



**Mayor's Office
External Services**



1. Mayor's Certification for Church Existences

This Certification is issued to clients who may avail of the Mayor's Certification for existence of the Church.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G – Government to Government			
Who may avail:	Pastors, IMAMS, Priests, and other Religious Leaders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. SEC Registration (1- photocopy)		Securities and Exchange Commission (SEC),		
2. Barangay Certification that the Church Exists (1- original copy)		Barangay Hall concerned where the Church Exists		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook at the Office Lobby	1. Give the logbook to the client.	None	1 Minute	<i>Office of the Municipal Mayor Staff</i>
2. Present the requirements to the Permit-in-charge	1. Receive the requirements 2. Assess fees and advise the client to pay at Treasurer's Office.	None	5 Minutes	<i>Office of the Municipal Mayor Staff</i>
3. Proceed to the City Treasurer's Office for the payment and issuance of Official Receipt.	1. Receive payment and issue Official Receipt by the Municipal Treasurer's Office	<i>Refer to tax ordinance</i>	30 Minutes	<i>Revenue Collection Officer</i>
4. Go back to the Mayor's Office and present the Official Receipt	1. Prepare the Mayor's Certification	None	3 minutes	<i>Municipal Mayor or her Authorized Representative</i>
	2. Approve the Mayor's Certification	None	2 minutes	<i>Municipal Mayor or her Authorized Representative</i>
5. Receive the Mayor's Certification	1. Release the Mayor's Certification	None	1 minute	<i>CMO Executive Staff</i>
<i>Refer to tax ordinance</i>			42 Minutes	



2. Mayor's Clearance for Local Employment, AFP, PNP Application and Other Similar Purposes

This Certification is issued to clients who may avail of Mayor's Clearance for Local Employment, AFP, PNP Application and Other Similar Purposes.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G – Government to Government			
Who may avail:	Residents of Vinzons only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Police Clearance or NBI Clearance (1 –original copy)		Vinzons Police Station, Brgy. Calangcawan Sur, Vinzons, Camarines Norte NBI Office, Daet, Camarines Norte		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log book at the Office Lobby	1. Give the logbook to the client.	None	1 Minute	<i>Mayor's Office Staff Mayor's Office</i>
2. Present the requirements to the Permit-in-charge	1. Receive the photocopied Police Clearance 2. Assess fees and advise the client to pay at Municipal Treasurer's Office.	None	5 Minutes	<i>Mayor's Office Staff Mayor's Office</i>
3. Proceed to the City Treasurer's Office for the payment and issuance of Official Receipt.	1. Receive payment and issue Official Receipt by the Municipal Treasurer's Office	<i>Refer to tax ordinance</i>	30 Minutes	<i>Revenue Collection Officer</i>
4. Go back to the Mayor's Office and present the Official Receipt	1. Prepare the Mayor's Clearance	None	3 Minutes	Mayor's Office Staff
	2. Let the client sign with right thumb mark	None	1 minute	Mayor's Office Staff
	3. Approve the Mayor's Clearance	None	2 minutes	Municipal Mayor or her Authorized Representative
5. Receive the Mayor's Clearance	1. Release the Mayor's Clearance	None	1 Minute	<i>Mayor's Office Staff Mayor's Office</i>
<i>Refer to tax ordinance</i>			43 Minutes	



3. Mayor's Special Permit- Motorcade, Recorda and Procession

This Certification is issued to clients who may avail of special permits for Motorcade, Recorda and Procession.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Two (2) copies of Letter Request with Route.		Requisitioning Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook at the Office Lobby.	1. Give the logbook to the client.	None	1 Minute	<i>Staff</i>
2. Submit the necessary requirements to the Permit-in-charge for initial assessment and verification	1. Receive and check the availability of time and date of the request	None	2 Minutes	<i>Staff</i>
3. Submit requirements to the Permit-in-charge for initial assessment and verification	1. Check, assess fees and advise the client to pay at City Treasurer's Office.	None	3 Minutes	<i>Municipal Mayor or LCE's Authorized Representative</i>
4. Proceed to the Municipal Treasurer's Office for the payment and issuance of Official Receipt.	1. Receive payment and issue Official Receipt by MTO	None	30 Minutes	<i>Revenue Collection Officer, MTO</i>
5. Proceed to the Mayor's Office and present the Official Receipt	1. Prepare the Special Permit.	None	5 minutes	<i>Executive Staff</i>
	2. Approve Special Permit	None	2 minutes	<i>Municipal Mayor or her Authorized Representative</i>
6. Receive the Special Permit and Sign in the logbook	1. Release the Special Permit		3 minutes	<i>Staff</i>
			46 minutes	



