

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

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