

# FUNCTIONAL CHART

## BUSINESS PERMITS AND LICENSING OFFICE

The Business Permits and Licensing Office commits to process and issue Business, Tricycle, PUJ, Special Permits as headed by our stakeholders upon submission of complete authenticated requirements to ensure commitment to an efficient services; thus, Meeting Citizen's expectations as mandated by National Laws and Local Ordinance.

### ASSESSMENT, PROCESSING AND RECORDS DIVISION

- Prepares Assessment of Business Tax and Regulatory Fees of Business entities.
- Enforces and implements the provision of the Local Ordinances and National Laws on business permitting and licensing system.
- Take charge of all the records/documents of the office including records disposal and safe keeping.
- Scanning of processed and approved business permits and regulatory clearance (Hard and Soft Copy).
- Issues Certification as requested by the client.

### ADOADMINISTRATIVE DIVISION

- Provides Administrative Services including personnel management, supplies and equipment management, office forecasting and planning.
- Monitors office and personnel performance, schedule and prepare needed reports.
- Collates documentation on events/programs.
- Maintain and updates the social media account and email of the office.
- Disseminate information to all personnel.
- Prepares Annual Investment Plan, Budget Proposal, Annual Procurement Plan, Project Procurement and Management Plan.
- Assist in the implementation of CGT's program and revenue enhancement.

### TRICYCLE/PUJ PROCESSING & MONITORING DIVISION

- Process Tricycle/Special Permit/ Public Utility Jeepney (PUJ) Mayor's Permit upon submission of complete requirements.
- In-charge in the issuance of occupational permits of walk-in applicants
- Maintain Tricycle/PUJ records and disposal.

### TAXMAPPING/INSPECTION DIVISION

- Checks and monitors business establishments operating within city's premises.
- Cross-checking of manpower complement of establishment as per declared.
- Checks the implementation of national laws and local ordinances as mandated.
- Initiate closure of business establishment not securing necessary permits/license and violate rules and regulations.