



**LOCAL ECONOMIC DEVELOPMENT AND
INVESTMENT PROMOTIONS OFFICE
(LEDIPO)**



Economic Development and Investment Promotions Services

Office or Division:	Local Economic Development and Investment Promotions Office			
Classification:	Simple			
Type of Transaction:	Government to Business; Government to Citizens			
Who may avail:	Investors and Labor Groups			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Request Letter Direct Instruction from LCE				Requestor Local Chief Executive
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit or relay formal/ informal request or information pertaining to industry related concerns	1.1 Receive the request and identify the nature of request.	None	5 minutes	Azriel Joy Bejemino Administrative Staff
CONCERNS ON BUSINESS START-UP and RAW MATERIALS				
	1.2 For request pertaining to identification of business or joint venture partners, raw materials suppliers and possible business sites, LEDIPO shall provide available information requested	None	1 hour	Azriel Joy Bejemino Administrative Staff
CONCERNS ON INDUSTRIAL PEACE				
	1.2 For concerns on industrial peace, LEDIPO shall coordinate with the concerned PEZA Industrial Relations Office for Validation	None	30 minutes	Mr. Adriano S. Timoteo LEDIPO
	1.3 Once validated, take action ranging from negotiations, conciliations or mediation	None	3 hours (common schedule of participants to be confirmed)	Mr. Adriano S. Timoteo LEDIPO
2. Clients will attend the negotiation/ conciliation or mediation.	2.1 Facilitate amicable settlement and drafting of agreement.	None	1 hour	Azriel Joy Bejemino Administrative Staff Mr. Adriano S. Timoteo LEDIPO
	2.2 Should the amicable settlement did	None	1 hour	Azriel Joy Bejemino Administrative Staff



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	not materialize, the matter will be endorsed to the Department of Labor and Employment (DOLE) for appropriate action.			Mr. Adriano S. Timoteo LEDIPO
	TOTAL	NONE	1 hour 5 minutes to 5 hours and 35 minutes	



COMMUNICATION PLAN

The Local Economic Development and Investment Promotions Office shall disseminate this Citizens Charter thru:

1. Cavite Website;
2. LEDIPO Social Media Account; and
3. LEDIPO Billboard.

The same will be disseminated during various meeting attended by LEDIPO.

CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Local Economic Development and Investment Promotions Office	Ground Floor, Cavite Provincial Capitol Main Building Trece Martires City, Cavite	Telephone: 046-419-2311
	Extension Office of the Provincial Governor 2nd Floor, New Administration Building Cavite Economic Zone Rosario, Cavite	Mobile Number: 09179916118/ 09209009785 Email address : arzieljoybejemino08@gmail.com