

## SERVICE INFORMATION

Service Name	<b>PTO APPLICATION – RENEWAL</b>			
Office or Division	ENTERPRISE ASSISTANCE DIVISION			
Classification	Simple (3 Days)			
Type of Transaction	G2B			
Who may avail	Business entities, specifically Service Providers, who were issued Permit to Operate (PTO) the previous year and wants to continue to provide services to locators within PIEMO.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See attached checklist		Enterprise Assistance Division (EAD) or download from PHIVIDEC-IA website ( <a href="http://www.piamo.gov.ph">www.piamo.gov.ph</a> )		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Renewal/ Application Form with Supporting/Required Documents	1. Receive application & evaluate completeness	-	10 minutes	ESA I/ESO III, EAD
	2. Evaluate/review submitted documents/ requirements & forward to head for review & endorsement	-	2 days	ESO III, EAD
	3. Division head review and endorse PTO Renewal for approval	-	15 minutes	Division Manager, EAD
	4. Review and Approve PTO Renewal		15 minutes	Deputy Administrator (Operations) or Dep't Manager (EMD)
	5. Issue PTO Fee Order of Payment		3 minutes	ESA I/ESO III, EAD
2. Pay PTO Fee	6. Receive payment and issue Official Receipt to Client	Filing Fee (Php 1,000.00)	5 minutes (subject to CD proc. time)	Cashier
3. Receive PTO	7. Issue/Release PTO			

Fees: (subject to change when the new revenue code shall be published)

- Filing Fee - Php1,000.00
- PTO Fee - Php1,000.00