

Solutions	Coverage	Your Investment
*General Admin Work	<ul style="list-style-type: none"> ✓ Making and taking calls ✓ Human Resources-related tasks ✓ Clerical works ✓ Filing system <p>*Working hours are only from 9:00am to 5:00pm</p>	P2,500.00 a day
*Personal Secretary/Assistant	<ul style="list-style-type: none"> ✓ Scheduling ✓ Planning ✓ Travel Arrangement ✓ Personal Errands <ul style="list-style-type: none"> ○ Shopping ○ Paying bills <p>*Working hours are only from 9:00am to 5:00pm</p>	P3,000.00 a day
*Canvassing, Purchasing, and Delivering Items	*Rates may vary depending on the items to be canvassed/purchased/delivered	P4,000.00 a day
*Only Canvassing of Items	*Rates may vary depending on the items to be canvassed	P2,000.00 a day P1,000.00 a day
*Only Purchasing of Items	*Rates may vary depending on the items to be purchased	P1,250.00 a day within Rizal area P1,750.00 a day within NCR
Processing of Business Permit/s	<ul style="list-style-type: none"> ✓ Mayor's Business Permit ✓ Barangay Business Permit ✓ Sanitary Permit to Operate ✓ Homeowners Association Clearance (if inside a subdivision/village) 	P5,000.00
Tax Identification Number (TIN) ID Assistance		P300.00 for Rizal P500.00 for NCR

<p>Processing</p>	<ul style="list-style-type: none"> ✓ National Bureau of Investigation (NBI) ✓ National Statistics Office (NSO) Birth Certificate ✓ Other documents like Professional Regulation Commission (PRC), etc. ✓ Claims in some instances 	<p>P1,250.00 for local employment</p> <p>P1,750.00 for Overseas Filipino Workers</p>
<p>Processing, Filing, and Generating Report</p>	<ul style="list-style-type: none"> ✓ Social Security System (SSS) ✓ Philhealth ✓ Home Development Mutual Fund (HDMF) or Pagibig 	<p>P1,500.00 per day</p> <p>P1,000.00 per day</p>
<p>Property Management and/or Building Administration</p>	<ul style="list-style-type: none"> ✓ Preparation of billing for water and monthly dues ✓ Handling customer complaints ✓ Managing building facilities <ul style="list-style-type: none"> ○ Condominiums ○ Town House Subdivisions ✓ Coordination with government agencies, engineers, contractors, and subcontractors 	<p>P3,500.00 per day</p>
<p>Title Transfer</p>	<ul style="list-style-type: none"> ✓ Soon 	