

## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020:     Yes     No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
License Issuance	FIDA Revised Administrative Order No. 1 s. 1999	<b>Chapter II Licensing</b> Section 1 – Persons Required to Secure License Section 2 – Application for Original License Section 3 – Requirements for the Issuance of Licenses Section 4 – Establishment Number Section 5 – Registered Mark	Revised Rules and Regulations to Govern Licensing	October 16, 1999	FIDA Revised Administrative Order No. 1 s. 1991

<sup>1</sup> Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

<sup>2</sup> Cite section number and quote provision identified in the governing law

		<p>Section 6 – Issuance of Original License  Section 7 – Expiration of Original License and Renewal  Section 8 – Grading Baling Establishments (GBEs), Buying Stations, Trader-Exporters, Processors and Traders Required to have Identification Signboard and Price Bulletin  Section 9 – Suspension / Cancellation of License and/or Offenses</p> <p><b>Chapter V General Provisions</b>  Section 1-Application Fees  Section 2-License Fees  Section 3- Penalties/Surcharges for Delayed Renewal of Licenses</p>			
<b>Permit to Transport Fibers Issuance</b>	<b>FIDA Revised Administrative No. 1 s. 1999</b>	<p><b>Chapter IV Shipment of Fibers</b>  Section 1- Permit to Transport Fibers Within the Philippine/Territory  Section 2 – Commodity Clearance for Shipment of Fibers to Other Countries  Section 3 – Checking of Bales for Shipment</p>	<b>Revised Rules and Regulations to Govern Licensing, baling, tagging, marking, inspection, certification and shipment of Philippine commercial fibers</b>	<b>October 16, 1999</b>	<b>FIDA Revised Administrative Order No. 1 s. 1991</b>

		Section 4 – Declaration of particulars of bales shipped/delivered Section 5 – Bill of Lading Section 6 – Trial Shipment for Experimental and Scientific Purposes			
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(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>

GOVERNMENT SERVICE: <u>PhilFIDA Issuance of New and Renewal for Grading Baling Establishments (GBE License)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<b>A. Documentary Requirements For New Application</b>  <b>1. Corporation</b> 1.1. Application Form 1.2. SEC Registration Certificate 1.3. Company profile with complete list of officers 1.4. Tax Clearance 1.5. Mayor's Permit	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	1. Secure application forms and the list of requirements from PhilFIDA Provincial Office (PO) or Regional Office (RO) having jurisdiction of the business location.	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	5 minutes	GBE - 1 <sup>st</sup> Class = PHP 18,050.00 GBE - 2 <sup>nd</sup> Class = PHP 12,050.00 GBE - 3 <sup>rd</sup> Class = PHP 7,250.00 GBE - 4 <sup>th</sup> Class = PHP 6,050.00
		2. Submit the accomplished application forms together with the required documents at PO or RO.		10 minutes	
		3. Client present the other requirements such as warehouse, facilities and equipment for inspection and evaluation.		3 days and 6 hours	

<sup>3</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service

<p><b>2. Partnership</b></p> <p>2.1. Application Form</p> <p>2.2. SEC Registration Certificate</p> <p>2.3. Tax Clearance</p> <p>2.4. Mayor's Permit</p> <p>2.5. Company profile with complete list of officers</p> <p><b>3. Sole Proprietorship</b></p> <p>3.1. Application Form</p> <p>3.2. Certificate of Registration by the Bureau of Trade Regulation and Consumer Protection (optional for trader applicants in far-flung barangays)</p> <p>3.3. Tax Clearance</p> <p>3.4. Mayor's Permit</p> <p><b>4. Cooperative</b></p> <p>4.1. Application Form</p> <p>4.2. Certificate of Registration by the Cooperative Development Authority</p> <p>4.3. Tax Clearance</p> <p>4.4. Mayor's Permit</p> <p>4.5. Company profile with complete list of officers</p> <p><b>Documentary Requirements – For Renewal Application</b></p> <p>1.1. PhilFIDA Application Form</p>		4. Pay the amount indicated in the Bill of Charges at the PO or RO		5 minutes	
		5. Return to the RO or PO to present the Official Receipt (O.R) of the paid license for the processing and release of license		5 minutes	
		6. Acknowledge receipt of the license		5 minutes	

<p>1.2. Annual Report of Operation</p> <p>1.3. Mayor's Permit or Business Permit</p>					
<p><b>B. Equipment, Facilities and Other Requirements – For New and Renewal License</b></p> <p>1. One (1) metric weighing device with certificate of periodic calibration;</p> <p>2. At least one (1) baling press;</p> <p>3. For abaca, a minimum floor area of 850 sq.m. for classification work and storage. For other fibers, any area sufficient to fill customary classification and storage requirements maybe considered adequate;</p> <p>4. A necessary storage space with segregating partition for other commodities in case the same are also stored in the same warehouse; and</p> <p>5. At least one (1) licensed classifier</p>					
<b>TOTAL</b>				<b>3 days, 6 hours and 30 minutes</b>	

