



**LOCAL ECONOMIC AND INVESTMENTS OFFICE  
(LEIPO)**



**LOCAL ECONOMIC AND INVESTMENTS OFFICE (LEIPO)**

**1. Availment of the Local Investment Incentives**

<b>Client Action</b>	<b>Agency Action</b>	<b>Fee/s</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<p><b>Step 1. Submit</b> the accomplished and notarized application form together with all the documentary requirements</p>	<p><b>Step 1. Receive and Assess</b>                      Before processing the application, the following shall be done by the receiving personnel of LEIPO:  <b>Step 1.1</b> Evaluate and check the completeness of the application form   <b>Step 1.2</b> Log the application in the Registration Application Logbook and mark the form as “received”   <b>Step 1.3</b> Assess the clients’ category for its filing fee and issue an Order of Payment. However, applicants falling under “micro enterprises” are exempted for filing fee.   <b>Step. 1.4</b> Inform the applicant to provide the office a copy of the receipt.</p>	None	5 minutes	Administrative Officers of LEIPO
<p><b>Step 2. Payment</b>  <b>Step 2.1</b> Pays the filing fee at the Cashier located at the City Treasurer’s Office</p>		Php2,000.00 (non-refundable)	5 minutes	Revenue Collection Clerks of the City Treasurer's Office
<p><b>Step 3. Publish</b> the application in the newspaper of general circulation in the province</p>	<p><b>Step 3.1</b> Receive the copy of the receipt of payment   <b>Step 3.2</b> Provide the applicant the template format for the publication in the newspaper of general circulation   <b>Step 3.3</b> Inform the applicant that falls under the Micro Enterprise to post the fact of application using the provided template in the provincial hall, city hall or barangay</p>	Applicant’s own expense	5 minutes	Administrative Officers of LEIPO



	hall where the registered place of business is located			
<b>Step 4. Receives</b> a letter stating the result of the evaluation	<p><b>Step 4.1</b> Evaluate the proposed project</p> <p><b>Step 4.2</b> Conduct an ocular inspection at the premise of the business</p> <p><b>Step 4.3</b> Provide the results and recommendations of the evaluation to the Local Investment and Incentives Board (LIIB) which will be included in the agenda for the immediately succeeding meeting</p> <p><b>Step 4.4</b> Inform the applicant through a letter of the Boards action on its application together with the terms and conditions of the approval/registration</p>	None	<p><b>For Local Registrants:</b> 60 Calendar Days from the Date of Official Acceptance</p> <p><b>For Registered Under An Incentive Law:</b> 60 Days from the Date of Official Acceptance</p>	Adm. Officers of LEIPO/ Local Investment and Incentives Board (LIIB)
<b>Step 5. Claim</b> the Certificate of Registration	<p><b>Step 5.1</b> Issue a Certificate of Registration to the applicant</p> <p><b>Step 5.2</b> Record in the Registration Book the fact of issuance of the Certificate of Registration for record purposes</p>	None	5 minutes	Administrative Officers of LEIPO
<b>TOTAL</b>		Php 2,000.00 (non-refundable)	<p><b>For Local Registrants:</b> 60 Calendar Days and 20 minutes</p> <p><b>For Registered Under An Incentive Law:</b> 60 Days and 20 minutes</p>	

**2. Request for available data and records for the purpose of Research and Development**

Client Action	Agency Action	Fee/s	Processing Time	Person Responsible
<b>Step 1.</b> Submits approved letter of request to the LEIPO Office	<p><b>Step 1.1</b> Receive the letter of request and marks as “Received”</p> <p><b>Step 1.2</b> Process the request</p>	None	15 minutes	Admin Clerks of LEIPO



<b>Step 2.</b> Claims the hard copy data	Step 2.1 Release the requested data Step 2.2 Record in the logbook	None	5 minutes	Admin Clerks of LEIPO
<b>TOTAL</b>		None	20 minutes	