

6. ISSUANCE OF CERTIFICATION

Office or Division:	Business Permits and Licenses Division, Office of the City Mayor				
Classification:	Simple				
Type of Transaction:	G2C				
Who may avail:	Any person, company or organization				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		TIME	FEE
1. Official Receipt		1. City Treasurer's Office, G/F GSC Investment Center Building, City Hall Compound		1. <u>N/A</u>	1. P 36.00
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit Official Receipt to the receiving window of Business Permit and Licenses Division, Ground Floor, General Santos City Investment Action Center, City Hall compound, Barangay Dadiangas East	1. Receive Official Receipt and prepare Certification	None	10 minutes	<ul style="list-style-type: none"> Adam Kamal Ronalyn Fortugana 	
No Activity	2. Receive, review and approve Certification	None	5 minutes	<ul style="list-style-type: none"> Nathaniel M. Bustos Atty. Rowi Arbilon Malayag 	
2. Receive Certification	3. Verify claimant and release Certification	None	5 minutes	<ul style="list-style-type: none"> Rafaelito Bayron 	
	TOTAL		Twenty Minutes		
END OF TRANSACTION					