4. Mayor's Special Permit for Public Usage

This Certification is issued to clients who may avail of special permits for the use of the Municipal Town Kiosk.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request indicating the purpose and duration of the activity (2 copies)		Requisitioning Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook at the Office Lobby.	1. Give the logbook to the client	None	1 Minute	<i>Mayor's Office Staff</i> Mayor's Office
2. Present the requirements to the Permit-in-charge	1. Receive the request letter	None	3 minutes	<i>Mayor's Office Staff</i> Mayor's Office
	2. Check the availability of the venue and book the schedule	None	5 minutes	
	3. Refer the request letter to the Municipal Mayor, or her Authorized Representative for approval.			
	4. Approve, assess fees for the venues and advise the client to pay at Municipal Treasurer's Office.	None	2 minutes	<i>Municipal Mayor, or LCE's Authorized Representative</i>
3. Proceed to the Municipal Treasurer's Office for the payment and issuance of Official Receipt.	1. Receive payment and issue Official Receipt by the MTO	Refer to table below pursuant to Revenue Code of the City	3 Hours	<i>Revenue Collection Officer-MTO</i>
	2. Prepare the Special Permit	None	5 Minutes	<i>Mayor's Office Staff</i> Mayor's Office



	3. Approve Special Permit	None	2 minutes	<i>Municipal Mayor or her Authorized Representative</i>
4. Receive the Special Permit and Sign in then logbook	1. Release the Special Permit	None	1 Minute	<i>Mayor's Office Staff Mayor's Office</i>
			3 hrs. & 19 mins.	

5. 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 Municipality of Vinzons to legally operate the same provided all requirements are complied with.

Office or Division:	Office of the Municipal Mayor
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All New Business Taxpayers within Municipality of Vinzons
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Barangay Business Clearance (original copy)	Barangay Hall concerned
2. Land Tax Clearance (original copy)	Municipal Treasurer's Office - License Section, Ground Floor, Municipal Hall, Vinzons, Cam. Norte
3. Community Tax Clearance (Cedula) (original copy)	Municipal Treasurer's Office - License Section, Ground Floor, Municipal Hall, Vinzons, Cam. Norte
4. 2x2 Picture with Nametag (original copy)	Client
5. Valid ID (original copy)	Client
6. DTI Certificate of Registration (original copy)	DTI Provincial Capitol Compound, Daet, Camarines Norte
7. Sketch of Location (freehand sketch drawing is acceptable) (original copy)	Client
8. Contract of Lease, if space/area is rented (original copy)	Client
9. List of Employees with their: Name, Job Position, Age, Sex, Address & Contact Number	Client
10. Fire Safety Inspection Certificate (FSIC) (original copy)	BFP Vinzons, Camarines Norte
11. Authorization Letter to process/ Special Power of Attorney, if transacting client is not the owner (original copy)	Client (Business Owner)
Additional Requirement/s (may vary depending on the type of business activity):	
12. Affidavit of Undertaking - Frozen Products	Municipal Legal Office, 2nd Floor, Municipal Hall, Vinzons, Camarines Norte



