



EXECUTIVE ORDER NO. 01
Series of 2017

**AMENDING CERTAIN PROVISIONS OF EXECUTIVE ORDER NO. 14-05,
SERIES OF 2014 AND FOR OTHER RELATED PURPOSES.**

WHEREAS, with the end view of improving local competitiveness and enhancing local economic growth through the promotion of an investment-friendly municipality, the Local Chief Executive issued Executive Order No. 14-05, series of 2014 instituting further reforms in business permits and licensing system in accordance with the Anti-Red tape Act (R.A. 9485) and DILG-DTI Joint Memorandum Circular No. 01, series of 2010;

WHEREAS, on August 30, 2016, the DILG, DTI and DICT promulgated Joint Memorandum Circular No. 01, series of 2016 on revised standards in processing business permits and licenses in all cities and municipalities hence, the need to amend certain provisions of Executive Order No. 14-05 to be consistent with the provisions of said DILG-DTI-DICT joint memorandum circular;

WHEREAS, the Municipal Government of Itogon is very supportive of the call of President Rodrigo Roa Duterte to promote "EASE OF DOING BUSINESS" nationwide in order to improve the nation's competitiveness while enhancing local economic growth by encouraging more business establishments in the municipality;

NOW THEREFORE, by virtue of the powers vested in me as Local Chief Executive, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby amend certain provisions of Executive Order No. 14-05, series of 2014 to wit;

Section 1. Section 1 of Executive Order N0. 14-05, series of 2014 is hereby amended to read as follows:

"Section 1. Streamlining of the Business Permits and Licensing System. The steps in acquiring business permits and licenses in the municipality, be it for new application or renewal, is hereby reduced from five (5) steps to three (3) steps only which are as follows:

Step 1. Application, Filing and Verification- submission of complete accomplished application form with the attached documentary requirements and one-time verification.

Step 2. Assessment- One-time assessment of taxes, fees and charges, and

Step 3. Pay and Claim- one-time payment of taxes, fees and charges, receipt of Official Receipt (O.R.) as proof of payment of taxes, fees and charges imposed by the municipality and BFP in securing Business Permit and other regulatory permits and clearances.

Provided further that upon completion of the automation or computerization program as provided under Section 4 of this Executive Order, the steps for renewal of business permits may be reduced to two (2) steps only which consist of the following:

Step 1. One-time assessment and payment, and

Step 2. Pay and Claim”

Section 2. Item No. 1.3 of Section 1 of Executive Order No. 14-05 is hereby amended to read as follows:

“1.3. Documentary Requirements Accompanying Application Submission:

1.3.1. Documentary requirements shall be limited to the following:

a. For New Business Registration:

(1). Proof of business registration, incorporation, or legal personality (ex. DTI/SEC/CDA Registration)

In certain cases like sari-sari stores not using any or without business name, the requirement of DTI/SEC/CDA Registration may be dispensed with during initial registration.

(2) Basis for computing taxes, fees and charges (ex. Business capitalization)

(3) Occupancy Permit, if required by national laws (ex. Building Code) and local laws;

(4) Contract of Lease (if lessee); and

(5) Barangay Clearance (for businesses which are not required occupancy permits).

b. For Renewal of Applications:

(1) Basis for computing taxes, fees and charges (ex. Income Tax Return);

(2) Barangay Clearance

Section 3. Section 2 of Executive Order No 14-05 is hereby amended to read as follows:

“Section 2. Maximum Number of Signatories. The maximum number of signatories in processing new business applications and business renewals shall be two (2) namely, the BPLO and the Municipal Treasurer (or the Assistant Municipal Treasurer in her absence) as recommending approval. The Municipal Mayor shall no longer be a signatory during the processing stage considering that he is the signatory to the Business Permit. For manual signatures, the Municipal Administrator is hereby authorized to sign Business Permits in the absence of the Municipal Mayor.

Section 4. Adoption of Applicable Provisions of DILG-DTI-DICT JMC No. 01, series of 2016. Provisions of DILG-DTI-DICT Joint Memorandum Circular No. 01, series of 2016 pertaining to revised standards applicable to municipalities are hereby adopted and made integral part of this Executive Order which shall supersede any provisions hereof that are inconsistent therewith.”

Section 5. Repealing Clause. All Executive Orders or parts thereof inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

Section 6. Effectivity. Order shall take effect immediately.

DONE this 3rd day of January, 2017 at Itogon, Benguet.



ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- Office of the Provincial Governor ✓
Benguet Provincial Capitol
La Trinidad, Benguet
- The Hon. Sanguniang Bayan ✓
This municipality
- Ms. Amalia A. Ibarra ✓
BPLO- Designate
This Municipality
- Ms. Cesar U. Ating ✓
MLGOO
- All Department Heads ✓
This municipality
- All Punong Barangays ✓
This municipality
- Itogon BFP ✓
- Itogon PNP ✓
- file