

MUNICIPALITY OF PLACER - SURIGAO DEL NORTE

BUYAWANONG PLACER

SYSTEM USER MANUAL

A Web-Based One-Stop Digital Information Portal for the Municipality of Placer

VERSION 1.0

Developed for the Municipality of Placer, Surigao del Norte
North Eastern Mindanao State University - Cantilan Campus

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1

SECTION 1

Business Owner Guide

This section guides business owners through creating an account, applying for permits, and managing their transactions.

1.1 Account Registration

Create your Buyawanong Placer account to start applying for business permits online.

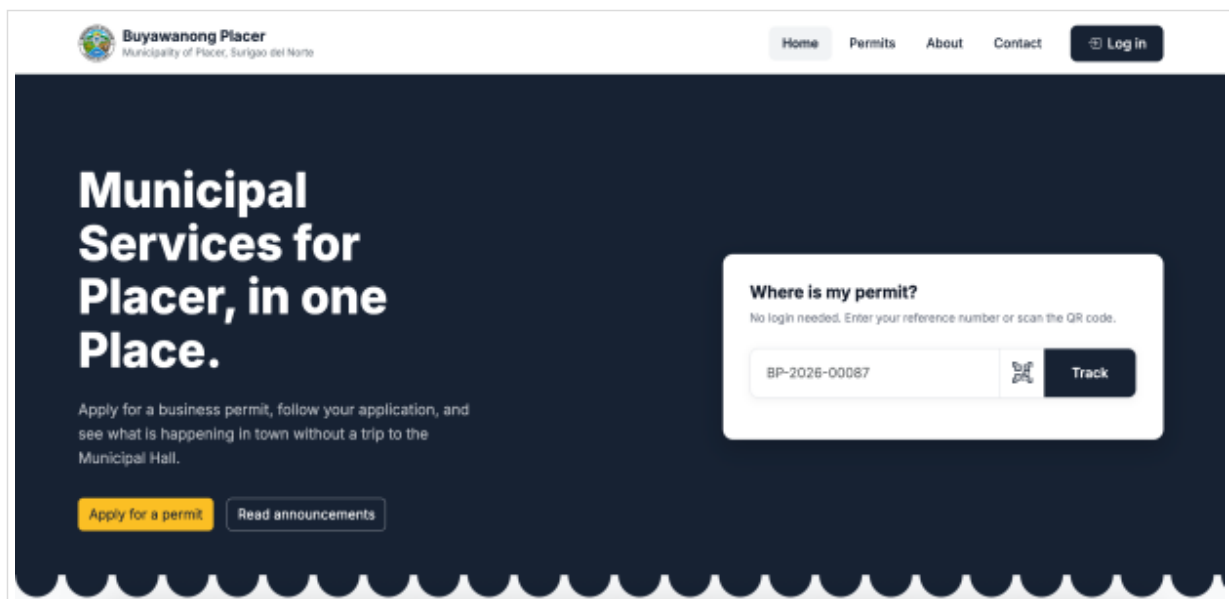
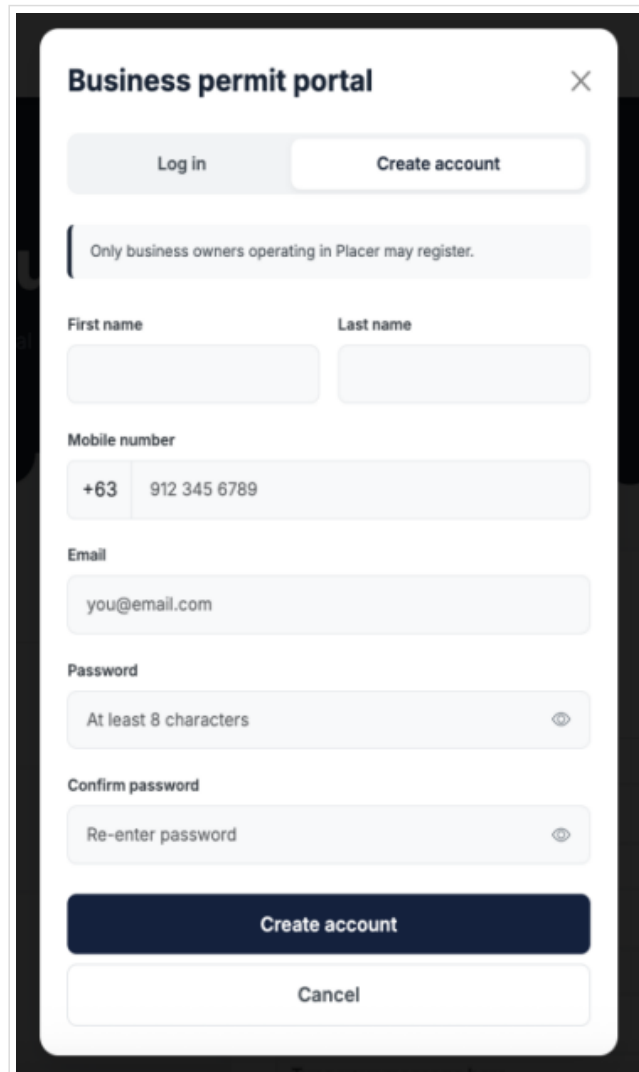


Figure 1.1a - Homepage and Login access

- On the portal homepage, click the "Log in" button on the top-right corner.
- In the login modal, select the "Create account" tab.



The screenshot shows a mobile application interface for a 'Business permit portal'. At the top, there's a title bar with the text 'Business permit portal' and a close button (X). Below the title bar, there are two buttons: 'Log in' and 'Create account'. A message box states: 'Only business owners operating in Placer may register.' The form fields include: 'First name' and 'Last name' (two separate input fields), 'Mobile number' (with a dropdown for country code, currently showing '+63', and a text input for the number '912 345 6789'), 'Email' (with a text input showing 'you@email.com'), 'Password' (with a text input showing 'At least 8 characters' and a toggle for visibility), and 'Confirm password' (with a text input showing 'Re-enter password' and a toggle for visibility). At the bottom, there are two buttons: 'Create account' (in a dark blue box) and 'Cancel' (in a light gray box).

Figure 1.1b - Create Account form

- Enter your First Name, Last Name, Mobile Number, Email address and Password (at least 8 characters). Re-enter the password in the Confirm password field.
- Click the "Create account" button.
- Check your inbox for the One-Time Password (OTP). Enter the 6-digit code in the verification modal.

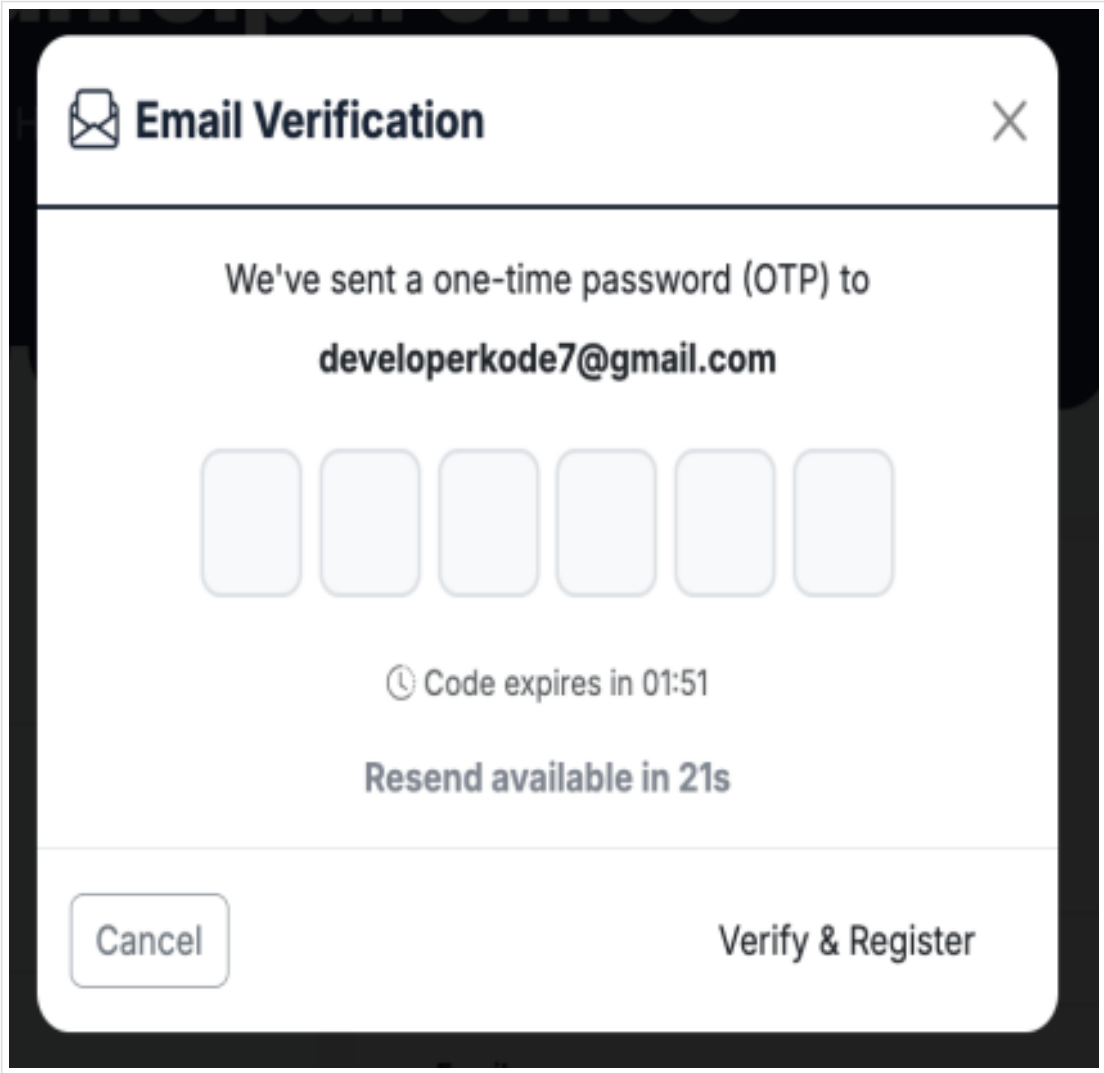


Figure 1.1c - OTP Verification modal

Click "Verify & Register" to complete registration.

NOTE

Only business owners operating within the Municipality of Placer may register on this portal.

1.2 Logging In & Password Reset

To log in, open the login modal, select "Log in", enter your registered email and password, then click "Log in".

