

### 3. Approval of New Supplier in DavNor Pasalubong Shop

The DavNor Pasalubong Shop is managed by the Davao del Norte Investment and Promotion Center. The shop is a venue for showcasing the different Davao del Norte products. Micro and Small Entrepreneurs are the clients of the Center.

<b>Office or Division:</b>	Provincial Administrators Office – DNIPC			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B and G2C			
<b>Who may avail:</b>	Cooperatives, Association and DavNor Micro, Small and Medium Entrepreneurs (MSMEs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Copy of DTI Registration/Business Permit (1 Photocopy)		Department of Trade and Industry City Licensing and Business Office of Tagum City and respective LGUs where the clients belong to		
2. FDA, Municipality and City Health Office Certificate or Sanitary Permit (1 Photocopy)		FDA and Respective Municipality and City Health and Sanitary Office where the processing area/plant of the clients located		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit product sample and pertinent documents	1. Conduct food tasting		30 mins.	<i>Adm. Asst. I, DMO II &amp; DMO III PADO-DNIPC</i>
	1.1 Check proper packaging & labeling requirement		30 min.	<i>DMO II &amp; III PADO-DNIPC</i>
	1.2 Provide producer's profile form			<i>Adm. Asst. I PADO-DNIPC</i>
2. Fill up the producer's profile	2. Collect producer's profile for records keeping	none	10-15 mins.	<i>Adm. Asst. I PADO-DNIPC</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Deliver the products to PADO-DNIPC	3. Display or sell products		2 hrs.	<i>DMO III</i> PADO-DNIPC
<b>TOTAL:</b>		<b>None</b>	<b>2 hrs. and 45 mins</b> <b>* processing time may vary</b>	