggapan ng Municipal Economic Development and Investment Promotion Office.	<b>Gross Sales Trading/ Service -</b> 55% of 1%  <b>Mfg-</b> 41.25% of 1% Business Tax, Mayor's Permit and regulatory fees (Municipal Revenue Code)	20 minuto	<i>Window 4-Data Controller III Municipal Treasurer's Office  Window 5- Cashier II Municipal Treasurer's Office</i>





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2. Tanggapin at suriin ang lahat dokumento. Hintayin tawagin para sa releasing ng Business Permit, Plate at Sticker.	2.1 Kuhanin ang lahat ng dokumento at ibigay sa releasing section. Scan ang Bar Code para sa Document Tracking System (DTS) isulat sa logbook at papirmahin ang kliyente bago i-release ang Business Permit, Plate at Sticker	Wala	15 minuto	<i>Administrative Aide III Project Dev't. Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office</i>
<b>TOTAL</b>	15% ng assessment ng regulatory fees (Fire Safety Code of the Phils.)		<b>75 minuto</b>	
<b>TOTAL</b>	<b>Gross Sales Trading/ Service - 55% of 1% Mfg- 41.25% of 1%</b> Business Tax, Mayor's Permit and regulatory fees (Municipal Revenue Code)			

Revision Date: July 10, 2024





## 2. APPLICATION OF NEW BUSINESS PERMIT FOR TRADING AND SERVICES (FACE TO FACE TRANSACTION)

Ang pagkuha ng Business Permit ay para sa mga indibidwal at kumpanya na nagnanais na magtayo ng negosyo sa Bayan ng Guiguinto.

<b>Office or Division:</b>	Municipal Economic Development and Investment Promotion Office (MEDIPO)
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	Government to Citizen, Government to Business
<b>Who may avail:</b>	Ito ay para sa Indibidwal o kumpanya na gustong magtayo ng negosyo sa Bayan ng Guiguinto.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Unified Application Form (1 Original Copy) with clearances from Municipal Engineering Office (MEO) Municipal Environmental and Natural Resources (MENRO) Personnel Employment Service Office (PESO), Rural Health Unit (RHU) Municipal Planning and Development Office (MPDO)	Municipal Economic Development and Investment Promotion Office (MEDIPO) at sa website (www.guiguinto.gov.ph)
2. DTI Registration if Single Proprietorship (1 Photocopy) Security and Exchange Commission Registration (SEC) for Corporation and Partnership (1 Photocopy) / Cooperative Development Authority (CDA) for Cooperative (1 Photocopy)	Department of Trade Industry/DTI Negosyo Center Securities and Exchange Commission Main Office-Metro Manila or Any Satellite Office/ Cooperative Development Authority
3. Occupancy Permit (1 Photocopy)	Municipal Engineering Office
4. Picture and Sketch of Business Location (1 Original Copy)	Client or Applicant's Business Location
5. Contract of Lease (If Lessee) if owned Tax Declaration or Transfer of Certificate of Title (1 Photocopy)	Lessor or Owned

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. I-pasa ang accomplished application form with clearances sa tanggapan ng Municipal Economic Development and Investment Promotion Office (MEDIPO)	1.1 Tanggapin at suriin ang mga dokumentong ipinasa ng aplikante. I-encode at i-print ang Tax Order of Payment (TOP), lagyan ng Barcode para sa Document Tracking System (DTS) at balik sa aplikante ang lahat ng dokumento at assesment.	Wala	15 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office</i>
	1.2 Ibalik sa aplikante ang mga dokumento kasama ang Tax Order of Payment (TOP) at papuntahin sa Bureau of Fire Protection (BFP) para sa pagbabayad ng Fire Safety Inspection Certificate.(FSIC)	15% ng assessment ng regulatory fees (Fire Safety Code of the Phils.)	25 minuto	Bureau of Fire Protection (BFP)





