



CITY ECONOMIC & INVESTMENT PROMOTIONS DIVISION

CITIZEN’S CHARTER

Vision: To promote Legazpi City as a major Investment Destination in the Bicol Region.

Mission: The CEIPD is committed to:

- a) Serve as a member of the Economic Advisory Group that will guide the City in investment promotion;
- b) Create a conducive business enabling environment to attract, retain and expand investments;
- c) Advocate and promote policies and practices that will encourage local investments;
- d) Identify revenue-generating and enterprise development projects of the City which may be implemented by the private sector through PPP arrangements;
- e) Provide support and facilitation assistance for prospective and new investors;
- f) Establish and maintain a local economic database containing relevant facts and figures on the local economy;
- g) Conduct mission trips concerning the promotion and marketing activities of the City to attract investments;
- h) Assist and support local councils whose undertakings are related to economic development;
- i) Assist in the promotion and development of MSMEs;
- j) Establish and maintain partnerships with NEDA, PPP Center, DTI, NCC, DOST, DOF, BOC, SEC, BLGF, NGOs/CSOs, academe, and other stakeholders in the implementation of PPAs that will promote business-friendliness and competitiveness of the City;
- k) Represent the City in trade and investment meetings, conferences, and other similar activities in both domestic and foreign venues; and
- l) Prepare and disseminate investment promotion collaterals.

ASSISTANCE TO LOCAL & FOREIGN INVESTORS AVAILING INCENTIVES

Office or Division:	City Economic & Investment Promotions Division
Classification:	Simple Transaction
Type of Transaction:	Government to Client
Who may avail:	Local & Foreign Investors
Checklist of Requirement:	Where to Secure:
1. Application for Registration under the Legazpi City Investment Incentive Code of 2024	CEIPD

2. Documentary Requirements:				
If Single Prop: a) 1 photocopy of Business Name Registration b) Clearance c) Environmental Compliance Certificate (ECC), if applicable d) 1 photocopy of Audited Financial Statements, if the business is already existing	- DTI - DOLE/NLRC - DENR			
If Partnership/Corporation a) Certified True Copy of Certificate of Registration issued by SEC b) Articles of Incorporation and by-laws c) Environmental Compliance Certificate (ECC), if applicable d) Certificate of Good Standing e) Resolution authorizing the filing of Application by the Applicants Board of Directors f) Copy of Audited Financial Statements (if existing)	- Securities & Exchange Commission (SEC) - DOLE/NLRC - Securities & Exchange Commission (SEC) - CEIPD			
For Enterprises registered under an existing incentives law a) Certified True Copy of the BOI Certificate of Registration b) Copy of documents submitted to the appropriate registration Agency pertaining to their registration	- DTI/BOI			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished form and requirements	1.1 Initial review of the completeness of the duly accomplished forms with requirements	-	10 mins.	Admin. Assistant
	1.2 Evaluate & validate submitted requirements for acceptance	-	1 hour	LEIPO
	1.3 If disapproved, inform the client of the reason thereof & recommend assessment	-	10 mins.	
	1.4 If acceptable, issuance of Letter of Acceptance	-	10 mins.	

	1.5 Endorse application to the Board for review/evaluation	-	3 days	LEIPO/Legazpi Investment & Incentive Board (LIIB)
	1.6 If disapproved, notify applicant thru SMS	-	5 minutes	LEIPO
	1.7 If approved, notify applicant thru SMS of payment of Registration Fee	-		
2. Pay Registration Fee	2.1 Proceed to CTO for payment	1,000.00	10 minutes <i>*Under normal circumstances per transaction</i>	Cashier
3. Claim Certificate	3.1 Validate OR	-	5 mins	LEIPO
	3.2 Issue Notice of Approval	-	10 minutes	
	3.3 Brief Applicant on Compliance	-	15 minutes	
TOTAL		1,000.00	2 hrs. & 15 minutes	

FEEDBACK/COMPLAINTS MAY BE FILED THROUGH:

Office	Address	Contact Information
City Economic & Investment Promotions Division (CEIPD)	2/F, City Hall Bldg., Rizal St., Legazpi City	MA. THERESA D. NUÑEZ <i>Local Economic Development & Investment Promotions Officer (LEDIPO)</i> Tel. No. 742-3990 Mobile: 09989903898 Email: matheresanunez1969@gmail.com