



1. Processing of the Sublease Agreement of Commercial and Office Space at the Bunker building

Facilitation of sublease agreements at The Bunker.

Office or Division:	Bataan Public-Private Partnership and Investment Center / Local Economic Development and Investment Promotion Division
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Sublessee

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		N/A		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Inquires on available Commercial/Office spaces for lease in the Bunker building	1. Present available spaces for lease together with the pertinent space information and requirements	None	30 minutes	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
2. Requests for an ocular visit or inspection of the identified area	2. Schedules and facilitates the ocular visit or inspection	None	1 hour	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
3. Confirms the intent to lease the identified area and submits the documentary requirements	3. Receives and evaluates the submitted documentary requirements	None	2 hours	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
4. Receives the draft Sublease Agreement	4. Prepares draft Sublease Agreement	None	1 day	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
5. Reviews the draft Sublease Agreement	5. Receives confirmation on the locator's approval of the draft Sublease Agreement and endorse to Legal Office (PLO) for finalization	None	2 days	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
6. Submits the fit-out plans and technical inquiries	6. Receives the fit-out plans and technical inquiries and endorses them to Property Management Office (PMO) and Provincial Engineer's Office (PEO)	None	1 hour	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
7. Signs the Sublease Agreement (SLA)	7. Processes the sublease agreement for Gov's signature and for notarization	None	14 days	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
8. Receives the signed and notarized Sublease Agreement	8. Provides copies of SLA to Provincial Accountant's Office, PLO and PMO	None	30 minutes	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division



9. Coordinates regarding Fit-out and pays the Security Deposit and Advance Rental	9. Endorses the locator to the PMO for fit out construction process and lease payments	None	1 hour	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
TOTAL:		None	17 days, 6 hours	