**2. APPLICATION OF NEW BUSINESS PERMIT FOR TRADING AND SERVICES  
( FACE TO FACE TRANSACTION)**

	1.3 Papuntahin sa Window 4 & 5 ng Municipal Treasurer's Office para bayaran ang Tax Order of Payment (TOP) para sa business permit at bumalik sa tanggapan ng Municipal Economic Development and Investment Promotion Office.	<b>Gross Sales Trading/ Service - 55% of 1%</b> <b>Mfg- 41.25% of 1%</b> Business Tax, Mayor's Permit and regulatory fees (Municipal Revenue Code)	20 minuto	<i>Window 4-Data Controller III Municipal Treasurer's Office</i>  <i>Window 5- Cashier II Municipal Treasurer's Office</i>
2. Tanggapin at suriin ang lahat dokumento. Hintayin tawagin para sa releasing ng Business Permit, Plate at Sticker.	2.1 Kuhanin ang lahat ng dokumento at ibigay sa releasing section. Scan ang Bar Code para sa Document Tracking System (DTS) isulat sa logbook at papirmahin ang kliyente bago i-release ang Business Permit, Plate at Sticker	Wala	15 minuto	<i>Administrative Aide III Project Dev't. Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office</i>
<b>TOTAL</b>	15% ng assessment ng regulatory fees (Fire Safety Code of the Phils.)		75 minuto	
<b>TOTAL</b>	<b>Gross Sales Trading/ Service - 55% of 1%</b> <b>Mfg- 41.25% of 1%</b> Business Tax, Mayor's Permit and regulatory fees (Municipal Revenue Code)			

Revision Date: July 10, 2024





### 3. APPLICATION OF NEW BUSINESS PERMIT FOR MANUFACTURING ( FACE TO FACE TRANSACTION)

Ang pagkuha ng Business Permit ay para sa mga indibidwal at kumpanya na nagnanais na magtayo ng negosyo sa Bayan ng Guiguinto.

<b>Office or Division:</b>	Municipal Economic Development and Investment Promotion Office (MEDIPO)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizen, Government to Business			
<b>Who may avail:</b>	Ito ay para sa Indibidwal o kumpanya na gustong magtayo ng negosyo sa Bayan ng Guiguinto.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Unified Application Form (1 Original Copy) with clearances from Municipal Engineering Office (MEO) Municipal Environmental and Natural Resources (MENRO) Personnel Employment Service Office (PESO), Rural Health Unit (RHU) Municipal Planning and Development Office (MPDO)		Municipal Economic Development and Investment Promotion Office (MEDIPO) at sa website ( <a href="http://www.guiguinto.gov.ph">www.guiguinto.gov.ph</a> )		
2. DTI Registration if Single Proprietorship (1 Photocopy) Security and Exchange Commission Registration (SEC) for Corporation and Partnership (1 Photocopy) / Cooperative Development Authority (CDA) for Cooperative (1 Photocopy)		Department of Trade Industry/DTI Negosyo Center Securities and Exchange Commission Main Office-Metro Manila or Any Satellite Office/ Cooperative Development Authority		
3. Occupancy Permit (1 Photocopy)		Municipal Engineering Office		
4. Picture and Sketch of Business Location (1 Original Copy )		Client or Applicant's Business Location		
5. Contract of Lease (If Lessee) if owned Tax Declaration or Transfer of Certificate of Title (1 Photocopy)		Lessor or Owned		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. I-pasa ang accomplished application form with clearances sa tanggapan ng Municipal Economic Development and Investment Promotion Office (MEDIPO)	1.1 Tanggapin at suriin ang mga dokumentong ipinasa ng aplikante I-encode at i-print ang Tax Order of Payment (TOP) lagyan ng Barcode para sa Document Tracking System (DTS) at balik sa aplikante ang lahat ng dokumento at assesment at ipaalam sa kliyente na magsasagawa ng inspection	Wala	15 minuto	<i>Administrative Aide III</i> <i>Administrative Aide VI</i> <i>Project Dev't. Officer I</i> <i>Licensing Officer I</i> <i>Municipal Government Department Head I</i>  Municipal Economic Development and Investment Promotion Office
	1.2 Ibalik sa aplikante ang mga dokumento kasama ang Tax Order of Payment (TOP) at papuntahin sa Bureau of Fire Protection (BFP) para sa pagbabayad ng Fire Safety Inspection Certificate. (FSIC)	15% ng assesment ng regulatory fees (Fire Safety Code of the Phils.)	25 minuto	<b>Bureau of Fire Protection (BFP)</b>





