



OFFICE OF THE CITY ADMINISTRATOR



IRIGA CITY INVESTMENT PROMOTION AND BUSINESS ASSISTANCE CENTER (ICIPBAC)

EXTERNAL SERVICES



1. ISSUANCE OF CERTIFICATIONS

Certification is issued to all stakeholders of ICIPBAC for Certified True Copy/List of Business, etc.

Office or Division:		IRIGA CITY INVESTMENT PROMOTION AND BUSINESS ASSISTANCE CENTER		
Classification:		Simple		
Type of Transaction:		Government to Client		
Who may avail:		Selected Entities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		From the requestee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for verification	1. Receive the required documents and check for completeness 1.1. Issue order of payment 1.2. Start processing the request	None	2 minutes	<i>Administrative Aide</i> (ICIPBAC Office)
2. Pay the required fees at the cashier	2. Accept the payment 2.1 Issue Official Receipt reflecting the amount paid	PHP100	1 minute	<i>LTOO I</i> (City Treasurer's Office)
3. Wait for the preparation and release of ICIPBAC Certification.	3. Prepare certification/s OIC-ICIPBAC signs the certification/s. 3.1 Release the certification/s	None	6 minutes	<i>OIC-ICIPBAC</i> (ICIPBAC Office)
TOTAL		PHP100	9 Minutes	



2. ISSUANCE OF CERTIFICATE OF INVESTMENT INCENTIVES

ICIPBAC per Ordinance No. 98-033 act as secretariat of the Iriga City Investment board acts on any presented application within ten (10) days from receipt thereof for whatever action taken there on by the Board. Afterwards, the appropriate Certification is issued as to the extent of incentives.

Office or Division:	Iriga City Investment Promotion and Business Assistance Center			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Business owners, entrepreneurs, proprietors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 2 copies of duly accomplished and notarized application form		ICIPBAC Office		
2. Certificates of Registration with SEC or CDA		Respective Agency		
3. Articles of incorporation/ partnership/cooperation				
4. By-laws				
5. Simplified project study, if capitalization is less than php 2.0 million.				
6. 2 copies of Project Feasibility Study, if capitalization is more than Php 2.0 million				
7. 2 copies of Board Resolution authorizing official representative to the Iriga City Investment and Incentives Board, if applicant is a corporation, partnership or cooperative				
8. Application fee in the amount of Php 5,000.00		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification	1. Review/evaluate documents and check completeness of documentary requirements	None	10 minutes	<i>Clerical Aide</i> (ICIPBAC Office)
	1.2 Calendar for Investment Board's consideration	None	10 minutes	<i>Investment Board Executive Director</i> (ICIPBAC Office)
2. Return to ICIPBAC Office to claim the	2. Issuance / release of	None	2 days	<i>Investment Board Executive Director</i>



Certificate of Registration	Certificate of Registration			(ICIPBAC Office)
	TOTAL	None	2 Days, 20 Minutes	



3. PROCESSING OF BUSINESS PERMIT (New and Renewal)

The Iriga City Investment Promotion and Business Assistance Center requires all business establishments in Iriga City to secure a permit as legal basis to operate.

Office or Division:	Iriga City Investment Promotion and Business Assistance Center			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Business owners, entrepreneurs, proprietors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Baranagay Business Clearance		Respective Barangay		
2. Market Clearance		Market Office		
3. City Terminal Clearance		Iriga City Central Terminal		
4. Community Tax Certificate		Respective Barangay or City Treasurer		
5. Evidence Of Membership				
5.1 Dti				
5.2 Philhealth				
5.3 Sec				
5.4 Pag Ibig				
5.5 SSS				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial verification	1. Receive 2. Record 3. Encoding of filled-up business application complete with requirements BACKDOOR PROCESSING 1. City Engineer's Office 2. City Health 3. Bureau of Fire Protection 4. Zoning 5. GSO	None	2 minutes	<i>Clerical Aide</i> (ICIPBAC Office)
2. Pay the required fees at the City Treasurer's Office	1. Assessment 2. Accept the payment		5 minutes	<i>Local Revenue Collection</i> (City Treasurer's Office)
3. Return to the ICIPBAC Office for	1. Printing 2. Release			<i>OIC-ICIPBAC</i>



processing of Business Permit 3.2 Receive the Business Permit and Business Plate	3.Issuance of business permit and Business plate	None	10 minutes	(ICIPBAC Office)
	TOTAL		17 Minutes	