



LOCAL ECONOMIC AND INVESTMENT PROMOTIONS OFFICE

CITIZEN'S CHARTER
2023 (3rd Edition)

I. Mandate

In accordance with Ordinance No. SP-2219, S-2013 titled "*A Law Embracing the Economic Development Incentives Code of Quezon City*", the LEIPO is entrusted with the responsibility of executing the provisions stated in the Quezon City Economic Development Incentives Code. Additionally, it is designated as the Technical Secretariat of the Quezon City Economic Development Investment Board (QC-EDIB). Furthermore, the LEIPO shall collaborate in the formulation of the Quezon City Investment Priorities Plan (IPP), which shall primarily align with the city's development agenda as expressed in its various policy documents, while also considering the economic development strategies proposed by the national government agencies. The LEIPO will ensure that the IPP is adhered to and will diligently assess its effectiveness. Moreover, the LEIPO is tasked with the promotion, regulation, and monitoring of investments within Quezon City, and is committed to implementing programs and policies that foster a business-friendly environment, thus attracting more investments and contributing to the sustained progress and advancement of the city.

II. Vision

Quezon City LEIPO is envisioned as the Chief Local Department responsible for promoting Quezon City as the premier investment destination, center of innovation and entrepreneurship, and a business-friendly city with a sustained development and inclusive growth for investors and firms.

III. Mission

1. To foster a culture of innovation and entrepreneurship by providing resources, support, and incentives for startups and established medium and large businesses to experiment and develop new products and services;

2. To build a diverse and inclusive community by reducing roadblocks to entry for underrepresented groups and create opportunities for all residents to participate in the local economy;
3. To promote a favorable business climate by having clear and transparent regulations, competitive taxes, and access to capital; and
4. To stimulate partnerships and collaborations with private sectors and various local, national, and international agencies and organizations and utilize public-private partnerships to facilitate local economic growth and development.

IV. Goals:

1. By 2027, increase the number of registered large and medium-sized enterprises and create employment opportunities for QC residents;
2. Incentivize businesses and create job opportunities for Quezon City residents;
3. Using QC as a technology innovation hub;
4. Attracting potential investors to cooperate with Quezon City on identified economic and sustainable opportunities and utilizing PPP as an alternative financing model.

VI. Service Pledge:

LEIPO commits to the following services:

a. Operations

1. Formulate annual and medium-term plans for Medium and Large Enterprises (MLE) development;
2. Prepare investment opportunity profiles, including but not limited to industry profiles, project profiles, and viability/feasibility studies;

3. Identify support investment activities, such as but not limited to trade agreements with other LGUs for sourcing of raw materials; cooperation agreements with other government entities to facilitate investor transactions; and Public-Private Partnership (PPP) arrangements;
4. Monitor the performance of investments;
5. Coordinate and monitor policies, programs and activities relative to MLEs of all national and local government agencies;
6. Continuously review the local investment climate and incentives program in order to recommend improvements;
7. Provide advisory and other support services to new investors to facilitate their investments;
8. Provide advisory and other support services to established investors to promote investment retention and/or investment expansion;
9. Prepare presentations and materials for QC-EDIB when meeting with MLEs;
10. Advise qualified investors on the preparation of their applications for incentives packages.

b. Promotions and Marketing

1. Promote and market the city as an attractive investment/business destination;
2. Identify key investment opportunities from among those provided by the Operations unit to be highlighted in promotions and marketing efforts;
3. Disseminate information about such to potential investors through: trade missions, trade fairs and exhibits, fora/seminars, briefings/orientations, etc.
4. Prepare investment promotion materials (i.e. presentations of industry and project profiles; competitive analyses vis a vis other LGUs; competitive advantages of Quezon City; other general business information);
5. Develop and implement retention/expansion strategies for existing investors.

c. Support Services

1. Establish and maintain a database of investment opportunities and investors;
2. Operate an online information assistance desk;
3. Recommend and/or implement improvements in systems and processes towards simplification or improved productivity;
4. Coordinate access to skilled, City-based manpower resources.

Office	Address	Contact Information
Main Office	6 th Floor, East Wing, High Rise Building, Quezon City Hall Complex	8988-4242 local 1505/1506/1507