### 3. APPLICATION OF NEW BUSINESS PERMIT FOR MANUFACTURING ( FACE TO FACE TRANSACTION)

	1.3 Papuntahin sa Window 4 & 5 ng Municipal Treasurer's Office para bayaran ang Tax Order of Payment (TOP) para sa business permit at bumalik sa tanggapan ng Municipal Economic Development and Investment Promotion Office.	<b>Gross Sales Trading/ Service - 55% of 1% Mfg-41.25% of 1%</b>  Business Tax, Mayor's Permit and regulatory fees (Municipal Revenue Code)	20 minuto	<i>Window 4-Data Controller III Municipal Treasurer's Office</i>  <i>Window 5- Cashier II Municipal Treasurer's Office</i>
2. Tanggapin at suriin ang lahat dokumento. Hintayin tawagin para sa releasing ng Business Permit, Plate at Sticker.	2.1 Kuhanin ang lahat ng dokumento at ibigay sa releasing section. Scan ang Bar Code para sa Document Tracking System (DTS) isulat sa logbook at papirmahin ang kliyente bago i-release ang Business Permit, Plate at Sticker	Wala	15 minuto	<i>Administrative Aide III Project Dev't. Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office</i>
<b>TOTAL</b>	15% ng assessment ng regulatory fees (Fire Safety Code of the Phils.)		75 minuto	
<b>TOTAL</b>	<b>Gross Sales Trading/ Service - 55% of 1% Mfg- 41.25% of 1%</b> Business Tax, Mayor's Permit and regulatory fees (Municipal Revenue Code)			

Revision Date: July 10, 2024







#### 4. PAGKUHA NG SERTIPIKO PARA SA PAGSASARA NG NEGOSYO

Ito ay para sa mga kumpanya, BIR, Land Bank of the Phils., at Indibidwal na nagmamay-ari ng negosyo sa Bayan ng Guiguinto na nagnanais ng magsara.

<b>Office or Division:</b>	Municipal Economic Development and Investment Pormotion Office (MEDIPO)
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	Government to Citizens, Government to Business, Government to Government
<b>Who may avail:</b>	Ito ay para sa mga kumpanya, BIR, Land Bank of the Phils., at Indibidwal na nagmamay-ari ng negosyo sa Bayan ng Guiguinto na nagnanais ng magsara.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized Affidavit of Closure (1 Original Copy)	Sinumpaang Salaysay ng aplikante mula sa Notary Public
2. Certificate of Business Closure from Barangay (1	Barangay kung saan nakatayo ang negosyo
3. Inspection Report issued by the Municipal Engineering Office (1Photocopy)	Municipal Engineering's Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang kumpletong dokumento at hintayin ang Tax Order of Payment upang malaman ang kaukulang bayarin.	1.1 Tanggapin at suriin ang mga dokumentong ipinasa ng aplikante.	Wala	10 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and Investment Promotion Office</i>
	1.2. I-check ang record ng negosyo sa EBPLS kung may balanse pa na dapat bayaran, I-encode at i-print ang Tax Order of Payment at lagyan ng Barcode para sa Document Tracking System (DTS) at ibalik sa kliyente	Wala	10 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office</i>
2.Papuntahin sa Window 4 & 5 ng Municipal Treasurer's upang bayaran ang halagang nakasaad.	2.1 Tanggapin ang Tax Order of Payment at ihanda ang resibo	<b>Gross Sales Trading/ Service -</b> 55% of 1% Mfg-41.25% of 1%  Business Tax, Mayor's Permit and regulatory fees (Municipal Revenue Code)	10 minuto	<i>Window 4-Data Controller III Municipal Treasurer's Office  Window 5- Cashier II Municipal Treasurer's Office</i>





