



CITY INVESTMENT PROMOTION CENTER



EXTERNAL SERVICES

1. Submission of the Updated Citizen's Charter via electronic mail (Application for Incentives)

Service Description: Submission of Government Agencies Citizen's Charter to the Authority

Office or Division:	City Investment Promotion Center			
Classification:	Simple Transaction			
Type of Transaction:	G2B– Government to Business entity			
Who may avail:	Private Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Incentives		City Investment Promotion Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File the application form duly accomplished and notarized supported with document's and filing fee official receipt	1. Accept application	A non-refundable filing fee of One Thousand(P1,000.00) Pesos for small scale enterprises Two Thousand (P2,000.00) Pesos for medium scale enterprises Three Thousand (P3,000.00) pesos in case of large scale enterprises.	1 hour	<i>Devt. Magmt. Officer IV</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives file copy of submitted documents	1. Evaluation of application preparation of evaluation report. 1.1. Presentation to Investments Board In a meeting 1.2. Approval/ disapproval of the Board. 1.3. If approved, send letter of approval including pre-registration requirements		1 day 1 day 2 days	<i>Devt. Magmt. Officer IV</i> <i>Admin. Aide I</i>
3. Walk-in clients Request for Information & Assistance	1. Prepare information desk at the lobby. 1.1. Attend to immediate queries of walk-in clients/ investors. 1.2. Regular monitoring of suggestions and answers queries promptly. 1.3. Prepare report	None	1 hour 10 min. 1 hour/day 1 day per month	<i>Admin Staff</i>



2. Submission of the Updated Citizen’s Charter via electronic mail (Technical Function)

Service Description: Submission of Government Agencies Citizen’s Charter to the Authority

Office or Division:		City Investment Promotion Center		
Classification:		Highly Technical Application Transactions		
Type of Transaction:		G2B– Government to Business entity		
Who may avail:		Private Sector		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Technical Function		City Investment Promotion Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Investment Counselling	1. Discuss/Set meeting with investor regarding business interest.	None	1 hour	<i>Dev. Magmt. Officer IV</i>
	1.1 Provide basic information about area of business interest by the investor.	None	2 hours	<i>Admin Staff</i>
2. Agree or disagree on business Interest	1. Agree with client/ investor what business to consider	None	2 hours	<i>Dev. Magmt. Officer IV</i>
3. Request for Business Matching	1. Prepare/research documents needed for matching.	None	30 days	<i>Admin Staff</i>
4. Agree or disagree with requirements needed.	1. Gather/research data about the investor.	None	14 days	<i>Admin Staff</i>
	1.1 Prepare information needed to meet investor requirement like, PFS, Business Plans, etc.		30 days	