

ECONOMIC ENTERPRISE DEVELOPMENT AND MANAGEMENT OFFICE

IBJT-Northbound, Tambo Tibanga, Iligan City / IBJT-Southbound, Camague, Iligan City

TEL. NOS. (063) 223-0507, (063) 225-3624, (063) 221-1347, (063) 223-9939 ,email : eedmoiligan@gmail.com

Frontline Service	: LEASING SPACE AT IBJT- NORTHBOUND								
Schedule of Availability of Service	: 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising								
Who May Avail of the Service	: General Public of Legal Age								
What are the requirements	: <table border="0"> <tr> <td>1. Barangay Clearance</td> <td>5. 2 pcs 2x2 Picture</td> </tr> <tr> <td>2. Police/NBI clearance</td> <td>6. Voters Affidavit or COMELEC I.D.</td> </tr> <tr> <td>3. Application Form</td> <td>7. Residency Certificate</td> </tr> <tr> <td>4. Filled out Bio-Data Form</td> <td></td> </tr> </table>	1. Barangay Clearance	5. 2 pcs 2x2 Picture	2. Police/NBI clearance	6. Voters Affidavit or COMELEC I.D.	3. Application Form	7. Residency Certificate	4. Filled out Bio-Data Form	
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Duration : 3 hours 30 minutes

How To Avail The Service :

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Inquire for vacant space at IBJT Office	Provide information on the existing vacant space & give checklist of the requirements	5 minutes	Receiving clerk	-	Checklist of requirements
2	Submit Accomplished requirements to IBJT Office • If incomplete, comply lacking requirements	Check Documents received • If complete, evaluate and endorse to terminal management board for qualification purposes • If incomplete, advise of lacking requirements	10 minutes	Receiving clerk	-	-

Note : Wait for the call of IBJT-Northbound personnel for bidding schedule and remind the payment of non-refundable bidder's fee

How to avail the service

LEASING SPACE AT IBJT- NORTHBOUND

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
Stage 2						
4	Qualified applicant attend bidding & awarding proceeding schedule	Conduct bidding & awarding of space to qualified applicant	2 hours	Terminal Management Board		
5	Winning applicant pay the winning bid price	Issue Official Receipt for the winning bid price	5 minutes	Revenue Collector (CTO)	Amount of the winning bid price	Official Receipt
6	Receive the Certification of Award for Space Ownership	Award the Certification of Space Ownership	2 minutes	Terminal Management Board/ Terminal Manager		Certificate of notice of award
Stage 3						
7	Winning applicant attend the briefing & orientation	Conduct briefing on accountabilities of stall holders	1 hour	Terminal Management Board/ Terminal Manager	-	-
8	Secure Business permit	Sign Application for business permit	5 minutes	IBJT Terminal Manager	-	Business permit application form
END OF TRANSACTION						

*Note: Amount for the Bidder's Fee is to be determined by the Terminal Management Board.

