



3. Label Design Services

To promote creativity and help MSMEs to develop distinctive and visually appealing label designs that stand out from the competition

Office or Division: Office of the Provincial Cooperative and Enterprise Development Officer - Enterprise Development Division

Classification: Highly Technical

Type of Transaction: G2C- Government to Citizen

Who may avail: Micro, Medium, Small Entrepreneurs, Cooperatives and Association

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Label Design Request Form 2. DTI Business Name Registration (1 photocopy) 3. Business Permit (Mayor's Permit) (1 photocopy)		1. PCEDO or through http://bit.ly/pcedolabeldesign 2. Department of Trade and Industry (DTI) 3. Business Permit and Licensing Office (BPLO)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSEING TIME	PERSON RESPONSIBLE
1. Submits request form through PCEDO or via Google Form Link http://bit.ly/pcedolabeldesign	1. Reviews submitted request form. if complete, updates the routing slip and proceeds to next step; if incomplete, informs client to rework requirements	None	5 minutes	<i>Administrative Assistant I</i> Enterprise Development Division
2. Submits the copy of DTI Business Name Registration and Business Permit to PCEDO through Galing! Bataan Facebook Page for verification purposes	2. Reviews the submitted requirements. If complete, endorses to Project Development Officer II for review. If incomplete, informs client to rework requirements	None	10 minutes	<i>Administrative Assistant I</i> Enterprise Development Division



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Submits request form through PCEDO or via Google Form Link http://bit.ly/pcedolabeldesign	1. Reviews submitted request form. if complete, updates the routing slip and proceeds to next step; if incomplete, informs client to rework requirements	None	5 minutes	<i>Administrative Assistant I</i> Enterprise Development Division
2. Submits the copy of DTI Business Name Registration and Business Permit to PCEDO through Gal-ing! Bataan Facebook Page for verification purposes	2. Reviews the submitted requirements. If complete, endorses to Project Development Officer II for review. If incomplete, informs client to rework requirements	None	10 minutes	<i>Administrative Assistant I</i> Enterprise Development Division
3. None	3. Reviews and affixes signature on the Label Design Request Form and forwards to Administrative Assistant I	None	10 minutes	<i>Project Development Officer II</i> Enterprise Development Division
4. None	4. Forwards to Department Head for approval of printing	None	5 minutes	<i>Administrative Assistant I</i> Enterprise Development Division
5. None	5. Reviews request form and signs for approval then forwards to Administrative Aide IV	None	5 minutes	Department Head
6. None	6. Designs or improves the product label and sends to client via email for their review	None	7 days	<i>Administrative Aide IV</i> Enterprise Development Division
7. Acknowledges the receipt of label design and reviews it for comments/improvements/approval of the design	7. Coordinates and schedules the face-to-face or online consultation with clients for design improvements/approval	None	10 minutes	<i>Administrative Aide IV</i> Enterprise Development Division
8. Participates in the face-to-face or online consultation with PCEDO for design enhancement	8. Conducts face-to-face or online consultation with the client for comments/improvements of the design and revises the design based on the client's requests	None	2 hours	<i>Administrative Aide IV</i> Enterprise Development Division
9. None	9. Sends the final copy of finalized Label Design to the client via email	None	5 minutes	<i>Administrative Aide IV</i> Enterprise Development Division



10. Acknowledges the receipt of label design through email or visit PCEDO to receive the label design	10. For online: Sends final Label Design to the client via email and sends Online Client Feedback Form; For Face-to-face: Provides the soft copy of final Label Design and issue Client Feedback Form	None	10 minutes	<i>Administrative Aide IV</i> Enterprise Development Division
	TOTAL	None	8 days, 2 hours	