13. BSP (Bangko Sentral ng Pilipinas) Certificate to Operate (original copy) - Pawnshop & All Money Service Businesses (Branch Office)	Bangko Sentral ng Pilipinas (BSP)
14. BSP LETTER on the Issuance of Code (original copy) - Pawnshop offices	Bangko Sentral ng Pilipinas (BSP)
15. Building Permit/Certificate of Occupancy (original copy) - Building Owned Businesses	Municipal Engineer's Office, 2 nd Floor, Municipal Hall, Vinzons, Camarines Norte
16. CDA Article of Cooperation and By-laws (original copy) - Cooperatives	CDA Office
17. PENRO Clearance (original copy) - Case to case basis	Provincial Environment and Natural Resources Office, Provincial Capitol, Daet, Camarines Norte
18. Certificate of Accreditation from DepEd/CHED/TESDA(original copy) - Private Schools, Training Centers	DepED Office, Eco Field, Daet, Camarines Norte
19. Certificate of Authority/Valid Provisional Certificate of Registration (PCOR) (original copy) - Pawnshop (Head Office)	Bangko Sentral ng Pilipinas (BSP)
20. Certificate of Good Standing (original copy) - Cooperatives	CDA Office
21. Certificate of Occupancy (original copy) - Real Estate Lessor (Building)	Municipal Engineer's Office, 2 nd Floor, Municipal Hall, Vinzons, Camarines Norte
22. Certificate of Registration (from PEZA/ DTI-BOI/SEC) &MOA from the account owner (original copy) - BPO(Business Process Outsourcing) Services/KPO (Knowledge Process Outsourcing) Services	PEZA (Philippine Economic Zone Authority)
23. Certificate of Tax Exemption (original copy) - BIR - Qualified Non-stock, Non-profit Corporations and Associations under Section 30 of the National Internal Revenue Code of 1997	Bureau of Internal Revenue, Talisay, Camarines Norte
24. Contract of Agency/Agent's License (original copy) -Insurance Services	Insurance Commission
25. CPDO Clearance (original copy) - Subdivision Developer	Municipal Planning & Development Office, 2 nd Floor, Municipal Hall, Vinzons, Camarines Norte
26. DENR Certificate of Registration (original copy) -LumberDealers	DENR Office, Daet, Camarines Norte
27. DOE COC (Certificate of Compliance) (original copy) - Gasoline Stations, Combustible Products	Department of Energy (DOE)
28. DOH License to Operate (original copy) - Hospitals,Maternity Clinics	Department of Health Daet, Camarines Norte
29. DOLE/POEA Certificate (original copy) – Recruitment Agency	Department of Labor and Employment (DOLE)
30. DOT (Department of Tourism) Accreditation (original copy) - Tourism-Related Establishments (Restaurants, Department Store, Sports & Recreation Club, Museum, Training Center, Homestay Sites, and Gasoline Station)	DOT Office



31. ECC (Environmental Compliance Certificate) (original copy) - Mining, Earth fill/Quarry		DENR Office, Daet, Camarines Norte		
32. FDA (Food and Drugs Administration) Cert. (original copy) - Food/Cosmetics Maker		Food and Drug Administration (FDA)		
33. FDA (Food and Drugs Administration) License to Operate (original copy) – Pharmacy		Food and Drug Administration (FDA)		
34. FPA (Fertilizer and Pesticide Authority) License to Operate(original copy) - Fertilizers, Pesticides		FPA Regional Office		
35. GIS (General Information Sheet) (original copy) - Corporations		SEC Office		
36. Health Card (original copy) - Food related business		Municipal Health Office, Vinzons, Camarines Norte		
37. ISP (Internet Service Provider) Proof of Billing/Registration (original copy) - Internet Café, PISO Net with Internet connection		Internet Service Provider Company		
38. License to Operate from Camp Crame (original copy) - Security Agency, Detective Services, Ammunition and Gun Store		Camp Crame, Quezon City		
39. LMT Certificate of Registration (original copy) - MassageParlor		DOH Region Office		
40. MOA from Airlines (original copy) - Ticketing Office		Airline company		
41. NTC (National Telecommunications Commission) Certificate (original copy) - Telecommunication Services		NTC Office		
42. 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		
43. PTR (original copy) - PRC Holders		Municipal Treasurer's Office Ground Floor, Municipal Hall, Vinzons, Camarines Norte		
44. SEC Article and By-laws (original copy) - Corporation, Partnership		SEC Office		
45. Smear Cards/Pink Cards (original copy) - Music Lounge, KTVs		Municipal Health Office, Vinzons, Camarines Norte		
46. Water Analysis Result (original copy) - Water refilling station		Municipal Health Office, Vinzons, Camarines Norte		
47. 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)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Business Permit and Licensing Office (BPLD- GF Municipal Treasurer's	1. Check the documents and provide Assessment/ computation of fees	Minimum of Php 365.00;	5 Minutes	Computer Operator II



