

ISSUANCE OF OCCUPATIONAL PERMIT

As a COVID-19 safety precaution, taxpayers are given an option to apply online at the QC E-Services Portal or on premise at the Ground Floor of Civic Building A, Quezon City Hall Compound. According to the Quezon City Revenue Code

Office or Division	Office or Division Occupational Permit Section
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may Avail	Anyone who is exercising his/her occupation or calling within the jurisdiction of the City.
Checklist of Requirements	Where to Secure
NBI / Police Clearance	<ul style="list-style-type: none"> NBI / Police Clearance Offices
Health Certificate (Post permit compliance for applicants THAT ARE NOT WORKING in food establishments, massage clinics, sauna bath establishments, hotels and motels, apartments, lodging, boarding or tenement houses and condominiums)	<ul style="list-style-type: none"> City Health Department
PESO Certificate (for first time job seeker)	<ul style="list-style-type: none"> PESO
Alien Employment Card (AEP) for foreigner-applicants	<ul style="list-style-type: none"> DOLE
Parental Consent for Minors	<ul style="list-style-type: none"> Applicant

HOW TO APPLY FOR OCCUPATIONAL PERMIT

(ARTICLE 22, SECTIONS 83-85 OF THE QC REVENUE CODE
AS AMENDED)

STEP 1: Submit Application and Payment



LOG IN TO <https://QCESERVICES.QUEZONCITY.GOV.PH>
Fill-out the application form and submit the following:

Checklist of Requirements:

- ✓ NBI / Police Clearance
- ✓ Health Certificate for applicants that are not working in the following industries:
 - Food Establishments
 - Massage Clinics and Sauna Bath Establishments
 - Hotels / Motels, Apartments, Lodging, Boarding or Tenement Houses and Condominiums
- ✓ PESO Certificate for first time job seeker
- ✓ Parental Consent for minors
- ✓ Alien Employment Permit (AEP) from DOLE for Working Visa Holders



-Evaluation Process
-Occupational Evaluator
(Occupational Unit)
-1 Hour

Payment of Occupational Permit Fees



Pay Order of Payment to the City Treasurer's Office
Refer to the City Treasurer's Office Citizen's Charter:

<https://tinyurl.com/QCCTOCC>

Fees to be paid:

- P75.00 - For workers in industries under Art. 22 Sec. 85B
- P150.00 - For workers in industries under Art. 22 Sec. 85A
- P20.00 - Photo Fee for all applicants

For CTO on-premise Payments - Submit Official Receipt (OR) to BPLD counter for manual payment validation either in-person or send it to occupational.bpld@quezoncity.gov.ph

For e-Payments - System will automatically detect the CTO validated payments.




Maximum Processing Time: 1 Day
(Upon approval of the Initial Evaluation)

Digital Occupational Permit will be sent to the applicants Email Address after Payment has been Validated

BACKEND (INTERNAL) PROCESS



ISSUANCE OF OCCUPATIONAL PERMIT

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit application Online application Log into QC E-Services and access the Occupational (Work) Permit Button Fill up the online Application Form and upload all necessary documents Submit application form for evaluation On-Premise application Submit all required documents and application forms. 	1.1. Assess application , encode date	None	40 mins.	Occupational Permits Section Personnel
	1.2. Generate order of payment	P20.00 - P170.00	5 mins.	Occupational Permits Section Personnel
Pay of the Occupational Permit Fee via: a. QC Pay Easy (Online) Over the Counter payment	2.1. Validate payment	Occupational Permit Fees depend on the occupation of the applicant.	5 mins.	CTO
b. Over the Counter payment	2.2. Final Review Print and release Occupational Permit	None	10mins.	Occupational Permits Section Personnel

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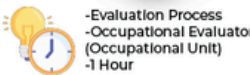
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