

# FUNCTIONAL CHART

## CMO – BUSINESS PERMIT & LICENSES DIVISION

### BUSINESS APPLICATION SECTION

- 1.) Maintain record of business application indicating the control number.
- 2.) Assists client in filling-up the form.
- 3.) File photocopy of necessary documents of business establishment such as C.O.R., SEC/DTI, BIR Payments, Accreditation and Gross Receipts.
- 4.) Conduct spot inspection of business establishment on the 2<sup>nd</sup> quarter

### VERIFICATION/ASSESSMENT SECTION

- 1.) Verify and cross-checked the correctness of Gross Receipts declared with that of the BIR.
- 2.) Verify supporting documents attached for assessment of business tax and fees.
- 3.) Determine if the gross presented is in lined with the industry standard of the city.
- 4.) Assess business tax & fees. Imposes 25% surcharge and 2% per month penalty for late payment.

### RECEIVING/PRINTING/RELEASING SECTION

- 1.) Receive application w/ complete requirements and prepare for printing of Mayor's Permit
- 2.) Encode Business Permit Application for Database Management.
- 3.) Record and release Mayor's Permit

### LOCAL EMPLOYMENT PERMIT /CERTIFICATION SECTION

- 1.) Assists client securing working permit in filing-up the application form.
- 2.) Require client of his original receipt paid from the city treasurer .
- 3.) Prepare/Process employment permit/certification.