<p>Office of Vinzons), present all requirements to the License Assessor , including the</p> <p><u>INSPECTION REPORT</u></p> <p>and ask for the assessment/ computation of Permit Fees</p>	<p>(total fees will be shown on the billing statement)</p> <p>2. Review the assessment made by the License Assessor</p> <p>3. Encode, bill and print the application form and forward the documents to the BPLO Permit Processing Staff</p> <p>4. Secure the signatures of the BPLO Head/ Authorized Representative, Bureau of Fire (BFP), Municipal Engineering Office (MEO) and Municipal Health Office (MHO).</p> <p>5. Sign in the application form and on the billing statement.</p> <p>6. Sign in the application form</p>	<p><i>(Fees vary depending on the Capital, Line/s of Business and Number of employees)</i></p> <p>National Fire Fee written on the Assessment Form + Php 100.00 (or as stated on the National Fire Code)</p> <p>None</p> <p>As per assessment by CEO</p>	<p>3 minutes</p> <p>10 minutes</p> <p>(see below)</p> <p>2 Minutes</p> <p>15 Minutes</p>	<p>BPLO</p> <p>Computer Operator II</p> <p>Computer Operator II</p> <p>BPLO Head/Authorize Representative</p> <p>BFP Personnel CHO Personnel CEO Personnel</p>
<p>2. Proceed to Municipal Treasurer's Office for payment and ask for the business plate after payment.</p>	<p>1. Collect payment, issue official receipt and issue business plate</p>	<p>Amount indicated on the Billing Statement plus the amount indicated on the Engineering Assessment</p>	<p>15 minutes</p>	<p>Revenue Collection Officer</p>
<p>3. Go back to BPLO for the printing, approval and release of business permit.</p>	<p>1. Check official receipts, and print business permit</p> <p>2. Approve business permit</p> <p>3. Segregate and</p>	<p>None</p> <p>None</p> <p>None</p>	<p>5 Minutes</p> <p>3 Minutes</p> <p>7 Minutes</p>	<p>Computer Operator II</p> <p>BPLO Head Municipal Mayor</p> <p>Clerk</p>



	release.			
TOTAL based on Assessment			1 Hr. & 5 Mins.	

6. Processing of Application for Business Permit Renewal

Renewal of business permit is required for any existing business/es operating in Municipality of Vinzons every January of the year pursuant the Local Government Code of 1991.

Office or Division:	Office of the Municipal Mayor
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All New Business Taxpayers within Municipality of Vinzons
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Solid Waste Management Program Certificate (original copy)	Barangay Hall concerned or at the designated area at the Municipal Hall.
Latest Business Permit (original copy) with Official Receipts	Client
Gross Declaration	Client
Land Tax Clearance (original copy)	Municipal Treasurer's Office, Ground Floor, Vinzons, Camarines Norte
Valid ID (original copy)	Client
DTI Certificate of Registration (original copy)	DTI Provincial
Contract of Lease, if space/area is rented (original copy)	Client
List of Employees with their: Name, Job Position, Age, Sex, Address & Contact Number	Client
Latest Quarterly Percentage Tax (original copy)	Bureau of Internal Revenue, Talisay, Camarines Norte
Fire Safety Inspection Certificate (FSIC) (original copy)	BFP Vinzons
Authorization Letter to process/ Special Power of Attorney, if transacting client is not the owner (original copy)	Client (Business Owner)
Additional Requirement/s (may vary depending on the type of business activity):	
Affidavit of Undertaking - Frozen Products	Municipal Legal Office, 2nd Floor, Municipal Hall, Vinzons, Camarines Norte
BSP (Bangko Sentral ng Pilipinas) Certificate to Operate (original copy) - Pawnshop & All Money Service Businesses (Branch Office)	Bangko Sentral ng Pilipinas (BSP)
BSP LETTER on the Issuance of Code (original copy) - Pawnshop offices	Bangko Sentral ng Pilipinas (BSP)
CDA Article of Cooperation and By-laws (original copy) - Cooperatives	CDA Office
PENRO Clearance (original copy) - Case to case basis	Provincial Environment and Natural Resources Office, Provincial Capitol, Daet, Camarines Norte
Certificate of Accreditation from DepEd/CHED/TESDA (original copy) - Private Schools, Training Centers	DepED Office, Eco Field, Daet, Camarines Norte
Certificate of Authority/Valid Provisional Certificate of Registration (PCOR) (original copy) - Pawnshop (Head Office)	Bangko Sentral ng Pilipinas (BSP)



