

## HOW TO GET AN OCCUPATIONAL/WORK PERMIT?

All employees working with the territorial jurisdiction of Pasay City are mandated by laws and local ordinances to secure the necessary Work Permit and must then be renewed annually. You may apply for occupational/work permit in our **MOA Satellite Office at Government Service Express (GSE)**.

Steps:

1. Access the online business application website of Pasay City (<https://eodbbusiness.pasay.gov.ph:1024>) in any web browser. Click the account registration for Occupational Permit System (OPS); accomplish the required fields, and submit.
2. Check the order of payment sent to your registered email address including the steps on how to do online payment.
3. Claim your working/Occupational permit at the transaction window of BPLO and/or via courier services. Corresponding fees may apply.

\*Checklist of Requirements

APPLICATION FOR WORKING PERMIT	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Community Tax Certificate (1 scanned copy of the original)	City Treasurer's Office
Police Clearance (1 scanned copy of the original)	Pasay City Polic Station
Health Certificate (1 scanned copy of the original)	City Health Office
Parental Consent and affidavit of Guardianship for minor applicants (1 scanned copy of the original)	Parent/Guardian of the Private Employee