



ONLINE PAYMENT PROCESSING OF OCCUPATIONAL PERMIT

Office or Division:	Online Payment Group (FMU)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Quezon City Employees or first-time job seeker			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.NBI / Police Clearance		NBI Clearance- National Bureau of Investigation Official website (https://clearance.nbi.gov.ph/) Police clearance –Philippines National Police Official website (https://pnpclearance.ph/)		
2.Health receipt or Health card		QC Health Department		
3. Gcash, Maya, Pesonet Account, or Debit/Credit card		Taxpayer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to qceservices.quezoncity.gov.ph.Create an account using Gmail, facebook ID or email address			3 minutes	Taxpayer
2. Login to your QCeServices account 2.1Click the Occupational (Work) Permit 2.2Click the Submit Online application 2.3Click Proceed 2.4Fill up the online application and upload the necessary requirements 2.5Click continue / save 2.6Click submit			10 minutes	Taxpayer
3. Receive email/text confirmation or access QCeServices account for the order of payment/ assessment availability	Evaluation of application		10 minutes or more depending on the evaluations of receive per day	BPLD Evaluator
Login to QCeServices 4.Click QC Pay Easy Choose payment method 4.1Gcash E-wallet a.Login to your account and transfer payment 4.2 Maya E-wallet a.Login to your account and transfer payment 4.3 Credit/Debit Card a.Fill up card details and transfer payment 4.4Paygate (Pesonet Banks) a.Select and login to your bank account and transfer payment 4.5 Applicable to Landbank Transfer		As stated in the online Billing statement inclusive of convenience fee, if any	10 minutes	Taxpayer



<p>payment only</p> <p>a. Transfer / deposit payment to Landbank QCG Settlement Mother Account (Account No. 1722102300)</p> <p>b. Email the photo of proof of payment and tax assessment / reference slip (received thru email or QC eServices) to misctaxpayment.cto@quezoncity.gov.ph</p>				
5. Pick-up the original Official Receipt (OR) at Business Permit and Licensing Dept. (BPLD)	Verify the payment, validate tax bill, issue official receipts (OR) and transmit OR to Business Permit and Licensing Dept. (BPLD)		3 days or more depending on the number of days payment remittance was received	Payment Verifier Collection Officer OR Transmitter
Total			3 days and 33 minutes	

ONLINE PAYMENT PROCESSING OF LIQUOR PERMIT

Office or Division:	Online Payment Group (FMU)			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business / G2C-Government to Citizen			
Who may avail:	Quezon City Business owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance for Liquor		Respective Barangay where Business is located		
2. Gcash, Maya, Pesonet Account, or Debit/Credit card		Taxpayer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to qceservices.quezoncity.gov.ph . Create an account using Gmail, facebook ID or email address			3 minutes	Taxpayer
2. Login to your QCeServices account 2.1 Click Business One Stop Shop (BOSS) 2.2 Click Menu then Liquor Permit application 2.3 Click apply for Liquor Permit 2.4 Fill up the online application and upload the necessary requirements			10 minutes	Taxpayer