



2. Renewal of the Sublease Agreement of Commercial and Office Space at the Bunker building

Facilitation of the renewal of the 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. Submits the Notice of Lease Renewal or Intent to renew lease	1. Receives response from tenant and prepares and issues Lease Renewal Offer Sheet	None	2 hours, 30 minutes	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
2. Signs and submits the Lease Renewal Sheet	2. Incorporates agreed terms and prepares new contract or sublease agreement	None	1 day	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
3. Reviews and approves of the draft Sublease Agreement	3. Receives confirmation on the tenant's approval of the draft Sublease Agreement and endorse to Legal Office	None	2 days	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
4. Signs and submits the Sublease Agreement	4. 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
5. Receives the signed and notarized Sublease Agreement	5. 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
TOTAL:		None	17 days, 3 hours	