Certificate of Good Standing (original copy) - Cooperatives	CDA Office
Certificate of Registration (from PEZA/ DTI-BOI/SEC) & MOA from the account owner (original copy) – BPO (Business Process Outsourcing) Services/KPO (Knowledge Process Outsourcing) Services	PEZA (Philippine Economic Zone Authority)
Certificate of Tax Exemption (original copy) - BIR - Qualified Non-stock, Non-profit Corporations and Associations under Section 30 of the National Internal Revenue Code of 1997	Bureau of Internal Revenue, Talisay, Camarines Norte
Contract of Agency/Agent's License (original copy) -Insurance Services	Insurance Commission
DENR Certificate of Registration (original copy) - LumberDealers	DENR Office, Daet, Camarines Norte
DOE COC (Certificate of Compliance) (original copy) -Gasoline Stations, Combustible Products	Department of Energy (DOE)
DOH License to Operate (original copy) - Hospitals, Maternity Clinics	Department of Health
DOLE/POEA Certificate (original copy) - RecruitmentAgency	Department of Labor and Employment (DOLE)
DOT (Department of Tourism) Accreditation (original copy) - Tourism-Related Establishments (Restaurants, Department Store, Sports & Recreation Club, Museum, Training Center, Homestay Sites, and Gasoline Station)	DOT Office
ECC (Environmental Compliance Certificate) (original copy) - Mining, Earth fill/Quarry	DENR Office, National Highway
FDA (Food and Drugs Administration) Certificate (original copy) - Food/Cosmetics Maker	Food and Drug Administration (FDA)
FDA (Food and Drugs Administration) License to Operate(original copy) - Pharmacy	Food and Drug Administration (FDA)
FPA (Fertilizer and Pesticide Authority) License to Operate (original copy) - Fertilizers, Pesticides	FPA Regional Office
GIS (General Information Sheet) (original copy) - Corporations	SEC Office
Health Card (original copy) - Food related business	Municipal Health Office , Vinzons, Camarines Norte
ISP (Internet Service Provider) Proof of Billing/Registration(original copy) - Internet Café, PISO Net with Internet Connection	Internet Service Provider Company
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) - MassageParlor	DOH Region Office
MOA from Airlines (original copy) - Ticketing Office	Airline company
NTC (National Telecommunications Commission) Certificate (original copy) - Telecommunication Services	NTC Office
NTC with PA (Provisional Authority)/ Grants Certificates of Public convenience and Necessity and KBP (Kapisanan ng mga broadcaster ng	NTC Office



Pilipinas) Accreditation Certificate (original copy) - Radio Stations	
PTR (original copy) - PRC Holders	Municipal Treasurer's Office Ground Floor, Municipal Hall, Vinzons, Camarines Norte
SEC Article and By-laws (original copy) - Corporation, Partnership	SEC Office
Smear Cards/Pink Cards (original copy) - Music Lounge, KTVs	Municipal Health Office, Vinzons, Camarines Norte
Water Analysis Result (original copy) - Water refilling station	Municipal Health Office, Vinzons, Camarines Norte
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)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Office of the Business Permit and License Office (BPLO). Present all requirements to the License Assessor and ask for the assessment/computation of Permit Fees	1. Check the documents and provide assessment/computation of fees (total fees will be shown on the billing statement)	Minimum of Php 2,500.00. (Fees vary depending on the Declared Gross Sales/ Receipts and Number of employees)	5 Minutes	<i>Computer Operator II</i>
	2. Review the assessment made by the License Assessor		3 minutes	<i>BPLO Computer Operator II</i>
	3. Encode, bill and print the application form		10 minutes	<i>Computer Operator II</i>
	4. Sign in the application form and in the billing statement. Sign in the application form			
Approach the respective tables of the Bureau of Fire, Municipal Health and Municipal Engineering located also inside the BPLO Office		National Fire Fee written on the Assessment Form + Php 100.00 (or as stated on the National Fire Code) None	(see below) 2 Minutes 15 Minutes	<i>BPLO Head/Authorize Representative BFP Personnel CHO Personnel CEO Personnel</i>



		As per assessment by CEO		
2. Proceed to Municipal Treasurer's Office for payment and ask for the business plate after payment.	1. Collect payment, issue official receipt and issue business plate	Amount indicated on the Billing Statement plus the amount indicated on the Engineering Assessment	15 minutes	<i>Revenue Collection Officer</i>
3. Go back to BPLO for the printing, approval and release of business permit.	1. Check official receipts, and print business permit	None	5 Minutes	<i>Computer Operator II</i>
	2. Approve business permit	None	3 Minutes	<i>BPLO Head Municipal Mayor</i>
	3. Segregate and release.	None	7 Minutes	Clerk
TOTAL Base on Assessment			1 Hr. & 5 Mins.	