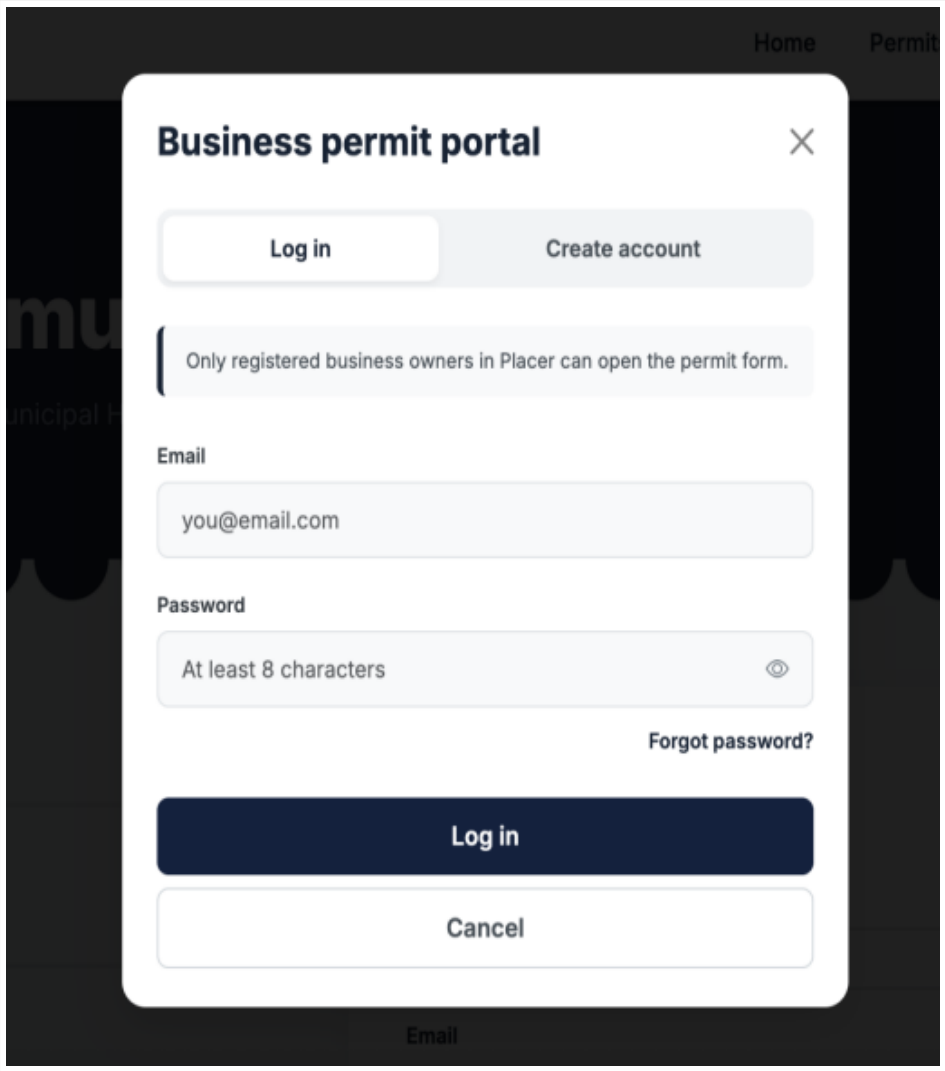
The image shows a mobile application interface for the 'Business permit portal'. At the top, there are navigation links for 'Home' and 'Permit'. The main content area is a white modal box with a dark header 'Business permit portal' and a close button (X). Inside the modal, there are two buttons: 'Log in' (highlighted) and 'Create account'. Below these is a message: 'Only registered business owners in Placer can open the permit form.' The form has two input fields: 'Email' with the placeholder 'you@email.com' and 'Password' with the placeholder 'At least 8 characters' and an eye icon for toggling visibility. A link 'Forgot password?' is located below the password field. At the bottom of the modal are two large buttons: 'Log in' (dark blue) and 'Cancel' (white). The background of the app is dark with a faint watermark of the municipality's name.

Figure 1.2a - Login Form

If you have forgotten your password, click "Forgot password?" below the password field. Enter your registered email and click "Send verification code". Check your inbox for the 6-digit reset code, enter it, and set a new password.

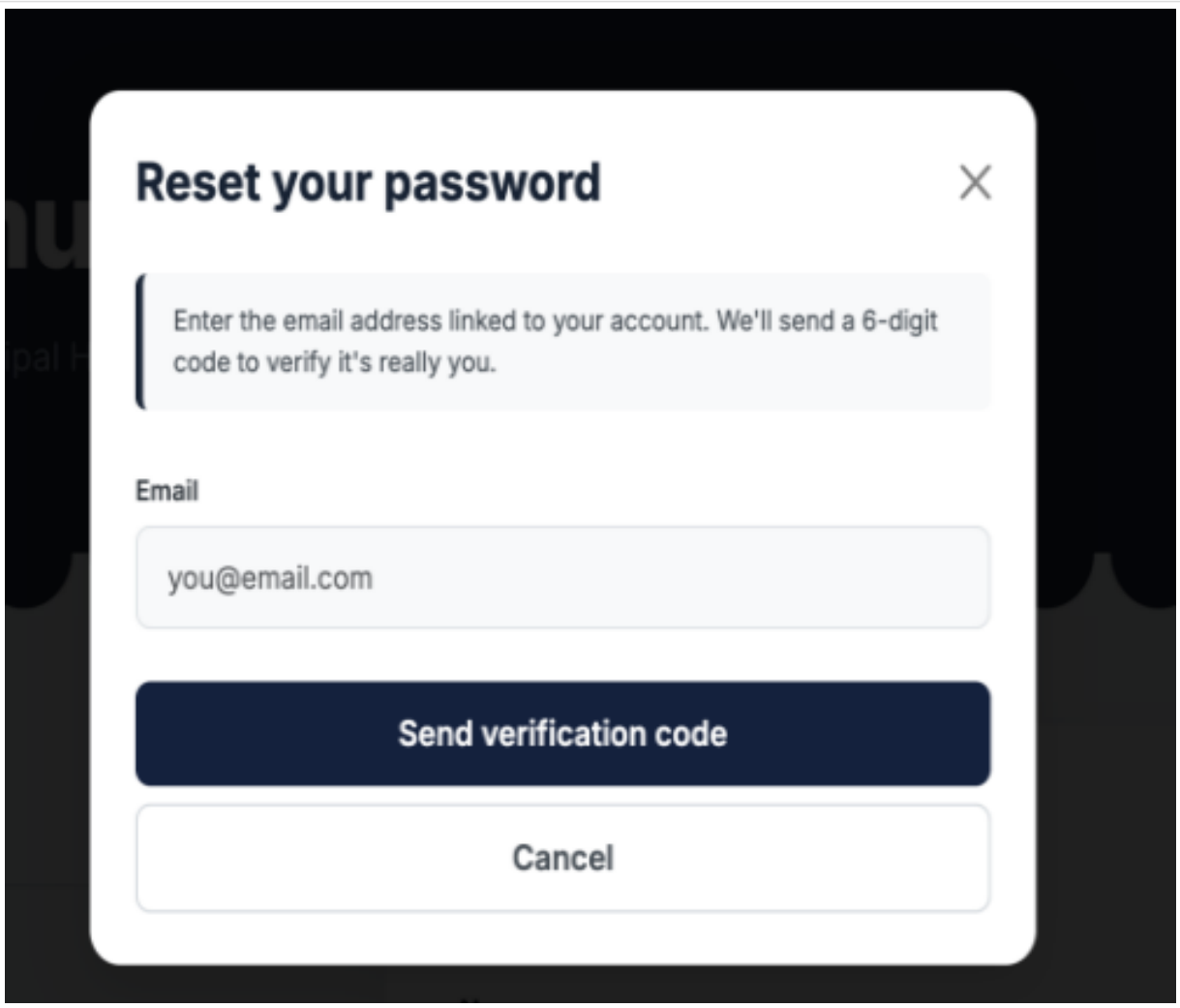


Figure 1.2b - Reset Password flow

1.3 Navigating Your Dashboard

Upon login you will land on your User Dashboard, which shows a summary of your applications and payments.

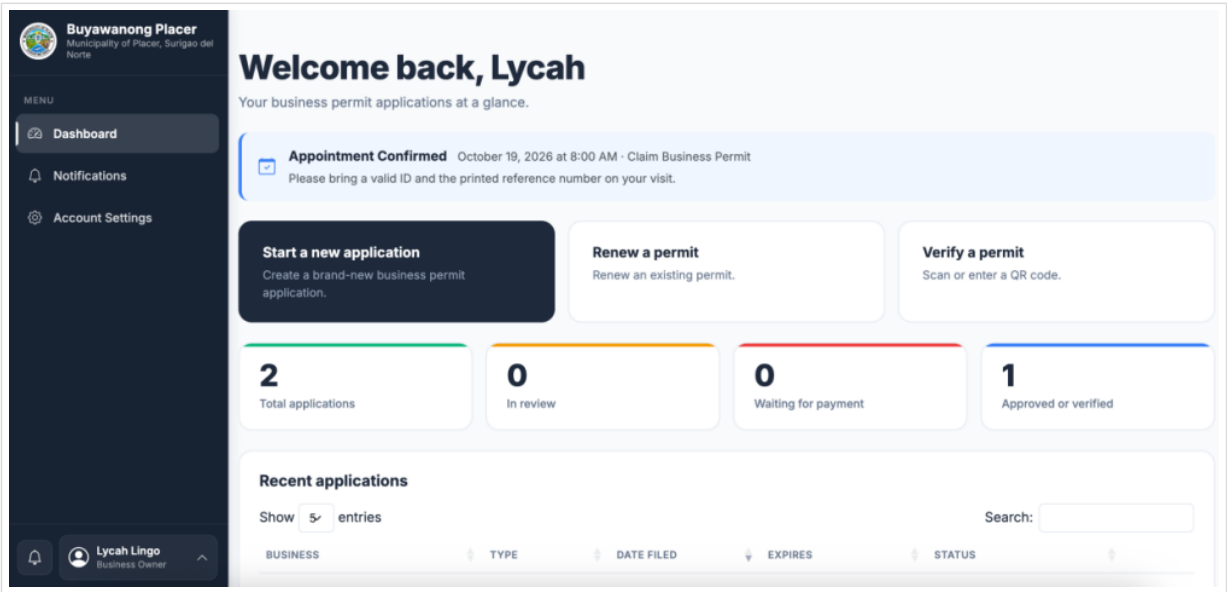


Figure 1.3a - User Dashboard Overview

Summary Widgets

Total Applications, In Review, Pending Payments and Approved Permits are shown at the top.

Recent Applications

Displays your latest applications, their status, date filed and expiry.

Payment History

Shows every PayPal transaction with amount, reference number and receipt.

Notifications Bell

Click the bell icon for real-time notifications (Permit Verified, Payment Received, Fee Assessment).

Account Settings

Click your profile name and select Account Settings to update your name, contact number or password.

