



Republic of the Philippines
CITY GOVERNMENT OF DAVAO
BUSINESS BUREAU

How to apply for Occupational Permit?

1. Fill out online application form.
2. Upload required documents, attachments must be correct, clear and legible.
3. Review all information before submitting the application. Email address and contact number must be accurate.
4. Application will be verified and approved by the Business Bureau.
5. Track the status of the application by logging in with the provided credentials through the Online Occupational Permit portal.
6. You can either upload the O.R. or pay the Order of Payment (OP) thru the CTO - POPS Collector or through the Online Payment.

Required Documents for Occupational Permit Application

- Certificate of Employment
- Health Certificate (if job requires)
- Scanned Copy of Official Receipt
- Birth Certificate or Affidavit of Consent (if Applicant is a Minor)

❖ Contact Us

BUSINESS BUREAU

Ground Floor, Sangguniang Panlungsod Bldg., Davao City, 8000 Philippines

Website: busbureau.davaocity.gov.ph

Email: busbureau@davaocity.gov.ph

Call: (082) 241-1000 Loc 378