



Republic of the Philippines  
Province of Benguet  
Municipality of Itogon

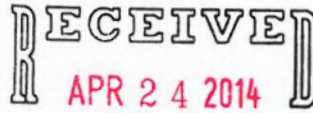
Office of the Municipal Mayor

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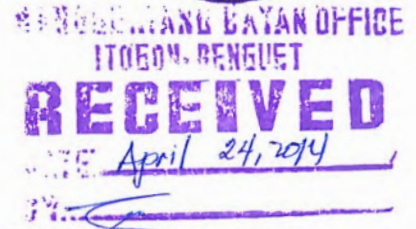
Email Address: vic.palangdan@gmail.com



ADMINISTRATIVE ORDER NO. 2014-05  
Series of 2014



BY: [Signature] MPO



**DESIGNATING MS. AMALIA A. IBARRA AS THE BUSINESS PERMITS AND LICENSING OFFICER (BPLO) OF THE MUNICIPALITY OF ITOGON**

**WHEREAS**, pursuant to the constitutional provision that calls for simplification of government services, the Anti-Red Tape Act (R.A. 9485) required government instrumentalities and LGUs to deliver public service efficiently by reducing red tape, thus the identification of the five aspects to be simplified, limitation on the number of signatories and provision for legal sanction for noncompliance with the standards;

**WHEREAS**, as declared in his SONA last July 26, 2010, among the foremost agenda of His Excellency President Benigno S. Aquino III is the creation of jobs hence, he called on local government units to review their procedures and to streamline processes to make business start-ups easier;

**WHEREAS**, with the ARTA as legal framework, the Department of the Interior and Local Government and the Department of Trade and Industry issued Joint Memorandum Circular No. 2010-01 and Joint Department Administrative Order No. 2010-07, the former sets the standards for processing applications and renewal while latter defines institutional support for the reforms by specifying the roles of the DILG and DTI;

**WHEREAS**, the Business Permit and Licensing Officer is an indispensable position in the BPLS reforms being implemented however, the designation of a competent personnel of the LGU to perform the duties and functions of a BPLO is deemed appropriate at the moment considering that the creation of the office shall entail huge amount that will exceed the budgetary limitations above and over the 45% ceiling for personal services;

**WHEREFORE**, by virtue of the powers vested in me as Municipal Mayor of the Municipality of Itogon, I, **ATTY. VICTORIO T. PALANGDAN** hereby order as follows:

**Section 1. Designation of BPLO.** Ms. Amalia A. Ibarra is hereby designated as the Business Permits and Licensing Officer of the Municipality of Itogon.

**Section 2. Functions.** The Business Permits and Licensing Officer (BPLO)-designate shall perform the following functions, to wit:

1. Shall be the focal person on Business Permit and Licensing System and as such, the BPLO-designate shall:

- a. Assist applicants to facilitate timely issuance of their Business Permits;
- b. Shall coordinate with the DTI and other concerned offices and agencies on matters relating to BPLS and BPL activities;
- c. Shall maintain an updated registry of all business establishments within the municipality and shall make this available at all times for inspection and verification purposes;

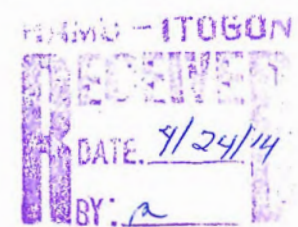
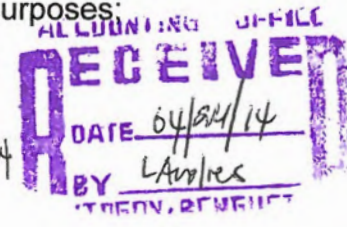
OFFICE OF THE MUNICIPAL MAJOR  
SOCIAL WELFARE & DEVELOPMENT  
Itogon, Benguet



received by:  
Vic Palangdan - 4/24/14

MAO - 4/24/14

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- d. Shall recommend to the LCE and concerned offices appropriate measures on how to further improve the business permit and licensing system of the municipality to include among others the imposition of other applicable conditions for the issuance of business permits in accordance with DILG-DTI JMC No. 2010-01 and such other issuances, rules and regulations.
2. Inspect business establishments to determine correctness of licenses and fees pertaining to their operations;
  3. Shall develop a strategy and effective system of conducting inspections and verifications of all business establishments in the municipality for the determination of the following:
    - a. Whether or not all business establishments have acquired valid Business Permits governing their operations;
    - b. Whether or not the operation of a certain business establishment corresponds with the line of business as indicated in its Business Permit;
    - c. Compliance with the conditions set forth in the Business Permit issued, to include among others the acquisition of other permits from concerned offices, clearances, and such other requirements relative to the operation of a certain business;
  4. In coordination with the Joint Inspection Team of the municipality and other concerned offices, shall conduct regular Tax Campaigns in the different barangays and shall visit business establishments as part of the municipality's intensive campaign against illegal business operations;
  5. In coordination with the Local Economic and Investment Promotion Officer, the Municipal Treasury Office and such other concerned offices, shall develop strategies and undertake necessary measures and system to generate more revenues for the municipality. They shall likewise provide basic information about business potentials of the municipality including LGU services to prospective investors to attract more investments to flow in the community;
  6. Assist the Local Chief Executive in monitoring and enforcement of existing laws, ordinances and policies in the operation of businesses in the municipality;
  7. Shall submit reports to the Local Chief Executive on the condition of business operations in the municipality and shall likewise advise the former on how to further improve the business climate of the locality;
  8. Perform other related functions as may be directed by the LCE, by law or ordinance.

**Section 3. Effectivity.** This Administrative Order shall take effect immediately.

Issued this 21<sup>st</sup> day of April, 2014.

MEB JTT 4/24/14  
 MOP/MS 4/24/14

----- BY: \_\_\_\_\_  
 RECEIVED  
 APR 24 2014  
 BY: \_\_\_\_\_ SO \_\_\_\_\_

  
**ATTY. VICTORIO T. PALANGDAN**  
 Municipal Mayor