

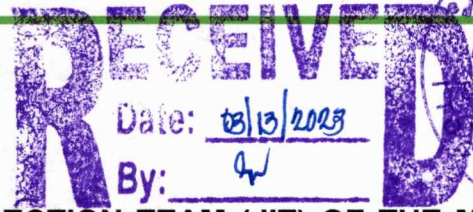


Republic of the Philippines  
Province of Benguet  
Municipality of Itogon



**OFFICE OF THE MUNICIPAL MAYOR**

Email Address: [mayorofficeitogon@gmail.com](mailto:mayorofficeitogon@gmail.com)



**EXECUTIVE ORDER NO. 04**

Series of 2023

**REORGANIZING THE JOINT INSPECTION TEAM (JIT) OF THE MUNICIPAL GOVERNMENT OF ITOGON, AMENDING EXECUTIVE ORDER NO. 2-2017.**

**WHEREAS**, consistent with R.A. 9485 or the Anti-Red Tape Act of 2007, the Department of the Interior and Local Government and the Department of Trade and Industry promulgated JMC No. 01, series of 2010 promulgating guidelines in implementing the standards in processing permits or licenses in all cities and municipalities;

**WHEREAS**, on August 30, 2016, the DILG and the DTI issued JMC No. 01, series of 2016 or the Revised Standards in Processing Business Permits and Licenses in all Cities and Municipalities which seeks to ensure compliance with the national directive calling on all government agencies and instrumentalities to reduce the requirements and processing time of all government transactions;

**WHEREAS**, the Joint Inspection Team will be responsible for undertaking inspections within each year after the issuance of the Business Permit to verify the information declared by the business in the application for Business Permit and to identify unregistered businesses;

**NOW THEREFORE**, by virtue of the powers vested in me as Local Chief Executive, I, **HON. BERNARD S. WACLIN**, Municipal Mayor of the Municipality of Itogon Benguet Province, hereby **ORDER** as follows;

**Section 1. Reorganization and Composition of the Joint Inspection Team.**

The Joint Inspection Team of the Municipal Government of Itogon is hereby reorganized to be composed of representatives from the various offices, government line agencies and barangays respectively, as follows:

**Mayor's Office:**

Sangguniang Bayan  
Itogon, Benguet  
**RECEIVED**

Date: MAR 13 2023

By: [Signature]

MS. AMALIA A. IBARRA, BPLO-Designate  
MR. FERDINAND F. SAPALONG  
MS. MICHELLE P. YDIO

**Municipal Treasury Office:**

MR. MICHAEL P. HERMOSADO  
MS. MARY ANN K. ADAIS

**Municipal Engineering Office:**

MS. HYLENE S. AMOS  
MS. NERRISA B. BALBINES

**Municipal Assessor's Office:**

MS. CHIQUE B. CORNEL  
MR. ROMEO C. TIAGO

**Municipal Planning and Development Office:**

ENGR. REX BALBALIN

**Municipal Health Office:**

MS. JENNILYN C. WACLIN  
MS. JACQUILINE BAY-AN

**Bureau of Fire Protection:**

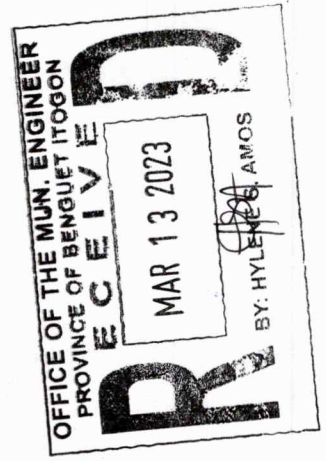
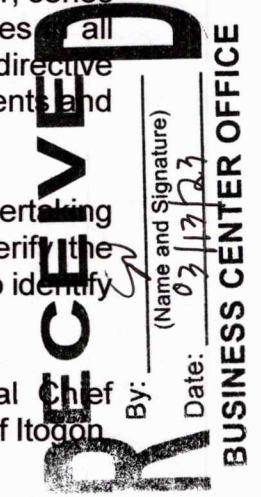
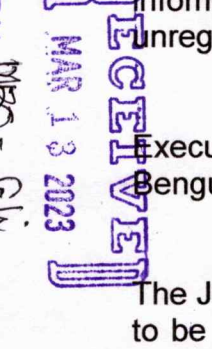
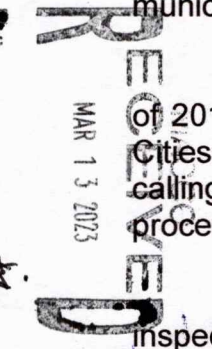
At least two (2) representatives to be designated by the Municipal Fire Marshall.

**Philippine National Police:**

FBI Gester Derek A  
BFP Itogon  
12 MAR 2023 15:00

[Signature]  
MSWD  
3/13/2023

By: [Signature]  
By: [Signature]  
By: [Signature]



PCP3 POBLACION PNP  
PMSA AREA 10, B - 3-11-23

A PNP personnel to be assigned by the Chief of Police or by the ComPAC Commander in the barangay where the inspection will be conducted.

***Barangay Officials:***

The Punong Barangay or his duly authorized representative preferably from the Committee on Commerce, Trade, Industry and Livelihood of the Sanguniang Barangay.

**Section 2. Duties and Functions.** The Joint Inspection Team shall perform the following duties and functions, to wit;

1. To conduct inspection of all businesses or enterprise within the municipality after the issuance of business permits (new or renewal) to (a) verify the accuracy of all information declared in their respective application for business permit; and (b) to identify business establishments operating without the required Business Permit;
2. Shall conduct periodic monitoring of business establishments operating within the municipality to ensure that the type, nature, lines or kind of business is in accordance with the duly approved business permit. In case of deviation or non-compliance or conduct of other type of business activity such as but not limited to sale of other kinds of merchandise, goods or services not declared in the original Business Permit but is being conducted in the same establishment/space or in an adjacent space or store, the Joint Inspection Team shall advise the operator thereof to immediately apply for the required Business Permit relative to the conduct of such business activities subject to the imposition of corresponding fees and charges. The Joint Inspection Team shall, on the other hand recommend to the Local Chief Executive the issuance of a Closure Order of business establishments operating without the necessary Business Permit or those in actual operation but on a different location or not in accordance with the line of business as indicated in their respective Business Permits.
3. Shall conduct regular Information and Education Campaign to the different barangays to orient the constituents, business groups, prospective investors and other stakeholders on the unified form, procedures and requirements, and the business permits and licensing processes in the municipality, encourage acquisition of business permits prior to operation, and as a venue to conduct regular tax campaign in the locality. For this purpose, the Joint Inspection Team shall fix the schedules for the conduct of IECs, preferably during barangay assembly meetings, barangay fiestas and similar community gatherings through proper coordination with all concerned barangay officials.

**Section 3. Repealing Clause.** All Executive Orders and Issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

**Section 4. Effectivity.** This Order shall take effect immediately.

**DONE** this 13<sup>th</sup> day of March, 2023 at Itogon, Benguet.

  
**HON. BERNARD S. WACLIN**  
Municipal Mayor