**(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>4</sup>**

GOVERNMENT SERVICE: <u>PhilFIDA Issuance of New and Renewal for Buying Station (BS License)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<b>A. Documentary Requirements For New Application</b> <b>1. Corporation</b> 1.1. Application Form 1.2. SEC Registration Certificate 1.3. Company profile with complete list of officers 1.4. Tax Clearance 1.5. Mayor's Permit	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	1. Secure application forms and the list of requirements from PhilFIDA Provincial Office (PO) or Regional Office (RO) having jurisdiction of the business location.	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	5 minutes	BS - 1 <sup>st</sup> Class = PHP 4,850.00 BS - 2 <sup>nd</sup> Class = PHP 3,650.00 BS - 3 <sup>rd</sup> Class = PHP 2,450.00 BS - 4 <sup>th</sup> Class = PHP 1,250.00
		2. Submit the accomplished application forms together with the required documents at PO or RO.		10 minutes	

<sup>4</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service

<p><b>2. Partnership</b></p> <p>2.1. Application Form</p> <p>2.2. SEC Registration Certificate</p> <p>2.3. Tax Clearance</p> <p>2.4. Mayor's Permit</p> <p>2.5. Company profile with complete list of officers</p> <p><b>3. Sole Proprietorship</b></p> <p>3.1. Application Form</p> <p>3.2. Certificate of Registration by the Bureau of Trade Regulation and Consumer Protection (optional for trader applicants in far-flung barangays)</p> <p>3.3. Tax Clearance</p> <p>3.4. Mayor's Permit</p> <p><b>4. Cooperative</b></p> <p>4.1. Application Form</p> <p>4.2. Certificate of Registration by the Cooperative Development Authority</p> <p>4.3. Tax Clearance</p> <p>4.4. Mayor's Permit</p> <p>4.5. Company profile with complete list of officers</p> <p><b>Documentary Requirements – For Renewal Application</b></p>		<p>3. Client present the other requirements such as warehouse, facilities and equipment for inspection and evaluation</p>		<p>3 days and 6 hours</p>	
		<p>4. Pay the amount indicated in the Bill of Charges at the PO or RO</p>		<p>5 minutes</p>	
		<p>5. Return to the RO or PO to present the Official Receipt (O.R) of the paid license for the processing and release of license</p>		<p>5 minutes</p>	
		<p>6. Acknowledge receipt of the license</p>		<p>5 minutes</p>	



<p>1.1. PhilFIDA Application Form</p> <p>1.2. Annual Report of Operation</p> <p>1.3. Mayor's Permit or Business Permit</p> <p><b>B. Equipment, Facilities and Other Requirements – For New and Renewal License</b></p> <p>1. Certification from mother company that such firm is under it;</p> <p>2. At least one (1) metric weighing device with certificate of periodic calibration;</p> <p>3. Sufficient storage space for fibers with segregating partition in case other commodities are also stored in the same warehouse.</p>					
<b>TOTAL</b>				<b>3 days, 6 hours and 30 minutes</b>	

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>5</sup>

GOVERNMENT SERVICE: <u>PhilFIDA Issuance of New and Renewal for Trader - Exporter (TE License)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<b>A. Documentary Requirements For New Application</b>  <b>1. Corporation</b> 1.1. Application Form 1.2. SEC Registration Certificate 1.3. Company profile with complete list of officers 1.4. Tax Clearance 1.5. Mayor's Permit	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	1. Secure application forms and the list of requirements from PhilFIDA Provincial Office (PO) or Regional Office (RO) having jurisdiction of the business location	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	5 minutes	TE - Class A = PHP 10,850.00 TE - Class B = PHP 6,900.00 TE - Class C = PHP 2,690.00

<sup>5</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service

<p><b>2. Partnership</b></p> <p>2.1. Application Form</p> <p>2.2. SEC Registration Certificate</p> <p>2.3. Tax Clearance</p> <p>2.4. Mayor's Permit</p> <p>2.5. Company profile with complete list of officers</p> <p><b>3. Sole Proprietorship</b></p> <p>6.1. Application Form</p> <p>6.2. Certificate of Registration by the Bureau of Trade Regulation and Consumer Protection (optional for trader applicants in far-flung barangays)</p> <p>6.3. Tax Clearance</p> <p>6.4. Mayor's Permit</p> <p><b>4. Cooperative</b></p> <p>4.1. Application Form</p> <p>4.2. Certificate of Registration by the Cooperative Development Authority</p> <p>4.3. Tax Clearance</p> <p>4.4. Mayor's Permit</p> <p>4.5. Company profile with complete list of officers</p>		2. Submit the accomplished application forms together with the required documents at PO or RO.		10 minutes	
		3. Client present the other requirements such as warehouse, facilities and equipment for inspection and evaluation		3 days and 6 hours	
		4. Pay the amount indicated in the Bill of Charges at the PO or RO		5 minutes	
		5. Return to the RO or PO to present the Official Receipt (O.R) of the paid license for the processing and release of license		5 minutes	
		6. Acknowledge receipt of the license		5 minutes	

