

Mobile numbers: 0917 658 3534 | 0933 232 6149
Telephone numbers: (02) 919 2734 | (02) 959-8492
Website: www.MyronStaAna.net | www.mssbizsolutions.com
Email address: inquiries@myronstaana.net | inquiries.mstcs@outlook.com
Office Address: 1/F, Unit A2, Block 8, Lot 8 Buenmar Avenue, Phase IV,
Greenland Executive Village, Barangay San Juan, Cainta, Rizal 1900

Youtube: www.youtube.com/MyronStaAna

Solutions	Coverage	Your Investment
*General Admin Work	 ✓ Making and taking calls ✓ Human Resources- related tasks ✓ Clerical works ✓ Filing system *Working hours are only from 9:00am to 5:00pm 	P2,500.00 a day
*Personal Secretary/Assistant	 ✓ Scheduling ✓ Planning ✓ Travel Arrangement ✓ Personal Errands ○ Shopping ○ Paying bills *Working hours are only from 9:00am to 5:00pm 	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	 ✓ 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



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Skype ID: myronstaana14

Processing ✓ National Bureau of P1,250.00 for local Investigation (NBI) employment ✓ National Statistics Office P1,750.00 for Overseas (NSO) Birth Certificate Filipino Workers ✓ Other documents like Professional Regulation Commission (PRC), etc. ✓ Claims in some instances P1,500.00 per day Processing, Filing, and ✓ Social Security System **Generating Report** (SSS) P1,000.00 per day ✓ Philhealth ✓ Home Development Mutual Fund (HDMF) or **Pagibig Property Management** ✓ Preparation of billing for P3,500.00 per day and/or Building water and monthly dues Administration ✓ Handling customer complaints ✓ Managing building facilities Condominiums Town House Subdivisions ✓ Coordination with government agencies, engineers, contractors, and subcontractors **Title Transfer** ✓ Soon