

OCCUPATIONAL/MAYOR'S PERMIT

Document to be secured by all employees and persons who exercise their profession, occupation or calling whether on temporary or permanent basis within the jurisdiction limits of the city with a corresponding fee prescribed by City Ordinance.

Office/Division:	Office of the City Mayor – Business Permit and License Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Clients employed/seeking employment within San Jose City

Checklist of Requirements:	Where to Secure
1) Barangay Clearance	➤ Barangay Hall covering the applicant 's residence
2) NBI or Police Clearance	➤ NBI or Police
3) Health Card/Clearance	➤ BOSS Area (Health and Sanitary Department)
4) Latest Picture (2x2)	➤ Photo Studio
5) Professional Regulatory Commission ID <i>(if applicable)</i>	➤ Professional Regulatory Commission
6) Copy of Professional Tax Receipt <i>(if applicable)</i>	➤ City Treasurer's Office <i>(Cash Receipt Division)</i>
7) Copy of valid Community Tax Certificate (CTC)	➤ City Treasurer's Office <i>(Cash Receipt Division)</i>
8) Official Receipt	➤ City Treasurer's Office <i>(Cash Receipt Division)</i>
9) Accomplished Application Form for Occupational/Mayor's Permit	➤ Business Permit and License Office

Client's Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Payment	a. Accept the payment	P 150	3 min	➤ Cash Receipt Division – City Treasurer's Office
➤ Occupational Fee		P 75	3 min	
➤ Health Fee		<i>To be computed by CTO</i>	3 min	
➤ CTC		3 min		
➤ PTR <i>(if applicable)</i>				

2. Fill-up Occupational/Mayor's Permit Application Form	a. Issue application form b. Encode applicant's information	None	10 min	➤ Warren D. Layson (<i>Ticket Checker</i>) ➤ Roger C. Dee (<i>Admin Aide III</i>)
3. Submit the requirements	a. Check the submitted requirements.	None	10 min	➤ Lea D. Grospe (<i>License Officer II</i>) ➤ Geraldine G. Magtibay (<i>Admin Asst. I</i>)
	b. Approve the Occupational/Mayor's Permit (BPLO and City Administrator's Office) – BACKROOM OPERATION			➤ Christopher R. Pabalan (<i>License Officer III</i>) ➤ Alexander Glenn E. Bautista (<i>City Administrator</i>)
4. Release of Occupational/Mayor's Permit	a. Issue Approved Occupational/ Mayor's Permit	None	3 min	➤ Jefferson D. Villuan (<i>Admin Aide II</i>)
TOTAL:		P 225	35 minutes	