<p><b>Documentary Requirements – For Renewal Application</b></p> <p>1.1. PhilFIDA Application Form</p> <p>1.2. Annual Report of Operation</p> <p>1.3. Mayor’s Permit or Business Permit</p> <p><b>B. Equipment, Facilities and Other Requirements – For New and Renewal License</b></p> <p>1. At least one (1) metric weighing device with certificate of periodic calibration;</p> <p>2. Sufficient storage space for fiber with segregating partition in case other commodities are also stored in the same warehouse.</p>					
<b>TOTAL</b>				<b>3 days, 6 hours and 30 minutes</b>	

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>6</sup>

GOVERNMENT SERVICE: <u>PhilFIDA Issuance of New and Renewal for Local Trader (LT License)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<b>A. Documentary Requirements For New Application</b>  <b>1. Corporation</b> 1.1. Application Form 1.2. SEC Registration Certificate	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	1. Secure application forms and the list of requirements from PhilFIDA Provincial Office (PO) or Regional Office (RO) having jurisdiction of the business location.	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	5 minutes	LT - Class A = PHP 4,250.00 LT - Class B = PHP 2,450.00 LT - Class C = PHP 1,250.00 LT - Class D = PHP 290.00
		2. Submit the accomplished application forms together with the required documents at PO or RO.		10 minutes	

<sup>6</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service

<p>1.3. Company profile with complete list of officers 1.4. Tax Clearance 1.5. Mayor's Permit</p> <p><b>2. Partnership</b> 2.1. Application Form 2.2. SEC Registration Certificate 2.3. Tax Clearance 2.4. Mayor's Permit 2.5. Company profile with complete list of officers</p> <p><b>3. Sole Proprietorship</b> 3.1. Application Form 3.2. Certificate of Registration by the Bureau of Trade Regulation and Consumer Protection (optional for trader applicants in far-flung barangays) 3.3. Tax Clearance 3.4. Mayor's Permit</p> <p><b>4. Cooperative</b> 4.1. Application Form 4.2. Certificate of Registration by the Cooperative Development Authority 4.3. Tax Clearance 4.4. Mayor's Permit</p>		<p>3. Client present the other requirements such as warehouse, facilities and equipment for inspection and evaluation.</p>		<p>3 days and 6 hours</p>	
		<p>4. Pay the amount indicated in the Bill of Charges at the PO or RO.</p>		<p>5 minutes</p>	
		<p>5. Return to the RO or PO to present the Official Receipt (O.R) of the paid license for the processing and release of license.</p>		<p>5 minutes</p>	
		<p>6. Acknowledge receipt of the license.</p>		<p>5 minutes</p>	

<p>4.5. Company profile with complete list of officers</p> <p><b>Documentary Requirements – For Renewal Application</b></p> <p>1.1. PhilFIDA Application Form</p> <p>1.2. Annual Report of Operation</p> <p>1.3. Mayor’s Permit or Business Permit</p> <p><b>B. Equipment, Facilities and Other Requirements – For New and Renewal License</b></p> <p>1. At least one (1) metric weighing device with certificate of periodic calibration;</p> <p>2. Sufficient storage space for fibers with segregating partition in case other commodities are also stored in the same bodega;</p> <p>3. Additional requirements for Class A Traders who are classifying, grading and are supplying fibers to processors:</p> <p>3.1. A minimum floor area of</p>					
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<p>3.2. 250 sq.m. for classification and storage;          At least one (1) manual pressing device; and</p> <p>3.3. At least one (1) licensed classifier</p>					
<b>TOTAL</b>				<b>3 days, 6 hours and 30 minutes</b>	



**(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>7</sup>**

<b>GOVERNMENT SERVICE: PhilFIDA Issuance of New and Renewal for Processor (P License)</b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
<b>A. Documentary Requirements For New Application</b>  <b>1. Corporation</b> 1.1. Application Form 1.2. SEC Registration Certificate 1.3. Company profile with complete list of officers 1.4. Tax Clearance 1.5. Mayor's Permit	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	1. Secure application forms and the list of requirements from PhilFIDA Provincial Office (PO) or Regional Office (RO) having jurisdiction of the business location.	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	5 minutes	P License - Class A = PHP 10,850.00 P License - Class B = PHP 6,850.00 P License - Class C = PHP 2,690.00 P License - Class D = PHP 290.00 P License - Class E = PHP 7,850.00