Recent applications

Show **5** entries

Search:

BUSINESS	TYPE	DATE FILED	EXPIRES	STATUS	
Lingo Food Services 2026-10-002	Renewal	Oct 15, 2026	Oct 15, 2027 (Annual renewal)	Ready for pickup	View
Lingo Food Services 2026-10-002-OLD	New	Oct 14, 2026	Dec 31, 2026 (Expires Dec 31)	Renewed	View

Showing 1 to 2 of 2 applications

Payment history

Secured by PayPal

TOTAL PAID: **₱9,495.00**
2 successful

PENDING: **0**
Awaiting

FAILED / EXPIRED: **0**
Unsuccessful

TOTAL RECORDS: **2**
All-time

Figure 1.3b - Recent Applications table

Payment history

Secured by PayPal

TOTAL PAID: **₱9,495.00**
2 successful

PENDING: **0**
Awaiting

FAILED / EXPIRED: **0**
Unsuccessful

TOTAL RECORDS: **2**
All-time

Show **5** entries

Search payments:

DATE	REFERENCE	BUSINESS	METHOD	AMOUNT	STATUS	
Oct 15, 2026 12:58 AM	9K8896626P474843...	Lingo Food Services App: 2026-10-002	PayPal	₱7,875.00	Paid	View
Oct 14, 2026 10:55 AM	8B06369102754822...	Lingo Food Services App: 2026-10-002-OLD	PayPal	₱1,620.00	Paid	View

Showing 1 to 2 of 2 payments

Need help?
The LGU help desk is open Monday to Friday, 8 AM to 5 PM. Write to lgu.placer@gov.ph

Every approved permit has a QR code
Anyone can scan it to check that your permit is genuine.

Lyciah Lingo
Business Owner

Figure 1.3c - Payment History table

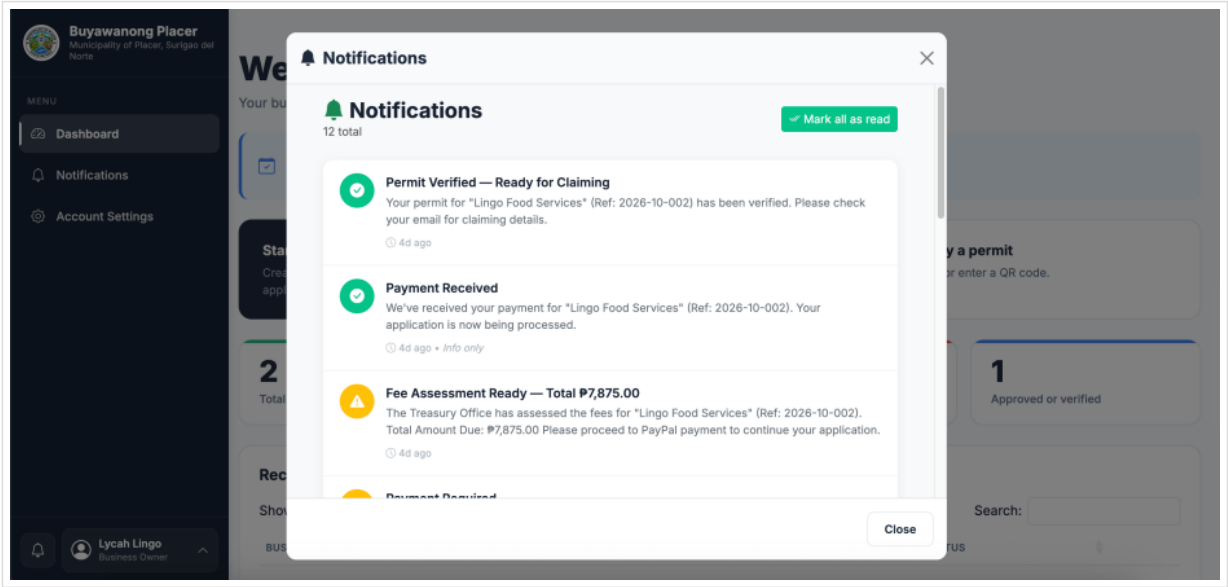


Figure 1.3d - Notifications dropdown

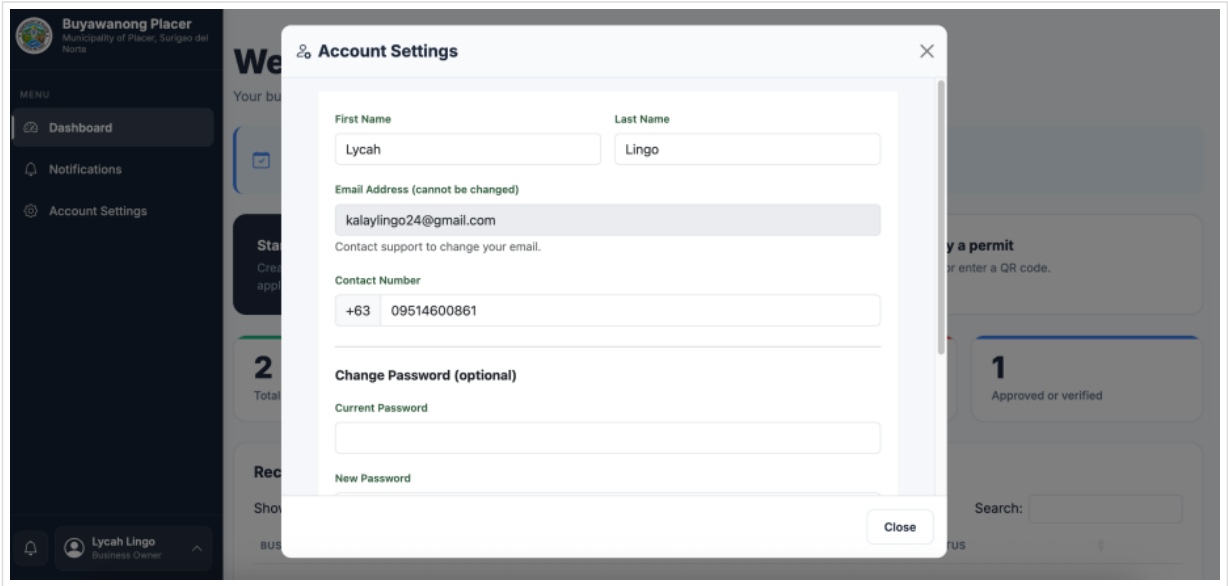


Figure 1.3e - Account Settings modal

1.4 Applying for a Business Permit

From your dashboard, click "New Application" (or "Renew" if renewing an existing permit). The application has 8 steps:

- Requirements - Review the 8 mandatory document checklist and click Continue.

Buyawanong Placer

Municipality of Placer, Surigao del Norte

Dashboard

Lyciah Lingo

Back to dashboard

New business permit application

Tax year 2026, Municipality of Placer

1 Requirements

2 Application type

3 Business info

4 Business address

5 Owner info

6 Additional info

7 Documents

8 Review and submit

Before you begin

Have these ready. Incomplete submissions are returned to the applicant.

1. Barangay Clearance

2. DTI/SEC Photocopy

3. RPT, Current year 2026 Payment

4. Engineering Receipt

5. Zoning Certification (MPDC)

6. Treasury Office for Payment

7. Sanitary Health Permit (Health Center)

8. Fire Safety Certificate 2026

Only business owners operating within the Municipality of Placer may apply. Press **Continue** to confirm your documents are ready.

Continue

Figure 1.4a - Step 1: Requirements checklist

Application Type - Select New, Renewal or Amendment. Choose your Mode of Payment and enter DTI/SEC Registration No. and TIN No.

Buyawanong Placer

Municipality of Placer, Surigao del Norte

Dashboard

Lyciah Lingo

Back to dashboard

New business permit application

Tax year 2026, Municipality of Placer

1 Requirements

2 Application type

3 Business info

4 Business address

5 Owner info

6 Additional info

7 Documents

8 Review and submit

Application type

Is this new, a renewal, or an amendment?

Type

New

Mode of payment

Annually

Semi-annually

Quarterly

DTI/SEC/CDA registration no. *

TIN no. *

e.g. DTI-2026-00001

000-000-000

Type of business

Single

Partnership

Corporation

Cooperative

Do you enjoy a tax incentive from any government entity?

Yes

No

Back

Continue

Figure 1.4b - Step 2: Application Type

Business Info - Enter Owner Name, Business Name, Trade Name and Business Activity details.

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Buyawanong Placer
Municipality of Placer, Surigao del Norte

[Dashboard](#)



Lyciah Lingo

Back to dashboard

New business permit application

Tax year 2026, Municipality of Placer

✔ Requirements

✔ Application type

3 Business info

4 Business address

5 Owner info

6 Additional info

7 Documents

8 Review and submit

Business information

Enter the details exactly as registered with DTI/SEC/CDA.

Last name *

First name *

Middle name

Business name *

Trade name / franchise

Business activity

Line of business	Units	Capitalization	Gross receipts, essential	Gross receipts, non-essential
e.g. Retail store	1	₱ 0.00	₱ 0.00	₱ 0.00
Add another line				

Back

Continue

Figure 1.4c - Step 3: Business Information

Business Address - Pin your business location on the map. Fill in address and employee details.

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Municipality of Placer, Surigao del Norte

Dashboard

Lycab Lingo

Back to dashboard

New business permit application

Tax year 2026, Municipality of Placer

✓ Requirements

✓ Application type

✓ Business info

4 Business address

5 Owner info

6 Additional info

7 Documents

8 Review and submit

Business address

Click on the map to pin your business location, or type the address below and the map will find it for you.

Use my current location

Reset to Placer

Business address *

Type the address or click on the map

Click on the map or type the address

Postal code

Email *

Telephone

8407

Auto-detected from map

Mobile no. *

Business area (sq.m.)

+63

0

Total employees

Employees living in Placer

0

0

☐ The business place is rented. Add the lessor details.

Back

Continue

Figure 1.4d - Step 4: Business Address

Owner Info - Enter the owner's home address and emergency contact details.

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Buyawanong Placer

Municipality of Placer, Surigao del Norte

Dashboard

Lyciah Lingo

Back to dashboard

Renew business permit application

Tax year 2026, Municipality of Placer

Requirements

Application type

Business info

Business address

Owner info

Additional info

Documents

Review and submit

Owner information

Personal and contact details of the owner.

Last name *

First name *

Middle name

Lingo

Lyciah

Mae P.

Home address *

Click on the map to pin your home address, or type it below and the map will find it for you.



Use my current locationReset

Central, Placer Surigao Del Norte

Click on the map or type the address

Postal code

Email *

Telephone

8405

kalaylingo24@gmail.com

09514600861

Auto-detected from map

Mobile no. *

+639514600861

Emergency contact

Name

Phone

Email

Evelyn P. Lingo

09514600861

evelyn@gmail.com

Back

Continue

Figure 1.4e - Step 5: Owner Information

- Additional Info - Verify the Application No., enter Total Floor Area, Establishment Address, and check the declaration box.

