

RIVER PARKS DEVELOPMENT OFFICE

Ming Ramos Lane, Marikina River Park, Sto.Niño Marikina City
 Department Head/OIC: Engr.Felix Romeo Q. Maderal
 Tel. No.: 681-2130



Clearance to operate business within Marikina City

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Submit request letter	River parks dev't. office	River parks	
2.Inspection of business area	River parks dev't. office	River parks	½ day
3.Correction of violations/ discrepancies	Client		
4.Issuance of clearance	River parks dev't. office	River parks	1 day

Requirements:

- 1.Brgy.clearance
- 2.Filled-up Business Permits and License Form

TREE PLANTING ACTIVITY

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Submit letter request	Client		
2.Locate site/Area for tree planting	River parks dev't. office	River parks	1-2 days
3.Set requirement: Species & height	River parks dev't. office	River parks	1-2 days
4. Digging of hole/Preparation of area	River parks dev't. office/ Client	River parks	1-2 days
5.Tree planting activity			

REQUIREMENTS:

Time is dependent on the number of trees to be planted

CLEARANCE TO SHOOT MOVIE/FILM/OTHER PRIVATE ACTIVITIES

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Submit clearance from admin office	Client		
2.Identify location and set forth conditions	River parks dev't. office	River parks	1 day
3.Issue clearance	River parks dev't. office	River parks	½ day

REQUIREMENTS:

- 1.Clearance from administrator's office
- 2.Official Receipt