

## **5. PROUDLY ORIGINAL PRODUCTS OF QUEZON CITY (POP QC) PROGRAM**

Proudly Original Products of Quezon City (POP QC) showcases the artistry and innovation of city-honed products through trade shows, bazaars and exhibits. It aims to promote city-made products and provide a local market-access platform for MSEs and Cooperatives in Quezon City. This will serve as the official branding of QC-based products.

*Tampok sa programang POP QC ang mga orihinal at natatanging produkto ng lungsod sa pamamagitan ng mga trade shows, bazaars at exhibits. Layunin ng programang ito na isulong ang mga produktong ito at maghandog ng local market-access platform para sa mga MSE at cooperative ng Quezon City. Ito rin ang nagsisilbing branding ng mga produktong hango sa lungsod.*

### **5.1 APPLICATION TO POP QC MEMBERSHIP**

<b>Office or Division:</b>	Business Resource Division (BRD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Businesses			
<b>Who may avail:</b>	Businesses			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<ol style="list-style-type: none"> <li>Accomplished pre-registration form provided by QC-SBCDPO.</li> <li>Any government-issued ID</li> <li>Any of the listed business registration permit/ certification</li> <li>Pictures of products/ business</li> </ol>	Accessed through link provided by QC-SBCDPO			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<ol style="list-style-type: none"> <li>Accomplish the online pre-registration form provided by QC-SBCDPO. <i>Sagutan ang online pre-registration form mula sa QC-SBCDPO</i></li> </ol>	<ol style="list-style-type: none"> <li>Publish the pre-registration form on social media channels <i>Ilathala ang pre-registration form sa social media channels</i></li> </ol>	None	5 Minutes	Daniela Carla Mondia
<ol style="list-style-type: none"> <li>Selected entrepreneurs will be notified via email by invitation to participate in theme-based trade fairs and other events with selling activities. <i>Ang mga napiling entrepreneurs ay papadalhan ng email na magsisilbing imbitasyon na lumahok sa theme-based trade</i></li> </ol>	<ol style="list-style-type: none"> <li>A selection committee will screen the applications based on their submitted business information and product photos. <i>Susuriin ng selection committee ang mga aplikasyon ayon sa</i></li> </ol>	None	2 weeks	Business Resource Division

<i>fairs at iba pang event na may selling activities.</i>	<i>kanilang isinumiteng impormasyon at larawan ng kanilang negosyo.</i>			
3. If an entrepreneur accepts the invitation, they will be asked to fill out a pre-event form which also includes a commitment form that they must agree to.  <i>Kapag tinanggap na ng entrepreneur ang imbitasyon, kailangan nitong sagutan ang pre-event form, kalakip ang isang commitment form na dapat ay sang-ayunan nila.</i>	3. Send pre-event form and commitment form via email  <i>Ipadala ang pre-event form at commitment form sa pamamagitan ng email.</i>	None	5 Minutes	Daniela Carla Mondia
4. All confirmed entrepreneurs must attend the mandatory merchants' orientation  <i>Lahat ng confirmed entrepreneurs ay dapat dumalo sa mandatory merchants' orientation.</i>	4. Conduct merchants' orientation.  <i>Isagawa ang merchants' orientation.</i>	None	6 Hours	Business Resource Division
5. Event guidelines, which include the ingress and egress details, will be provided via email.  <i>Ipapadala sa pamamagitan ng email ang event guidelines, kasama ang mga detalye ng ingress at egress.</i>	5. Prepare and send event guidelines.  <i>Ipadala ang event guidelines.</i>	None	5 Minutes	Daniela Carla Mondia
6. Set up booths at the POP QC event, in accordance with the rules set by the organizers; promote and sell their products for the entire duration of the activity.  <i>Isa-ayos ang setup ng booth sa POP QC event ayon sa rules ng organizers, mag-promote at magbenta ng produkto sa buong durasyon ng event.</i>	6. Assist and promote participating entrepreneurs as beneficiaries of the POP QC program.  <i>Tulungan at i-promote ang mga kalahok na entrepreneur bilang benepisyaryo ng programang POP QC.</i>	None	2 Hours	Ester Nadado   Eusebia Tamondong   Wilma Laureta
7. Report sales to a representative of QC-SBCDPO  <i>I-sumite ang sales report sa kinatawan ng QC-SBCDPO</i>	7. Gather sales report  <i>Ikalap ang sales report</i>	None	10 Minutes	Ester Nadado
8. Retain active communication with a representative of QC-SBCDPO and actively participate in SBCDPO-led and co-organized seminars and other capacity-building activities.  <i>Panatilihin ang aktibong komunikasyon sa kinatawan ng QC-SBCDPO at lumahok sa</i>	Monitor the status of each entrepreneur  <i>I-monitor ang kalagayan ng bawat entrepreneur</i>	None	5 Minutes	Business Resource Division

<i>mga seminars at iba pang capacity-building activities ng SBCDPO.</i>				
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