<sup>7</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service

<p><b>2. Partnership</b></p> <p>2.1. Application Form</p> <p>2.2. SEC Registration Certificate</p> <p>2.3. Tax Clearance</p> <p>2.4. Mayor's Permit</p> <p>2.5. Company profile with complete list of officers</p> <p><b>3. Sole Proprietorship</b></p> <p>3.1. Application Form</p> <p>3.2. Certificate of Registration by the Bureau of Trade Regulation and Consumer Protection (optional for trader applicants in far-flung barangays)</p> <p>3.3. Tax Clearance</p> <p>3.4. Mayor's Permit</p> <p><b>4. Cooperative</b></p> <p>4.1. Application Form</p>		2. Submit the accomplished application forms together with the required documents at PO or RO.		10 minutes	
		3. Client present the other requirements such as warehouse, facilities and equipment for inspection and evaluation.		3 days and 6 hours	
		4. Pay the amount indicated in the Bill of Charges at the PO or RO.		5 minutes	
		5. Return to the RO or PO to present the Official Receipt (O.R) of the paid license for the processing and release of license.		5 minutes	
		6. Acknowledge receipt of the license.		5 minutes	

<p>4.2. Certificate of Registration by the Cooperative Development Authority</p> <p>4.3. Tax Clearance</p> <p>4.4. Mayor's Permit</p> <p>4.5. Company profile with complete list of officers</p> <p><b>Documentary Requirements – For Renewal Application</b></p> <p>1.1. PhilFIDA Application Form</p> <p>1.2. Annual Report of Operation</p> <p>1.3. Mayor's Permit or Business Permit</p> <p><b>B. Equipment, Facilities and Other Requirements – For New and Renewal License</b></p> <p>1. Sufficient storage space for fibers with segregating partition in case other commodities are also stored in the same warehouse;</p> <p>2. At least one (1) metric weighing device with certificate of periodic calibration;</p> <p>3. At least one (1) licensed classifier in case the applicant will utilize uninspected fibers; and</p>					
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4. Simple written description on how the fibers are to be utilized.					
<b>TOTAL</b>				<b>3 days, 6 hours and 30 minutes</b>	

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>8</sup>

GOVERNMENT SERVICE: <u>PhilFIDA Issuance of New and Renewal for Classifier (C License)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<b>A. Documentary Requirements For New Application</b>  1. Application Form  2. Certificate of good moral character Company profile with complete list of officers  3. Should pass the practical examination on fiber classification and grading  <b>For Renewal Application</b> 1. Application Form	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	1. Secure application forms and the list of requirements from PhilFIDA Provincial Office (PO) or Regional Office (RO) having jurisdiction of the business location	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	5 minutes	<b>Classifier</b> PHP 70.00
		2. Submit the accomplished application forms together with the required documents at PO or RO.		10 minutes	
		3. Client takes the practical examination on fiber classification and grading		3 days and 6 hours	
		4. Pay the amount indicated in the Bill of Charges at the PO or RO		5 minutes	

<sup>8</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service

		5. Return to the RO or PO to present the Official Receipt (O.R) of the paid license for the processing and release of license		5 minutes	
		6. Acknowledge receipt of the license		5 minutes	
<b>TOTAL</b>				<b>3 days, 6 hours and 30 minutes</b>	

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>9</sup>

GOVERNMENT SERVICE: <u>PhilFIDA Issuance of Permit to Transport Fibers (PTF)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Permit to Transport Fiber (PTF) Form Original - 6 copies duplicate: - 1 <sup>st</sup> copy – for applicant/shipper - 2 <sup>nd</sup> copy – for PhilFIDA rep. assigned at the consignee's establishment (to company shipment) - 3 <sup>rd</sup> copy – for regional office, origin - 4 <sup>th</sup> copy - for Coordinating Center – Regulatory Div., C.O. - 5 <sup>th</sup> copy – for regional office of destination - 6 <sup>th</sup> copy – file PhilFIDA issuing officer	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	1. Get the PTF form from PO or RO  2. Fill-up the application form  3. Present the fibers to be transported for inspection and evaluation  4. Acknowledge receipt of the PTF	<b>FIDA Revised Administrative Order No. 1 s. 1999</b>	2 minutes  5 minutes  3 days & 6 hours  3 minutes	None

<sup>9</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service

2. Client information on the particulars of fiber for transport / shipment.					
<b>TOTAL</b>				<b>3 days, 6 hours and 10 minutes</b>	