



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PUERTO GALERA**

**OFFICE OF THE MAYOR**  
**LICENSING DIVISION**  
**CITIZEN'S CHARTER**

**APPLICATION OF BUSINESS PERMIT**

**FRONTLINE SERVICES:**

All Enterprises are required to secure a Business License and Mayor's Permit, and pay before the start of commercial operations.

The license for business permit & working permit must be renewed from January 2 to 20 every year. Penalties are imposed after this period of all business establishments.

Business tax for new enterprise is based on capitalization. Succeeding years are computed base on gross sales. Payments may be annually, semi – annually or quarterly. Taxes are due on the first 20 days of each quarter.

It takes a maximum of two (2) days to process new applications. These already include the requisite inspections and clearances from various offices and government agencies.

Renewal of license may take two (2) hours or more depending on the result of verification made by various agencies concerned.

**REQUIREMENTS:**

- Barangay Clearance
- Community Tax Certificate (cedula)
- Occupancy Permit
- Zoning Permit
- Sanitary Permit
- Fire Permit

**ADDITIONAL REQUIREMENTS FOR NEW APPLICATION:**

- Certification – either one of the following:
  - DTI Business Name Certificate (if Sole Proprietor)
  - SEC Articles of Partnership (if Partnership)
  - SEC Certificate of Incorporation (if Corporation)
- Contract of Lease (if necessary)

## ADDITIONAL REQUIREMENTS FOR RENEWAL:

- BIR Registration
- Social Security System Clearance
- PHILHEALTH Clearance
- Franchise from MARINA for Shipping Lines
- Franchise from TFRC for Motorized Tricycle for Hire
- Registration from LTO for all Public Utility Vehicles

STEPS / PROCESS	DURATION	PERSON RESPONSIBLE
<b>1. Releasing and Verification of Application Form(s)</b> <ul style="list-style-type: none"> <li>• Verification of Requirements</li> <li>• Validation of Form(s) and Signatures</li> </ul>	10 – 20 minutes	<b>JORIE E. ABANTE</b> Administrative Aide VI  <b>ULYSSES BREN A. GARCIA</b> Clerk
<b>2. Assessment</b> <ul style="list-style-type: none"> <li>• Encoding of Data based on the Local Ordinance and Assessment</li> <li>• Validation of last payment</li> <li>• Printing of Computerized Tax Order of Payment (TOP)</li> <li>• Approval of TOP for Payment</li> </ul>	5 – 15 minutes	<b>ULYSSES BREN A. GARCIA</b> Clerk  <b>MARILYN M. YAP</b> License Inspector
<b>3. Printing and Releasing of Permit</b> <ul style="list-style-type: none"> <li>• Printing of Permit and Approval</li> <li>• Segregation of Documents for BPLO Files</li> <li>• Releasing of Permit</li> </ul>	10 – 20 minutes	<b>MARILYN M. YAP</b> License Inspector  <b>JORIE E. ABANTE</b> Administrative Aide VI  <b>ULYSSES BREN A. GARCIA</b> Clerk

### MUNICIPAL LICENSING OFFICE

**MARILYN M. YAP**

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