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Buyawanong Placer
Municipality of Placer, Surigao del Norte

[Dashboard](#)



Lyciah Lingo

Back to dashboard

Renew business permit application

Tax year 2026, Municipality of Placer

✓ Requirements

✓ Application type

✓ Business info

✓ Business address

✓ Owner info

6

Additional info

7 Documents

8 Review and submit

Additional information

Fire station section. The owner fills this in.

Application no.

2026-10-002

Date *

01/20/2027

Applicant / owner name *

Lyciah Mae P. Lingo

Business name *

Garcia Food Services

Total floor area (sq.m.)

0.00

Contact no. *

09514600861

Establishment address *

Central, Placer Surigao Del Norte

The application number is final once you submit. Weekends and holidays are not allowed as dates.

Fire safety notice.

Under Section 12 of the IRR of the Fire Code of 2008, some establishments pay extra charges besides the inspection fee. These are collected during inspection or announced by the BFP.

☒ I declare under penalty of perjury that this information is true. I will fix any deficiencies within 30 days of the permit release.

Position / title *

Owner

Back

Continue

Figure 1.4f - Step 6: Additional Information

- Documents - Upload each required document (Barangay Clearance, DTI/SEC, RPT, Engineering, Zoning, Treasury, Sanitary, Fire Safety).

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Figure 1.4g - Step 7: Upload Documents

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Buyawanong Placer

Municipality of Placer, Surigao del Norte

Dashboard

Lyciah Lingo

Back to dashboard

New business permit application

Tax year 2026, Municipality of Placer

✔ Requirements

✔ Application type

✔ Business info

✔ Business address

✔ Owner info

✔ Additional info

✔ Documents

8 Review and submit

Check everything. After you submit, changes need the BPLO.

Review and submit

Application type	Renewal
Mode of payment	Annually
Business name	Lingo Food Services
Type of business	Single
Business address	central, Placer Surigao del norte
Applicant	Lyciah Lingo
Documents uploaded	7 of 7

☐ I declare under penalty of perjury that this information is true and accurate.

☐ I agree to meet the regulatory requirements within 30 days of the permit release.

Back

Submit application

Figure 1.4h - Step 8: Review and Submit

TIP

Incomplete submissions are returned to the applicant. Double-check all required documents before submitting.

1.5 Tracking Your Application

You can track your application at any time - no login needed.

- Go to the "Track an application" section on the Permit page.
- Enter your Reference Number (e.g., BP-2026-00087) or click the QR Code Scanner icon to scan the QR code on your receipt.
- Click "Track" to view the real-time Application Progress timeline.

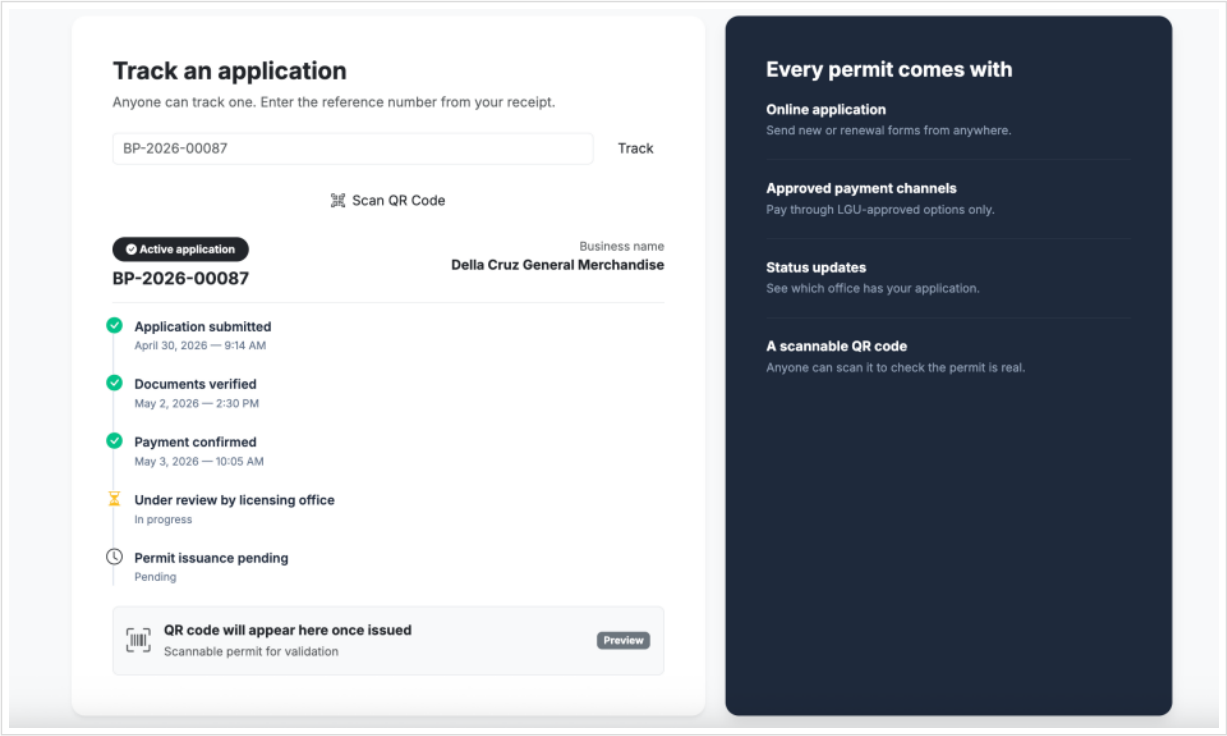


Figure 1.5 - Application Tracking Timeline

1.6 Viewing Your Permit and Scheduling a Claim

- Once approved, scroll down on your application view to see your Mayor's Business Permit and unique QR Code.
- Click "Print Permit" or "Download PDF" to save a copy.
- To claim the physical permit, click "Schedule Appointment".
- Select an available Date and Time from the calendar and click "Confirm".



Figure 1.6a - Verify Permit via QR Scanner

Schedule Permit Pickup

X

This appointment is for **claiming your verified permit** at the Municipal Hall. Bring a valid ID and your reference number. Office hours: **8:00 AM – 5:00 PM** (closed 12:00 – 1:00 PM).

PERMIT TO CLAIM

Lingo Food Services · 2026-10-002

PURPOSE OF VISIT

Claim Business Permit

SELECT DATE

10/23/2026

SELECT TIME SLOT

8:00 AM

8:30 AM

9:00 AM

9:30 AM

10:00 AM

10:30 AM

11:00 AM

11:30 AM

1:00 PM

1:30 PM

2:00 PM

2:30 PM

3:00 PM

3:30 PM

4:00 PM

4:30 PM

5:00 PM

Selected:

Date selected, please pick a time slot

Cancel

✓ Submit for Approval

Figure 1.6b - Schedule Permit Pickup

REMINDER

Bring a valid government-issued ID and your reference number when claiming your permit at the Municipal Hall.
Office hours: 8:00 AM - 5:00 PM (closed 12:00 - 1:00 PM).

2

SECTION 2

BPLO Staff Guide

This section guides Business Permits and Licensing Office personnel through their daily tasks.

2.1 Reviewing & Approving Applications

On your BPLO Dashboard, locate the "Needs your review" table.

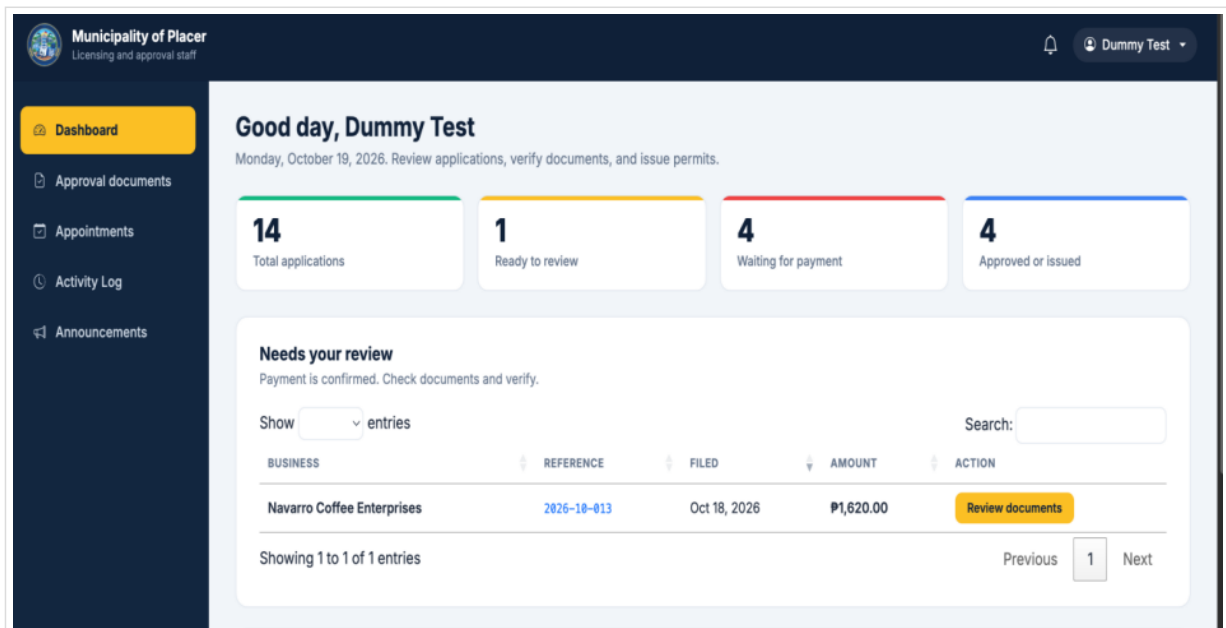


Figure 2.1a - BPLO Dashboard

- Click the "Review documents" button for a specific application.
- A split-screen modal opens. Use the left panel to read the submitted ANNEX 1 form.
- Use the right panel to click and download the uploaded documents.
- Click "Approve" to forward to Treasury, OR "Reject" and select the missing documents.

