

# Issuance of Permit on all Advertising and Promotional Activities

## ☑ ABOUT THE SERVICE

Corporations, groups and other entities wish to promote or advertise their product/s or service/s to the public through the means or process of promotion/advertisement such as the installation/posting of streamers, posters and/or fliers and other similar materials.

## ☑ REQUIREMENT(S)

- Letter of request addressed to the Mayor, such letter must state the purpose, total number, period/duration of posting.
- If drugs/medicines are to be promoted: secure Approval from Mun. Health Officer & present BFAD Certificate & License to Operate

## ☑ FEES

Streamer – P300.00/month

## ☑ HOW TO AVAIL OF THE SERVICE

Steps	Activities Process		Duration	Person Responsible
	Service Providers	Clients		
1.	Entertain clients, and instruct to coordinate with the market supervisor or to the Mun. Engr.	Proceed to the market office or Mun. Engineering Office	1 hour	Pilar Baygan Clerk
2.	Approval of site installation for market	Coordinate for approval	10 minutes	Engr. Peter Jamer Market Supervisor
	Approval of site installation for public area	Coordinate for approval	10 minutes	Engr. Josefina Rañoa Municipal Engineer
3.	Payment of permit	Proceed to the MTO	5 minutes	Local Revenue Officer
4.	Prepare permit for approval	Present O. R. and wait	3 minutes	Pilar Baygan Clerk
5.	Mayor's approval	Wait	10 minutes	Exuperio C. Lloren Mun. Mayor or Teofisto Pagar Vice Mayor
6.	Release of permit	Sign logbook	1 minute	Pilar Baygan

**Total                    1 hr. & 44 minutes**