#### 4. PAGKUHA NG SERTIPIKO PARA SA PAGSASARA NG NEGOSYO

	2.2 Tanggapin ang bayad para sa Assessment Fee ng Business Closure at ibigay ang orihinal na resibo sa kliyente	Wala	10 minuto	Window 4-Data Controller III Municipal Treasurer's Office  Window 5- Cashier II Municipal Treasurer's Office
3 Bumalik sa Municipal Economic Development and Investment Promotion Office (MEDIPO) at ipasa lahat ng dokumento kasama ng orihinal na resibong pinagbayaran. At hintayin upang makuha ang sertipiko.	3.1 Kuhanin sa kliyente ang mga dokumento kasama ang resibo na pinagbayaran. I-encode at I-print ang sertipiko at lagyan ng Barcode para sa Document Tracking System	Wala	5 minuto	Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office
	3.2 Scan ang Barcode para sa Document Tracking System (DTS) at isulat sa logbook at papirmahin ang kliyente bago i-release ang sertipiko..	Wala	5 minuto	Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and
<b>TOTAL</b>	<b>Gross Sales Trading/ Service - 55% of 1% Mfg- 41.25% of 1% Business Tax, Mayor's Permit and regulatory fees (Municipal Revenue Code)</b>		50 minuto	

Revision Date: July 10, 2024







## 5. PAGKUHA NG SERTIPIKO PARA SA WALANG NEGOSYO

Sertipiko na ibinibigay sa kliyente na katunayan na walang negosyo sa Bayan ng Guiguinto.

<b>Office or Division:</b>	Municipal Economic Development and Investment Promotion Office (MEDIPO)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizens, Government to Business, Government to Government			
<b>Who may avail:</b>	Ito ay para sa mga indibidwal na nangangailangan ng sertipiko na nagpapatunay na walang negosyo sa Bayang ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Affidavit of No Business (1 Original Copy)		Sinumpaang Salaysay ng aplikante mula sa Notary Public		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang kumpletong dokumento	1.1 Tanggapin at suriin ang mga dokumentong ipinasa ng aplikante.	Wala	5 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and Investment Promotion Office</i>
	1.2 I-check ang record sa EBPLS kung mayroong negosyo o wala ang kliyente	Kung may negosyo-base sa assessment or gross income. Kung wala Php 100.00 Municipal Revenue Code	5 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and Investment Promotion Office</i>
	1.3 Bigyan ng Order of Payment para sa kaukulang bayarin.	Wala	5 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and Investment Promotion Office</i>
2. Papuntahin sa Window 4 & 5 ng Municipal Treasurer's upang bayaran ang halagang nakasaad.	2.1 Tanggapin ang Tax Order of Payment at ihanda ang resibo	Certificate of No Business - PHP 100.00 Municipal Revenue Code	10 minuto	<i>Window 4-Data Controller III Municipal Treasurer's Office  Window 5- Cashier II Municipal Treasurer's Office</i>