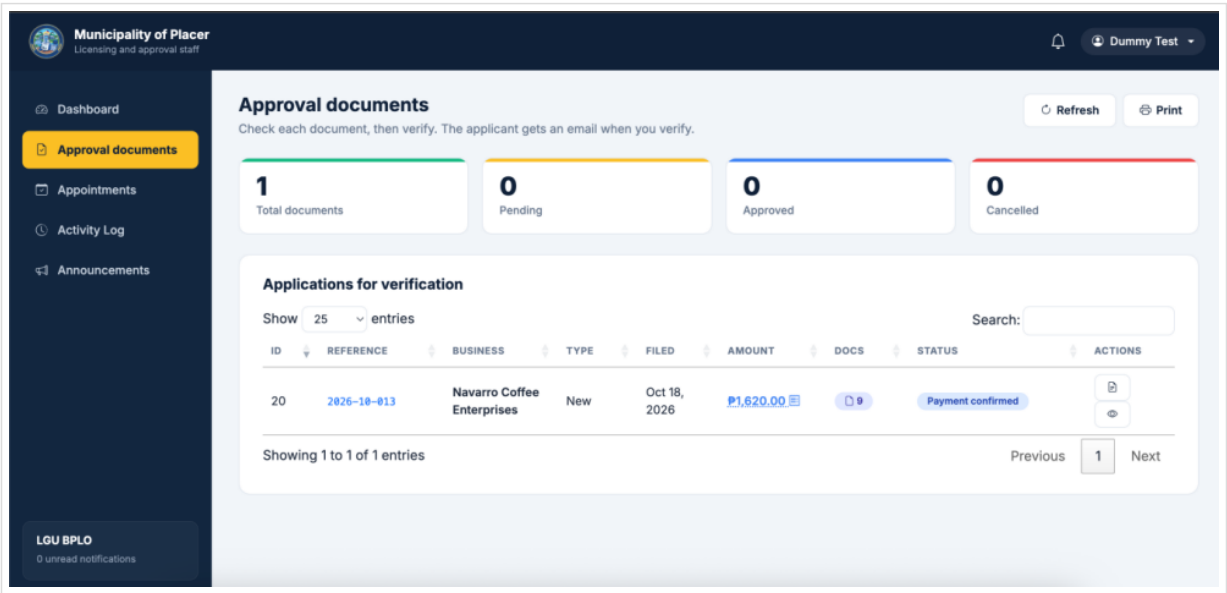


Figure 2.1b - Approval Documents view

TIP

When you verify an application, the applicant is automatically notified by email and can then schedule a pickup.

2.2 Managing Appointments

- Click "Appointments" on the left sidebar.
- Toggle between Calendar View and List View using the filter buttons.

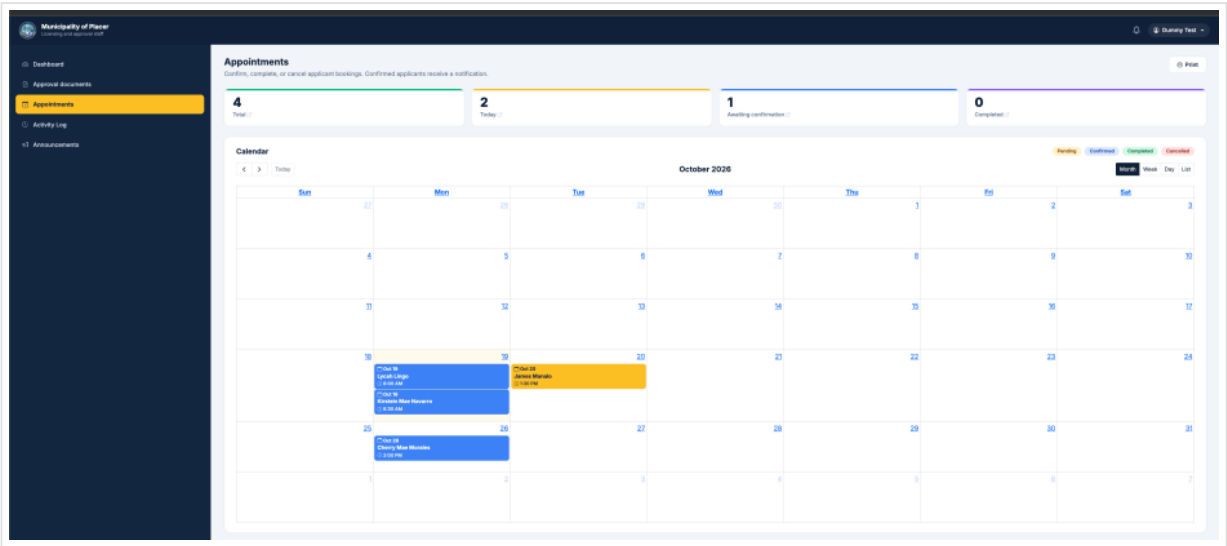


Figure 2.2a - Calendar View

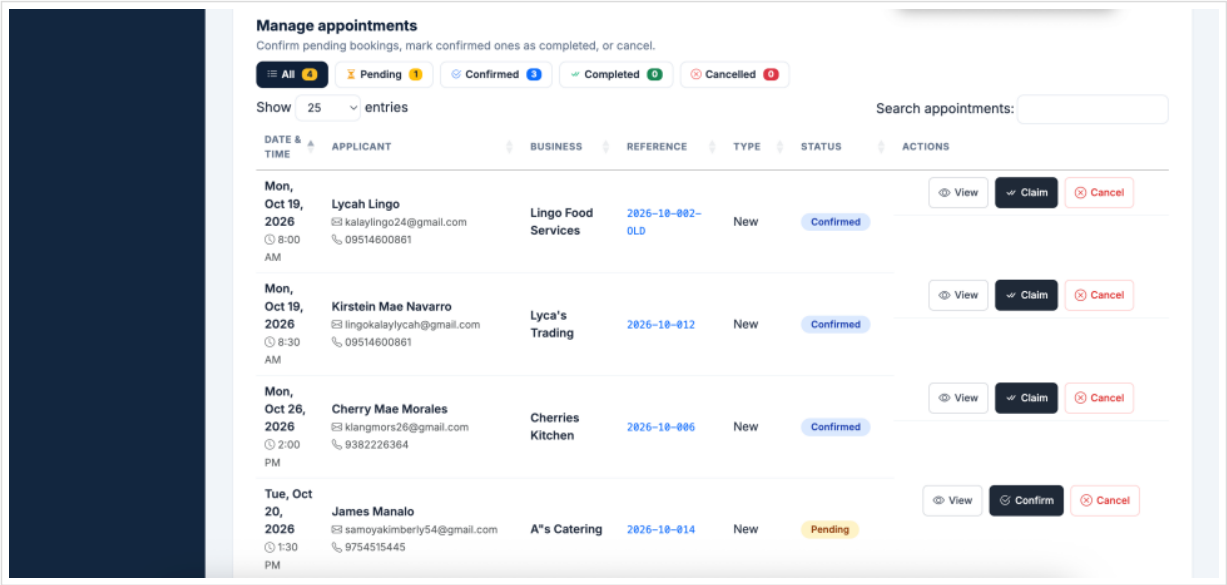


Figure 2.2b - Appointment List

- Locate a "Pending" appointment and click "Confirm" or "Cancel".
- Confirmed applicants receive a notification about their scheduled visit.

2.3 Creating Announcements

- Click "Announcements" on the left sidebar.
- Click the "Add announcement" button.
- Enter the Title and Content.
- Click "Submit for approval" - an admin must approve it before it appears on the public homepage.

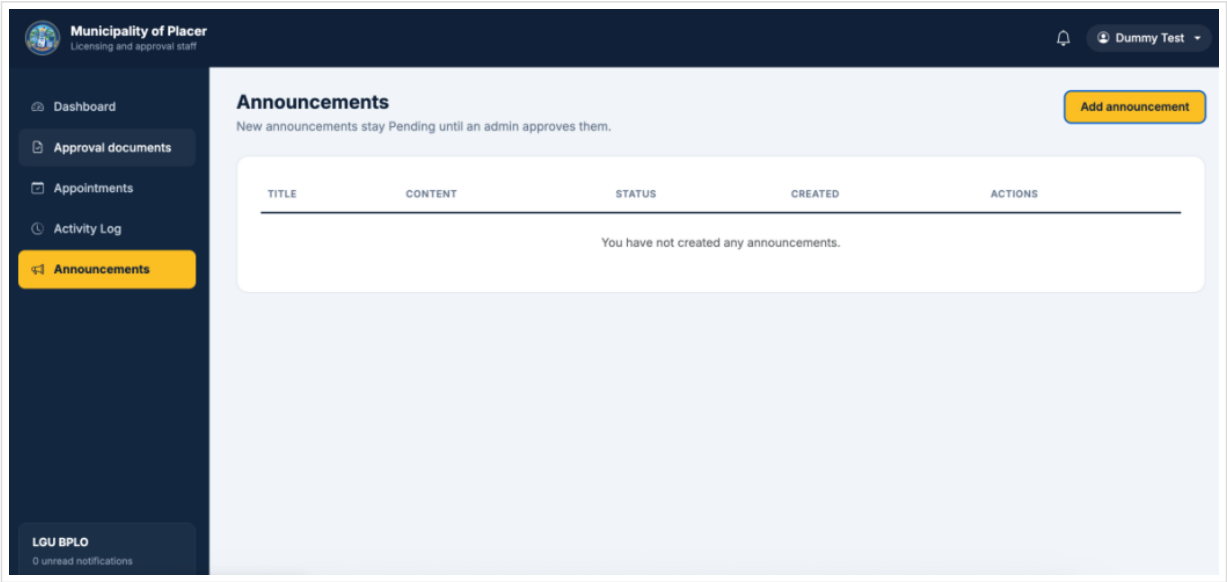


Figure 2.3a - BPLO Announcements page

ts
ay Pe

Add announcement

×

Title

Content

⌚ This announcement will be submitted for **admin approval.**

Cancel

Submit for approval

Figure 2.3b - Add Announcement modal

3

SECTION 3

Treasury Staff Guide

This section guides Municipal Treasurer's Office personnel through financial processing.

3.1 Assessing Permit Fees

On your Treasury Dashboard, check the "Pending Payment" summary card.

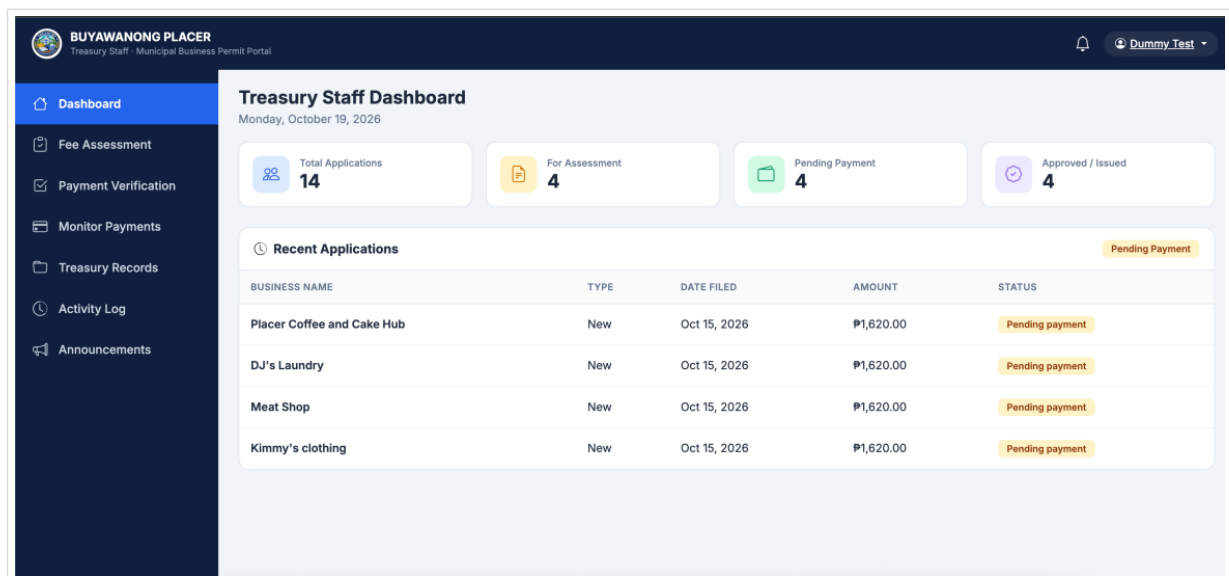


Figure 3.1a - Treasury Dashboard

Click "Fee Assessment" on the left sidebar.

