



2. Request for Label Printing Services				
By providing access to high-quality label printing services, PCEDO can help MSMEs improve the quality of their products, which can increase customer satisfaction and lead to greater sales and profits.				
Office or Division:	Office of the Provincial Cooperative and Enterprise Development Officer - Enterprise Development Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Micro, Small & Medium Entrepreneurs, Cooperatives and Associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Label Print Request Form 2. DTI Business Name Registration (1 photocopy) 3. Business Permit (Mayor's Permit) (1 photocopy) 4. Soft copy of Label Design (preferably in editable format) (1 photocopy)		1. PCEDO or through http://bit.ly/pcedolabelprint 2. Department of Trade and Industry (DTI) 3. Business Permit and Licensing Office (BPLO) 4. Provided by client		
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/pcedolabelprint with Soft copy of Label Design preferably in editable format	1. Reviews submitted request form. if complete, updates the routing slip and proceeds to next step; if incomplete, informs client to rework requirements	None	10 minutes	Administrative Assistant / 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 Division Head for review. If incomplete, informs client to rework requirements	None	10 minutes	Administrative Assistant / Enterprise Development Division



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING	PERSON RESPONSIBLE
1. Submits request form through PCEDO or via Google Form Link http://bit.ly/pcedolabelprint with Soft copy of Label Design preferably in editable format	1. Reviews submitted request form. if complete, updates the routing slip and proceeds to next step; if incomplete, informs client to rework requirements	None	10 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 Division Head 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 Printing Request Form and forwards to Administrative Aide IV	None	5 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 Aide IV</i> Enterprise Development Division
5. None	5. Reviews request form and signs for approval of printing then forwards to Administrative Assistant I for issuance of Order of Payment	None	5 minutes	Department Head
6. Proceeds to Provincial Cooperative and Enterprise Development Office to acquire Order Form	6. Prepares and issues Order of Payment to the client	None	10 minutes	<i>Administrative Assistant I</i> Enterprise Development Division
7. Proceeds to Provincial Treasurer's Office and pays corresponding fee indicated in the Order Form	7. Processes payment and issues Official receipt	PHP 0.50 per squareinch of paper	10 minutes	Provincial Treasurer's Office
8. Proceeds and presents the proof of payment (Official Receipt) to PCEDO Staff	8. Checks the copy of Official Receipt and writes down the OR number and Date of issue on the Client's Request Form	None	5 minutes	<i>Administrative Assistant I</i> Enterprise Development Division



9. None	9. Layouts and prints the product label requested	None	1 hour and 30 minutes	<i>Administrative Aide IV</i> Enterprise Development Division
10. None	10. Laminates the product label using the laminating equipment	None	15 minutes	<i>Administrative Aide IV</i> Enterprise Development Division
11. None	11. Layouts the printed product labels for cutting using the contour cutting machine	None	2 hours	<i>Administrative Aide IV</i> Enterprise Development Division
12. Receives requested product Labels	12. Issues the prepared product labels to client and updates logbook	None	5 minutes	<i>Administrative Aide IV</i> Enterprise Development Division
	TOTAL	PHP 0.50 per square inch of paper	4 hours, 50 minutes	