### 5. PAGKUHA NG SERTIPIKO PARA SA WALANG NEGOSYO

	2.2 Tanggapin ang bayad para sa kaukulangan bayarin at bigay ang orihinal na resibo sa kliyente	Wala	10 minuto	<i>Window 4-Data Controller III</i> Municipal Treasurer's Office  <i>Window 5- Cashier II</i> Municipal Treasurer's Office
3. Bumalik sa Municipal Economic Development and Investment Promotion Office (MEDIPO) at ipasa lahat ng dokumento kasama ng orihinal na resibong pinagbayaran. At hintayin upang makuha ang sertipiko.	3.1 Kuhanin sa kliyente ang mga dokumento kasama ang resibo na pinagbayaran. I-encode at I-print ang sertipiko at lagyan ng Barcode para sa Document Trucking System (DTS).	Wala	5 minuto	<i>Administrative Aide III</i> <i>Administrative Aide VI</i> <i>Project Dev't. Officer I</i> <i>Licensing Officer I</i> Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office
	3.2 Scan ang Barcode para sa Document Tracking System (DTS) at isulat sa logbook at papirmahin ang kliyente bago i-release ang sertipiko..	Wala	5 minuto	<i>Administrative Aide III</i> <i>Administrative Aide VI</i> <i>Project Dev't. Officer I</i> <i>Licensing Officer I</i> Municipal Economic Development and Investment Promotion Office
	<b>TOTAL</b>	<b>Certificate of No Business -</b> <b>PHP 100.00</b> <b>Municipal Revenue Code</b>	<b>45 minuto</b>	

Revision Date: July 10, 2024





## 6. PAGKUHA NG SERTIPIKO NG WALANG NEGOSYO PARA SA PAGPAPAGAMOT

Sertipiko na ibinibigay sa kliyente na katunayan na walang anumang negosyo pagmamayari sa Bayan ng Guiguinto.

<b>Office or Division:</b>	Municipal Economic Development and Investment Promotion Office (MEDIPO)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	Ito ay para sa mga indibidwal na nangangailangan ng sertipiko na katunayan na walang negosyo pagmamayari sa Bayang ng Guiguinto.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request slip from the Hospital (1 Original Copy)		Request slip galing sa ospital		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Pumunta sa Municipal Economic Development and Investment Promotion Office (MEDIPO) at ipasa ang request letter galing sa ospital.	1.1 Hingin sa kliyente ang dokumento	Wala	5 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and Investment Promotion Office</i>
	1.2 I-check sa EBPLS kung may record o wala ang kliyente.	Wala	5 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and Investment Promotion Office</i>
	1.3 I-encode at I-print ang sertipikasyon at lagyan ng Barcode para sa Document Tracking System (DTS).	Wala	5 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office</i>
2. Suriin at tanggapin ang sertipiko	2.1 Scan ang Barcode para sa Document Tracking System (DTS) at isulat sa logbook at papirmahin ang kliyente bago i-release ang sertipiko..	Wala	5 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and Investment Promotion Office</i>
<b>TOTAL</b>		Wala	20 minuto	

Revision Date: July 10, 2024





## 7. PAGKUHA NG PERMISO PARA SA PERYA/MOTORCADE AT PEDDLER

Sertipiko na ibinibigay sa kliyente na permiso para magtayo ng perya, motorcade at peddler..

<b>Office or Division:</b>	Municipal Economic Development and Investment Promotion Office (MEDIPO)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizens, Government to Business			
<b>Who may avail:</b>	Ito ay para sa Indibidwal o kumpanya na gustong magtayo ng perya, mag motorcade at peddler sa Bayan ng Guiguinto.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter signed by the Owner/President/Administrator of the Business		Owner/Client/Applicant		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Pumunta sa Municipal Economic Development and Investment Promotion Office (MEDIPO) at iipasa ang request letter	1.1 Hingin sa kliyente ang dokumento	Wala	5 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and Investment Promotion Office</i>
	1. 2 Bigyan ng order of payment para sa pagbabayad.	Wala	5 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and Investment Promotion Office</i>
2 .Pumunta sa Window 4 & 5 ng Municipal Treasurer's upang bayaran ang halagang nakasaad.	2.1 Tanggapin ang Order of Payment at ihanda ang resibo	<b>Permit to Operate - PHP 200</b> kada araw Municipal Revenue Code	10 minuto	<i>Window 4-Data Controller III Municipal Treasurer's Office  Window 5- Cashier II Municipal Treasurer's Office</i>
	2.2 Tanggapin ang bayad para sa kaukulangan bayarin at bigay ang orihinal na resibo sa kliyente	Wala	10 minuto	<i>Window 4-Data Controller III Municipal Treasurer's Office  Window 5- Cashier II Municipal Treasurer's Office</i>