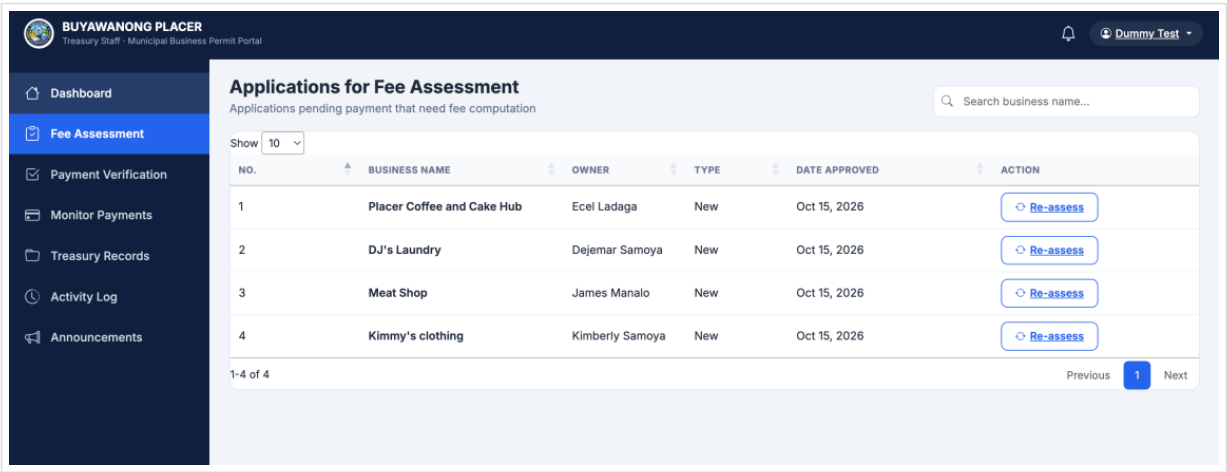


Figure 3.1b - Applications for Fee Assessment

- Locate the approved application and click "Re-assess".
- Review the fixed fees and taxes displayed.
- Click "Save Assessment". The system will notify the applicant to proceed with payment.

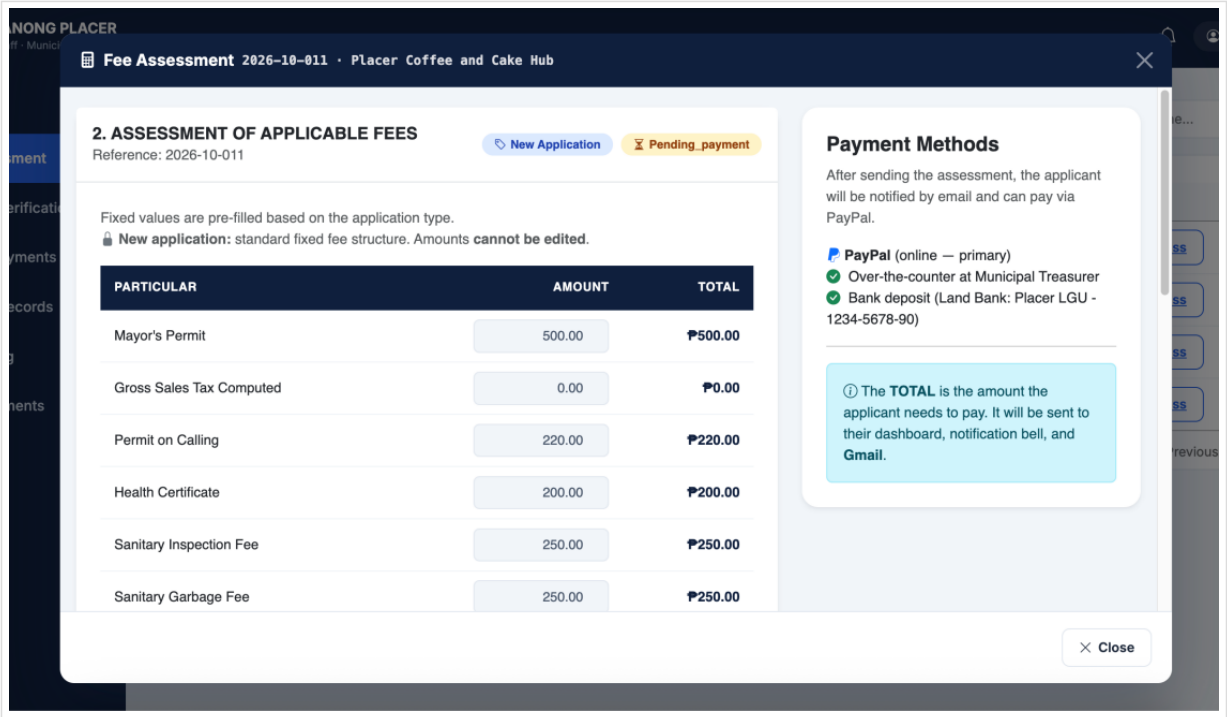


Figure 3.1c - Assessment of Applicable Fees modal

NOTE

Fixed values are pre-filled based on the application type. New applications use a standard fixed fee structure.

3.2 Verifying Payments

- Click "Payment Verification" on the left sidebar.

- Locate the applicant who has initiated a PayPal payment.
- Cross-check the amount and click "Confirm".

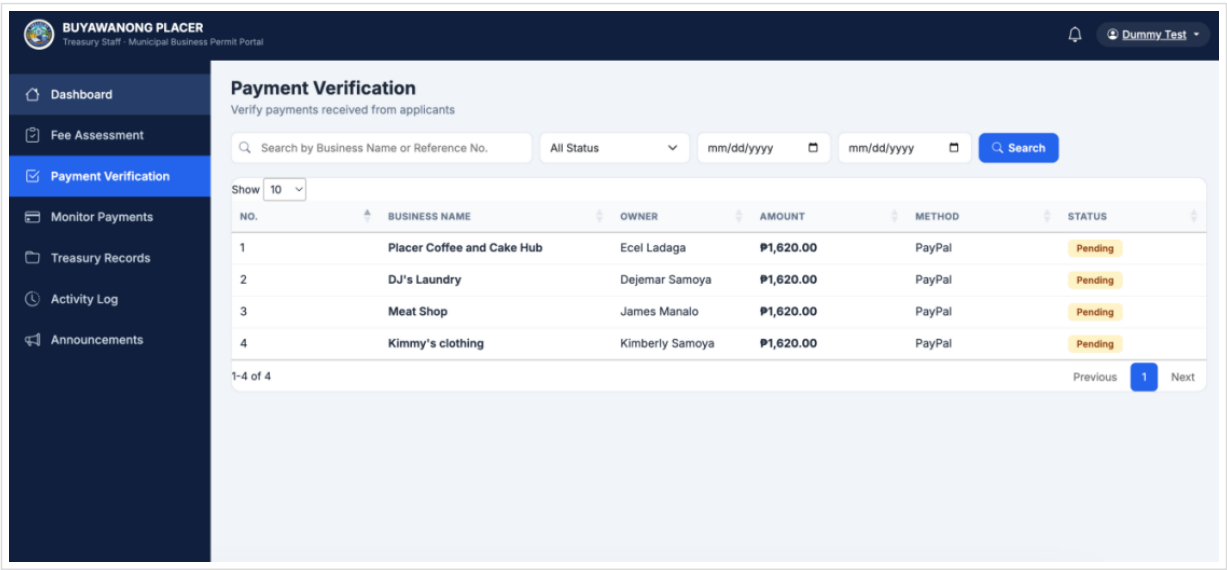


Figure 3.2 - Payment Verification page

- Once confirmed, the application is forwarded back to BPLO for final verification and permit issuance.

3.3 Monitoring Payments & Treasury Records

- Click "Monitor Payments" to view the line graph of monthly collections and PayPal transactions.

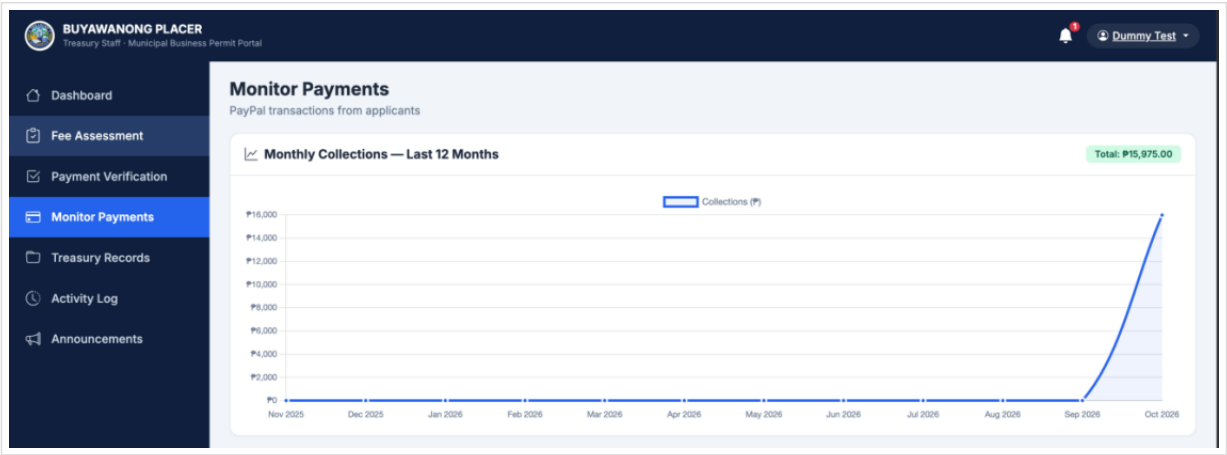


Figure 3.3a - Monthly Collections chart

Figure 3.3b - All Payments list

Figure 3.3c - Treasury Records table

Treasury Record 2026-10-006 · Cherries Kitchen

Treasury Record #6

Verified

Print

Ref: 2026-10-006

Filed: Oct 15, 2026

Republic of the Philippines

Province of Surigao del Norte

Municipality of Placer

Business/Trade Name: Cherries Kitchen

LESSOR TAX:

Owners Name: Cherry Mae Morales

Address: Mabini, Surigao del Norte, Philippines

Contact No.: 09382228364

Type of Application: ☒ New ☐ Renewal ☒ Annual ☐ Quarterly

Payment Term: Annually

Lot Ownership: ☐ Yes ☐ No

Total No. Of Employees: 20

Residing in LGU: 10

Republic of the Philippines

CHERRIES KITCHEN

Deposits

Local Taxes	Particular	Amount
Mayors Permit	-	500.00
Mayors Permit	-	-
Mayors Permit	-	-
Gross Sales Tax Computed	-	-
Gross Sales Tax Computed	-	-
Gross Sales Tax Computed	-	-
Permit on Calling	-	200.00
Health Certificate	-	200.00
Sanitary Inspection Fee	-	200.00
Sanitary Garbage Fee	-	250.00
Weight & Measure	-	-
Misc. Fee	-	200.00
Surcharge Fee	-	-
Interest Fee	-	-
Late Payment 2026	-	-
TOTAL		1,620.00

CEDULA: N/A

Printed Name and Signature of Applicant/Representative: Cherry Mae Morales

I DECLARE that all information in this application are true and correct based on my personal knowledge and authentic records reported to the LGPC Placer.

