



City Economic Management and Cooperative Development Office

External Services



7. Request to Join Trade Fairs and Exhibition Services

This process refers to the provision of opportunities to join trade fairs and exhibitions to Micro, Small, and Medium Enterprises (local, regional, national & international), Tourism Related Establishments, Associations

Office or Division:	CEMCDO- Tourism Division, Special Projects Division- Enterprise Section			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Micro, Small, and Medium Enterprises (local, regional, national & international), Tourism Related Establishments, Associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SOURCE		
Barangay Clearance (1 photocopy, present Original)		Barangay Treasurer, Barangay Hall		
DTI Business Registration (1 photocopy, present Original)		Department of Trade and Industry		
Business Permit (1 photocopy, present Original)		Business Permits & License Division		
FDA/License to Operate (1 photocopy, present Original)		Food and Drug Administration		
Good Manufacturing Practices (1 photocopy, present Original)		Department of Science and Technology		
HACCP (1 photocopy, present Original)		Department of Science and Technology		
HALAL (1 photocopy, present Original)		Department of Science and Technology		
How to avail of the services				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Visitor's Logbook, submit signed letter request, or in the absence thereof, fill-up Citizen's Service Assistance Form (CSAF)	1. Receive signed letter request/ filled-up CSAF, encode, attach document tracking sheet and forward to DH/ADH/OIC	None	5 minutes	<i>Personnel Assistance and Complaints Desk</i> <i>CEMCDO, 3/F Investment Action Center Building</i>
No Activity	1.2 Forward to Responsible	None	3 minutes	<i>Personnel Assistance and Complaints Desk</i>



	Division/Section for client assistance			CEMCDO, 3/F Investment Action Center Building
	1.3 Receive signed Letter Request, give instruction to respective section for immediate action	None	3 minutes	<p>for Tourism Related Establishments, Associations Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</p> <p>for SMEs (existing and potential) Project Development Officer III - Special Projects Division</p> <p>CEMCDO, 3/F Investment Action Center Building</p>
2. Inquire schedule of trade fairs and exhibits	2.1. Interview client and provide information on the different trade fairs and exhibits facilitated by the department.	None	20 minutes	<p>for Tourism Related Establishments, Associations Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</p> <p>for SMEs (existing and potential) Project Development Officer III/ Project Development Officer II - Special Projects Division</p> <p>CEMCDO, 3/F</p>



				<i>Investment Action Center Building</i>
	2.2. Advise clients to submit letter-requests and provide a checklist of requirements.	None	5 minutes	<p>for Tourism Related Establishments, Associations Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</p> <p>for SMEs (existing and potential) Project Development Officer III/ Project Development Officer II - Special Projects Division</p> <p>CEMCDO, 3/F Investment Action Center Building</p>
3. Submit letter-request and provide documentary requirements	<p>3.1. Receive letter-request and log request both at the logbook and check the completeness of requirements</p> <p>3.1.A. If complete, proceed to Step No. 4 3.1.B If incomplete, comply accordingly</p>	None	30 minutes	<p>for Tourism Related Establishments, Associations Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</p> <p>for SMEs (existing and potential) Project Development Officer III/ Project Development Officer II - Special Projects Division</p> <p>CEMCDO, 3/F</p>



				<i>Investment Action Center Building</i>
4. Coordinate with the Special Project Division-Enterprise Section about the trade expo.	.4. Inform client the approval/ disapproval of request in participation to trade and exhibits. 4.1.A. If approved, proceed to next step 4.1.B. If disapproved, notify the client. END OF TRANSACTION	None	30 minutes	for Tourism Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i> for SMEs (existing and potential) <i>Project Development Officer III/ Project Development Officer II - Special Projects Division</i> <i>CEMCDO, 3/F Investment Action Center Building</i>
	3.. Coordinate with client regarding trade and exhibits additional requirements and information	None	20 minutes	for Tourism Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i> for SMEs (existing and potential) <i>Project Development Officer III/ Project Development Officer II - Special Projects Division</i> <i>CEMCDO, 3/F</i>



				<i>Investment Action Center Building</i>
5. Attend Consolidator's Meeting	4.1 Facilitate conduct of Consolidators' meetings	None	2 days	<p>for Tourism Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p>for SMEs (existing and potential) <i>Project Development Officer III/ Project Development Officer II - Special Projects Division</i></p> <p><i>CEMCDO, 3/F Investment Action Center Building</i></p>



No Activity	4.2 Provide Schedule and Venue information to clients including the rules and regulations of the trade fair.		10 minutes	<p>for Tourism Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p>for SMEs (existing and potential) <i>Project Development Officer III/ Project Development Officer II - Special Projects Division</i></p> <p><i>CEMCDO, 3/F Investment Action Center Building</i></p>
	Total	None	2 days , 1 hr. & 35 Minutes	
END OF TRANSACTION				