



5. Issuance of Certification to Internet Cafes and Bars with Entertainers

This Certificate is issued to establishments engaged in internet cafes and bars with entertainers in compliance to Municipal Ordinance No. 063 that establishments' location should be 50 meters away from the schools and churches.

Office or Division	Office of the Municipal Social Welfare and Development Officer			
Classification	Simple			
Type of Transaction	G2B - Government to Business			
Who may avail	All establishments engaged in internet cafes and bars with entertainers within the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. For Internet Cafés:				
Barangay Clearance (1 photocopy)		Barangay where establishment is located.		
DTI Permit (1 photocopy)		Client (Business Owner)		
Zoning Certification (for the New Applicant)		Client (Business Owner)		
B. For Videoke Bars with Entertainers:				
Barangay Clearance (1 photocopy)		Barangay where establishment is located.		
DTI Permit (1 photocopy)		Client (Business Owner)		
Latest Community Tax Certificate (1 photocopy)		Office of the Municipal Treasurer		
Profile of Entertainers		Client (Business Owner)		
C. For New Establishments:				
Bio-Data (1 photocopy)		Client (Business Owner)		
Latest Community Tax Certificate (1 photocopy)		Office of the Municipal Treasurer		
Barangay Clearance (1 photocopy)		Barangay where establishment is located.		
Police Clearance (1 photocopy)		Midsayap PNP Station		
Pink Card (with Latest Check-up) (1 photocopy)		Office of the Municipal Health Officer		
Profile of Entertainers		Client (Business Owner)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in the client at the Information Officer / Officer of the Day,	1. Log in to log book and do the initial interview.	None	5 Minutes	<i>Social Welfare Aide Social Welfare Assistant Office of the Municipal Social Welfare and Development Officer</i>



	1.1 Review filled up application form and refer the client to case worker.	None	2 Minutes	<i>Social Welfare Aide Social Welfare Assistant Office of the Municipal Social Welfare and Development Officer</i>
2. Proceed to the case work officer and submit filled up application form	2. Conduct ocular survey/inspection of the establishments' location	None	30 Minutes	<i>Social Welfare Assistant Social Welfare Officer I Social Welfare Officer II Social Welfare Officer III Office of the Municipal Social Welfare and Development Officer</i>
	2.1 Prepare the Certification	None	5 Minutes	<i>Social Welfare Assistant Social Welfare Officer I Social Welfare Officer II Social Welfare Officer III Office of the Municipal Social Welfare and Development Officer</i>
	2.2 Approval of the Certification	None	2 Minutes	<i>Municipal Social Welfare and Development Officer Office of the Municipal Social Welfare and Development Officer</i>
3. Receive approved Certificate	3 Issuance of the approved Certificate	None	2 Minutes	<i>Social Welfare Assistant Social Welfare Officer I Social Welfare Officer II Social Welfare Officer III Office of the Municipal Social Welfare and Development Officer</i>
TOTAL:		None	46 Minutes	