ANNUAL/1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
On Payment	On Payment	On Payment	On Payment
Surcharge/Interest	Surcharge/Interest	Surcharge/Interest	Surcharge/Interest
Total	Total	Total	Total
QR Number	QR Number	QR Number	QR Number
Date	Date	Date	Date

LGPC Placer - Treasury Record

Close

Figure 3.3d - Treasury Record Receipt modal

Use the search bar to filter by business name, reference number or date.

4

SECTION 4

System Administrator Guide

This section guides the System Administrator in managing the overall portal.

4.1 Managing Employee Accounts

Click "Employees" on the left sidebar.

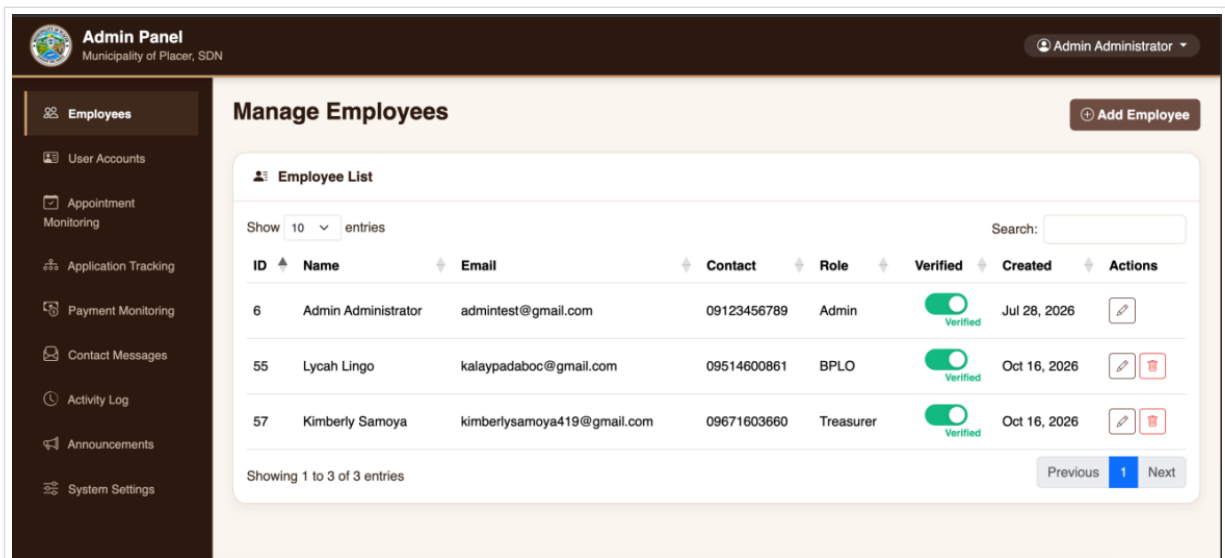
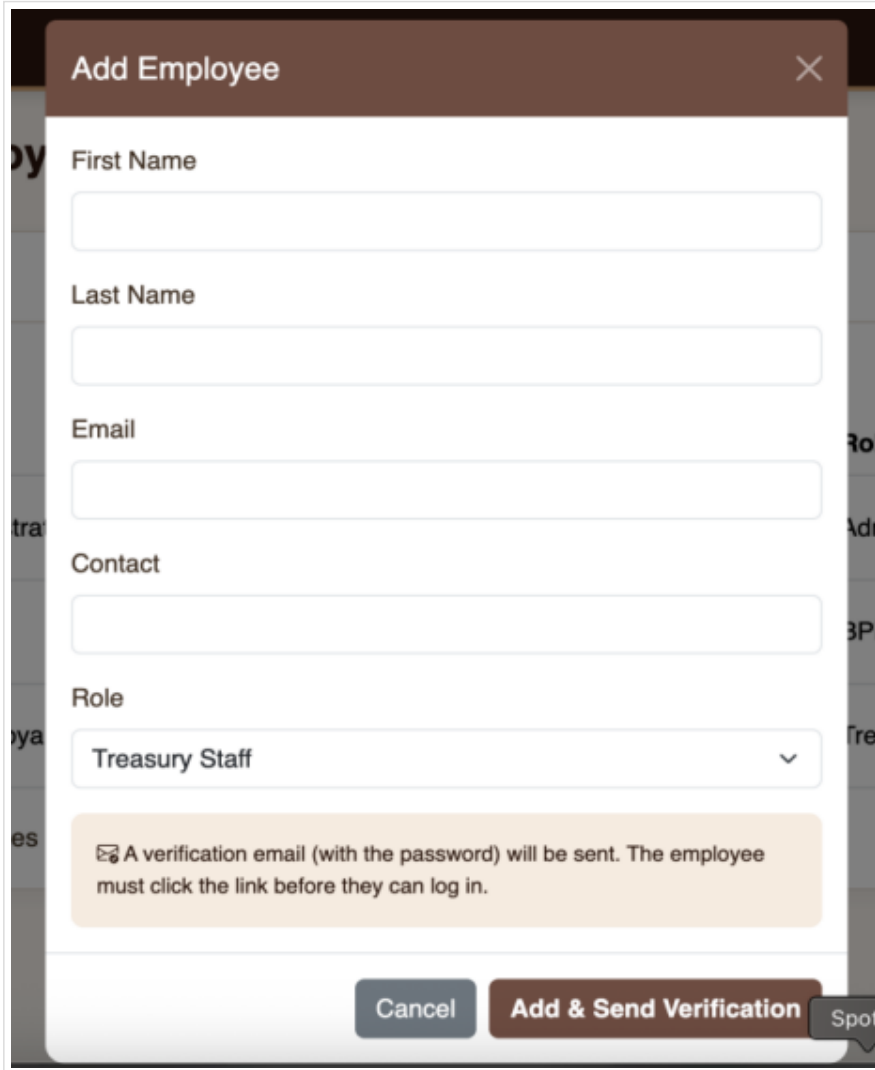


Figure 4.1a - Manage Employees list

Click the "Add Employee" button.

A screenshot of a web application modal titled "Add Employee". The modal has a dark brown header with a close button (X) on the right. Below the header, there are five input fields: "First Name", "Last Name", "Email", "Contact", and "Role". The "Role" field is a dropdown menu currently showing "Treasury Staff". Below these fields is a light orange informational box with an envelope icon and the text: "A verification email (with the password) will be sent. The employee must click the link before they can log in." At the bottom of the modal are two buttons: a grey "Cancel" button and a dark brown "Add & Send Verification" button. A small "Spot" label is visible to the right of the "Add & Send Verification" button.

Add Employee

First Name

Last Name

Email

Contact

Role

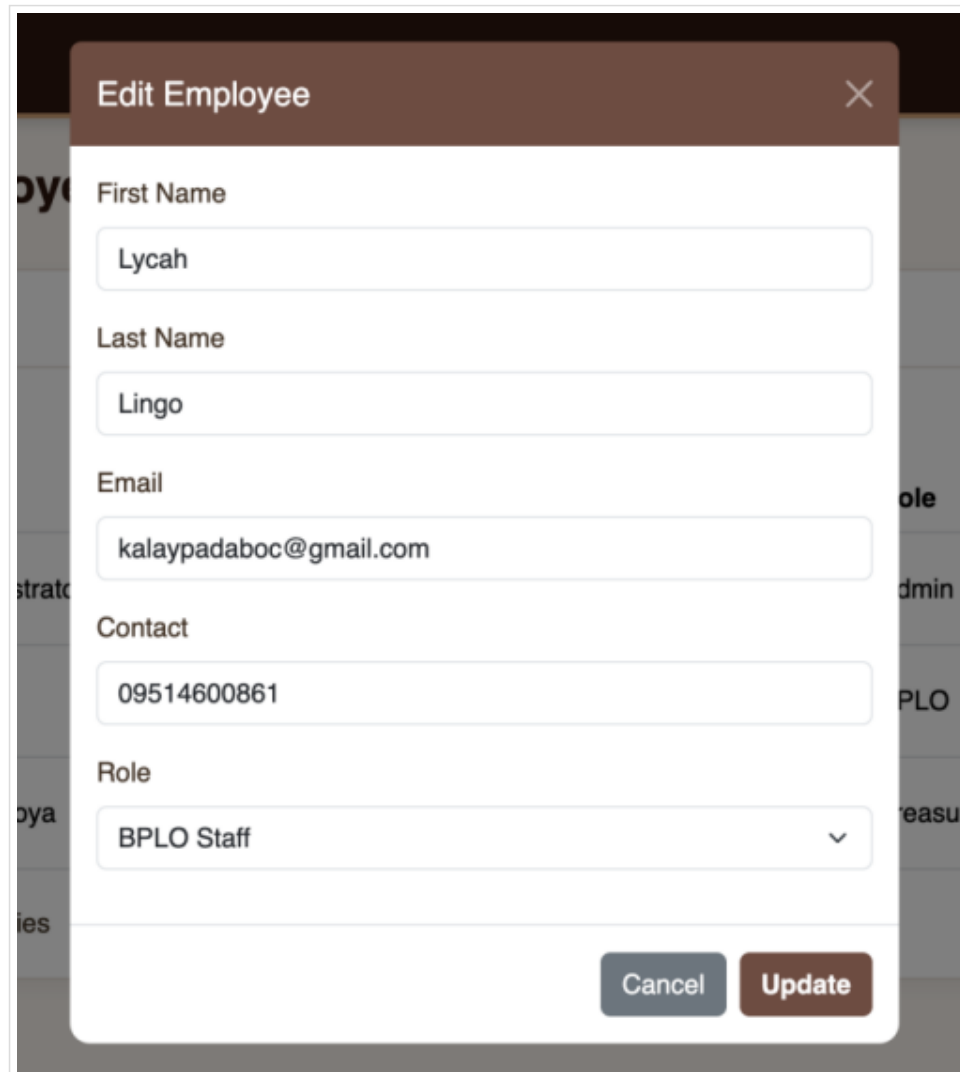
Treasury Staff

✉ A verification email (with the password) will be sent. The employee must click the link before they can log in.