## 7. PAGKUHA NG PERMISO PARA SA PERYA/MOTORCADE AT PEDDLER

<p>3 Bumalik sa Municipal Economic Development and Investment Promotion Office (MEDIPO) at ipasa lahat ng dokumento kasama ng orihinal na resibong pinagbayaran. At hintayin upang makuha ang sertipiko.</p>	<p>3.1Kuhanin sa kliyente ang mga dokumento kasama ang resibo na pinagbayaran.I-encode at I-print ang sertipiko at lagyan ng Barcode para sa Document Trucking System (DTS).</p>	<p>Wala</p>	<p>5 minuto</p>	<p><i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office</i></p>
	<p>3.2 Scan ang Barcode para sa Document Tracking System (DTS) at isulat sa logbook at papirmahin ang kliyente bago i-release ang sertipiko..</p>	<p>Wala</p>	<p>5 minuto</p>	<p><i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Economic Development and Investment Promotion Office</i></p>
<p><b>TOTAL</b></p>		<p><b>Permit to Operate - PHP 200 kada araw Municipal Revenue Code</b></p>	<p>30 minuto</p>	

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## 8. NEW AND RENEWAL OF BUSINESS PERMIT FOR ONLINE TRANSACTION

Ang pagkuha ng Business Permit ay para sa mga indibidwal at kumpanya na nagnanais na magtayo ng negosyo sa Bayan ng Guiguinto.

<b>Office or Division:</b>	Municipal Economic Development and Investment Promotion Office (MEDIPO)
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	Government to Citizens
<b>Who may avail:</b>	Ito ay para sa Indibidwal o kumpanya na gustong magtayo ng negosyo sa Bayan ng Guiguinto.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>RENEWAL OF BUSINESS</b>	
1. Accomplished Unified Application Form (1 Original Copy)	Municipal Economic Development and Investment
2. Gross Receipt of previous year (Financial Statements and VAT/Non-Vat Returns) (1 Photocopy)	BIR/Client or Applicant
<b>NEW BUSINESS</b>	
1. Accomplished Unified Application Form (1 Original Copy)	Municipal Economic Development and Investment
2.. DTI Registration if Single Proprietorship (1 Photocopy)	Department of Trade Industry/DTI Negosyo Center
3. SEC Registration if Corporation and Partnership (1 Photocopy)/ CDA Cooperative	Securities and Exchange Commission Main Office-Metro Manila or Any Satellite Office
4. Occupancy Permit (1 Photocopy)	Municipal Engineering Office
5. Picture and Sketch of Business Location (1 Original Copy )	Client or Applicant's Business Location
6. Contract of Lease (If Lessee) (1 Photocopy)	Lessor

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magpunta sa <a href="http://www.ebpls-guiguinto.com">www.ebpls-guiguinto.com</a>		Wala	0 minuto	Client
a. Mag-create ng new account o mag-log in sa existing account		Wala	0 minuto	Client
b.Pindutin ang Business Holdings at mag request for Enrollment. Ilagay ang pangalan ng negosyo/uri ng transakyon at i-attach ang application form at ang kaukulang requirements <b>(Para sa New at Renewal of Business)</b>	1.1 Suriin ang mga dokumentong ipinasa ng kliyente, I-encode sa system ang nasabing negosyo at mag request ng for enrollment gamit ang e-mail address ng kliyente.	Wala	10 minuto	<i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office</i>







