



**External**

**1. SERVICENAME: PROVISION OF ECONOMIC AND INVESTMENT RELATED INFORMATION**

**Description of the Service:** Request for Investment Data/Information

<b>Office or Division:</b>	Local Economic Development and Investment Promotion Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Request
<b>Who may avail:</b>	All

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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Letter of intent	None
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request indicating the information needed.	For approval of the City Mayor	None		<b>Ryan Allan P. Santiago</b> Administrative Officer IV  Location: LEDIPO, 2nd 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	<b>Danver Albert R. Arzaga</b> LEDIP Officer  Location: LEIPO, 2nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan
TOTAL		None	20 minutes	



**ARTA**  
ANTI-RED TAPE AUTHORITY  
OFFICE OF THE PRESIDENT

