

1. PROVISION OF ECONOMIC AND INVESTMENT RELATED INFORMATION (EXTERNAL SERVICES)

Description of the Service: Request for Investment Data/Information

Office/Division:	Local Economic Development and Investment Promotion Office			
Classification:	Simple			
Type of Transaction:	Request			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Letter of intent 		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request indicating the information needed.	For approval of the City Mayor	None		Ryan Santiago <i>Administrative Aide I</i> Location: LEIPO, 2 nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan
2. Information requested will be provided and business-related queries will be answered.	Deliver requested document	None	10 minutes	Danver Albert R. Arzaga LEDIPO Location: LEIPO, 2 nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan
TOTAL		None	20 minutes	