## 8. NEW AND RENEWAL OF BUSINESS PERMIT FOR ONLINE TRANSACTION

<p>c. Pindutin ang business holdings at mag request for assessment. mag attach ng application form at ang patunay ng kabuuang benta o <b>gross sales</b> ng nakaraang taon. <b>(Para sa Renewal of Business at Capitalization para sa New Business)</b></p>	<p>1.2 Suriin ang mga requirements at mag sworn statement at i-encode assessment ng Municipal Government Department Head I.</p>	<p>Wala</p>	<p>5 minuto</p>	<p><i>Administrative Aide III Administrative Aide VI Project Dev't. Officer I Licensing Officer I Municipal Government Department Head I Municipal Economic Development and Investment Promotion Office</i></p>
<p>d. Pindutin ang clearances at mag attach ng kinakailangang requirements ng bawat departamento tulad ng Municipal Engineering Office (MEO) Municipal Environmental and Natural Resources (MENRO) Personnel Employment Service Office (PESO), Rural Health Unit (RHU) - renewal of business Municipal Planning and Development Office (MPDO) - new business</p>		<p>Wala</p>	<p>20 minuto</p>	<p>Municipal Engineering Office (MEO) Municipal Environmental and Natural Resources (MENRO)  Personnel Employment Service Office (PESO),  Rural Health Unit (RHU)  Municipal Planning and Development Office (MPDO)</p>
	<p>1.3 Lagyan ng Barcode ang Final Assessment at I-email ito sa kliyente upang malaman ang kabuuang bayarin at ipaalam sa kliyente gagawing inspection <b>(New Business- MFG)</b></p>	<p>Wala</p>	<p>5 minuto</p>	<p>Municipal Economic Development and Investment Promotion Office</p>
<p>e. Dalhin ang assessment sa Bureau of Fire Protection para sa pagkuha Fire Safety Inspection Certificate o FSIC</p>	<p>1.4 Kuhanin at suriin ang lahat ng dokumento sa kliyente</p>	<p>15% ng assessment ng regulatory fees (Fire Safety Code of the Phils.)</p>	<p>15 minuto</p>	<p>Bureau of Fire Protection</p>





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f. Magpunta sa Window 4 & 5 (Cashier) para sa pagbabayad ng assessment	1.5 Kuhanin at suriin ang lahat ng dokumento sa kliyente	<b>Gross Sales Trading/ Service - 55% of 1%</b>  <b>Mfg- 41.25% of 1%</b> Business Tax, Mayor's Permit and regulatory fees (Municipal Revenue Code)	20	minuto	<i>Window 4-Data Controller III</i> Municipal Treasurer's Office  <i>Window 5- Cashier II</i> Municipal Treasurer's Office
2. Bumalik sa Municipal Economic Development and Investment Promotion Office (MEDIPO) para sa releasing ng Certificate at Plaka.	2.1 Kuhanin at suriin ang lahat ng dokumento sa kliyente. Scan ang Bar Code para sa Document Tracking System (DTS). At isulat sa logbook at papirmahin ang kliyente bago i-release ang Business Permit, Plate at Sticker	Wala	20	minuto	<i>Administrative Aide III</i> Municipal Economic Development and Investment Promotion Office  <i>Project Development Officer I</i> Municipal Economic Development and Investment Promotion Office  <i>Municipal Government Department Head I</i> Municipal Economic Development and Investment Promotion Office
<b>TOTAL</b>	15% ng assessment ng regulatory fees (Fire Safety Code of the Phils.)		55	minuto	
<b>TOTAL</b>	<b>Gross Sales Trading/ Service - 55% of 1%</b> <b>Mfg- 41.25% of 1%</b> Business Tax, Mayor's Permit and regulatory fees (Municipal Revenue Code)				

Revision Date: July 10, 2024

Prepared by:

**BERNADETTE C. URBANO**  
 Administrative Aide VI





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Noted by:

**YOLANDA R. MENDOZA**  
MEDIPO

Approved by:

**ATTY. AGATHA PAULA A. CRUZ**  
Municipal Mayor