Cancel Add & Send Verification

Figure 4.1b - Add Employee modal

- Enter the staff's Name, Email and Contact. Select their Role (Treasury Staff, BPLO Staff, Admin).
- Click "Add & Send Verification". A verification email with a password is sent automatically.
- To edit a role, click the Edit (pencil) icon next to their name.



Edit Employee ✕

First Name
Lyciah

Last Name
Lingo

Email
kalaypadaboc@gmail.com

Contact
09514600861

Role
BPLO Staff ▼

Cancel Update

Figure 4.1c - Edit Employee modal

4.2 Verifying User Accounts

- Click "User Accounts" on the left sidebar.
- Locate the registered Business Owner.
- Toggle the "Verified" switch to the ON position to allow them to log in.

Admin Panel
Municipality of Placer, SDN

Admin Administrator

User Accounts 21 9 registered

Registered Business Owners

Show 10 entries

Search:

ID	Name	Email	Contact	Registered	Verified
41	Lyciah Lingo	kalaylingo24@gmail.com	09514600861	Oct 14, 2026	Verified
42	Cherry Mae Morales	klangmors26@gmail.com	9382226364	Oct 14, 2026	Verified
47	Kimberly Samoya	samoyakimberly957@gmail.com	9671603660	Oct 15, 2026	Verified
48	Kimberly Samoya	samoyakimberly55@gmail.com	9671603660	Oct 15, 2026	Verified
49	James Manalo	samoyakimberly54@gmail.com	9754515445	Oct 15, 2026	Verified

Figure 4.2a - Registered Business Owners list

Admin Panel
Municipality of Placer, SDN

Admin Administrator

Samoya Verified

48	Kimberly Samoya	samoyakimberly55@gmail.com	9671603660	Oct 15, 2026	Verified
49	James Manalo	samoyakimberly54@gmail.com	9754515445	Oct 15, 2026	Verified
50	Dejemar Samoya	samoyadejemar19@gmail.com	9671603660	Oct 15, 2026	Verified
51	Melgerose Lade	melgeroselade@gmail.com	9123456789	Oct 15, 2026	Verified
52	Ecel Ladaga	ecellaga21@gmail.com	9067344705	Oct 15, 2026	Verified
53	Kirstein Mae Navarro	lingokalaylycah@gmail.com	09514600861	Oct 15, 2026	Verified

Showing 1 to 9 of 9 entries

Previous 1 Next

Figure 4.2b - Registered Business Owners list (cont.)

NOTE

Only verified accounts can log in and apply for permits.

4.3 Managing Announcements

- Click "Announcements" on the left sidebar.
- Review the list of pending announcements submitted by BPLO staff.
- Click the Check (Approve) icon to publish, or the Trash (Reject) icon to decline.

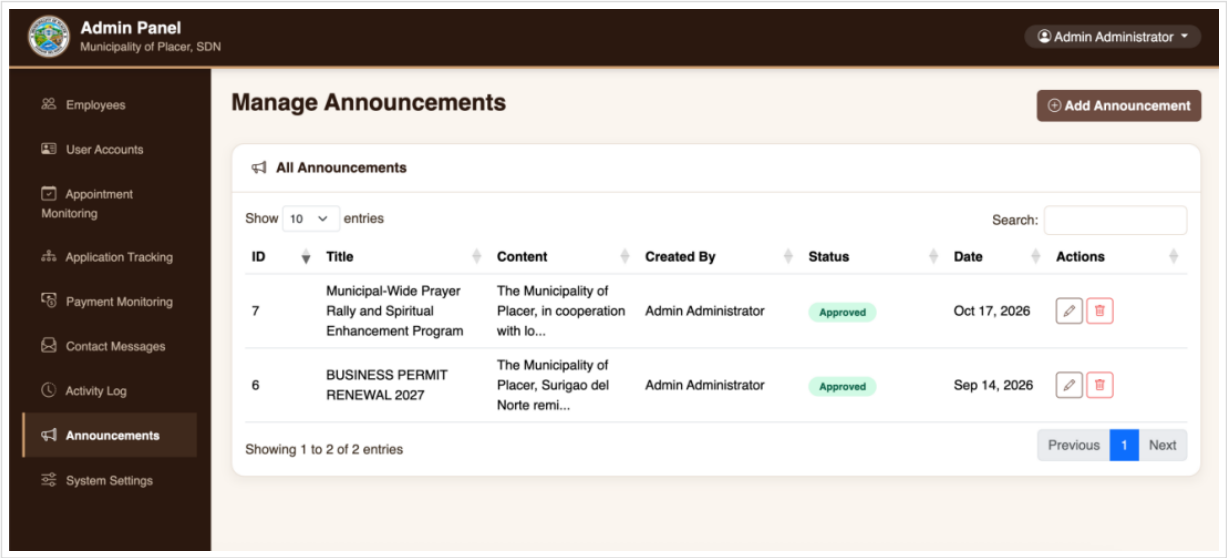


Figure 4.3 - Manage Announcements page

4.4 Editing Portal Content (System Settings)

- Click "System Settings" on the left sidebar.
- Select the page tab you want to edit (Home Page, About Page, etc.).
- Click into the text fields to edit the Hero Title, Hero Subtitle, or Info Cards.
- Click "Save Changes" to update the live website.

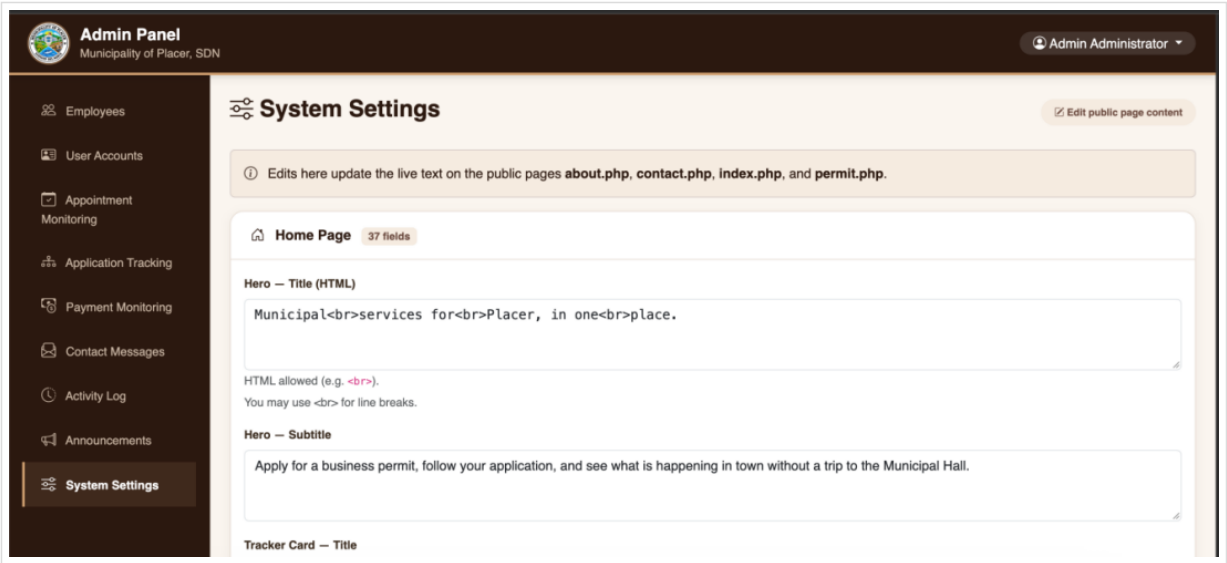


Figure 4.4a - System Settings page

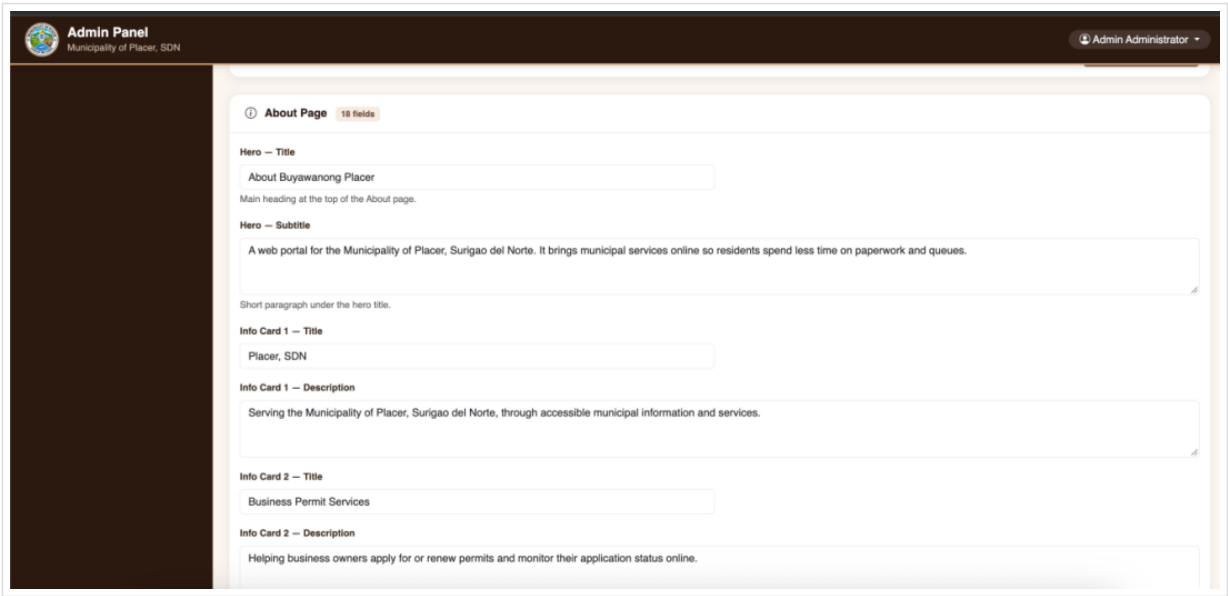


Figure 4.4b - System Settings (About Page)

THANK YOU

Thank you for using Buyawanong Placer - the Municipality of Placer's one-stop digital information portal.

MUNICIPALITY OF PLACER

Surigao del Norte, Philippines

bploplacer@gmail.com | treasuryofficeplacer@gmail.com

Mon-Fri, 8:00 AM - 5:00 PM