



**EXECUTIVE ORDER NO. 33**  
Series of 2023

**INSTITUTING FURTHER REFORMS IN THE BUSINESS PERMITS AND LICENSING PROCESSES IN THE MUNICIPALITY OF ITOGON.**

**WHEREAS**, pursuant to the Anti-Red tape Act (R.A. 9485), as amended, and DILG-DTI Joint Memorandum Circular No. 01, series of 2010, the municipality has adopted reform standards in its business permits and licensing system with the end view of enhancing local economic growth through the promotion of an investment-friendly municipality;

**WHEREAS**, on August 30, 2016, the DILG, DTI and DICT promulgated Joint Memorandum Circular No. 01, series of 2016 or the revised standards in processing business permits and licenses in all cities and municipalities hence, the need to amend certain provisions of existing policies to be consistent with the provisions of said DILG-DTI-DICT joint memorandum circular and other guidelines relative to the implementation of R.A.9485, as amended by R.A. 11032;

**WHEREAS**, improving existing local processes through the institution of reforms and adoption of best practices lessen the burdens of our local entrepreneurs, attract more investors, improve local business climate and create employment opportunities through a redesigned business permitting and licensing processes and effective business-friendly local inspection system with the end view of balancing local economic development objectives with the LGU responsibility of safeguarding and promoting public welfare.

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

**Section 1. Three-step Process for Business Permits and Licensing System.**  
The three-step process in acquiring business permits and licenses in the municipality, be it for new application or renewal, shall be maintained as follows:

Step 1. Application Filing and Verification: submission of complete and duly 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 as proof of payment of taxes, fees and charges imposed by the municipality and BFP and other regulatory permits and clearances, and receipt of the Business Permit by the applicant. Other local clearances such as, but not limited to, sanitary permit, environmental and agricultural clearances shall be issued together with the Business Permit.

1.2. To facilitate the accomplishment of application forms together with the documentary requirements, the BPLO is hereby directed to provide substantial copies of said application forms more particularly the unified form, with an attached list of documentary requirements to the nine barangays via their respective

barangay halls. Likewise, downloadable forms in fillable format shall be made available to the web site of the municipality.

**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

**c. Compliance to all National laws and Regulatory Requirements:**

All Business Permit applicants shall comply with national laws and regulatory requirements. For new applicants, the requirements provided in item 1.3.1 (a) above shall be complied with. Upon renewal, all clearances and/or licenses/certificates required by national laws and regulatory bodies such as Fire Safety Inspection Certificate, occupational and safety standards, and other similar requirements that will ensure public safety, health and welfare in all workplace shall be complied with. National government agencies and regulatory bodies that require the aforementioned documents are hereby requested to provide the municipality with a list of non-complying business establishment as basis for the non-renewal of their corresponding business permit. Corollary, said national government agencies and regulatory bodies shall notify all non-complying business establishments of such violations.

**1.4. Prescribed Processing Time.** Pursuant to R.A. 11032 or the Ease of Doing Business Act of 2018, the maximum period for processing of applications or requests for government service shall be as follows:

1.4.1. For Simple Transactions: Three (3) days;

1.4.2. For Complex Transactions: Seven (7) days;

1.4.3. For activities which pose danger to public health, public morals, public safety, public policy, and highly technical transactions, 20 working days;

1.4.5. For applications or requests for license, clearance, permit, certification or authorization requiring the approval of the Sangguniang Bayan, 45 working days which can be extended for another 20 days.

1.4.6. The Citizen's Charter may provide for a different processing time if it will not be longer than what is prescribed by the EDB Act.

**1.4.7. Processing time for business registration however, shall not exceed:**

- a. One (1) day to two (2) days for New Business Permit application; and
- b. One (1) day for Business Permit renewal.

**1.5. Acceptance of Applications or Requests.** All officers or employees are required to accept written applications, requests and documents or both, submitted by applicants or requesting parties. The receiving officer or employee shall then perform a preliminary assessment on the application or the request submitted and immediately inform the applicant or requesting party of the deficiency in the requirements submitted. The deficiency shall be limited to those enumerated in the Citizen's Charter.

**1.6. Denial of Application or Request.** The denial of an application must be explained in writing stating the name of the person or officer who denied the same and the grounds upon which denial is based.

**1.7. Queuing Mechanism.** The BPLO shall adopt a queuing mechanism to manage the flow of application, providing priority lanes to persons with special needs such as senior citizens, persons with disability and pregnant women.

**Section 2. Number of Authorized Signatories to the Unified Application Form.**

The number of authorized signatories to the application form is hereby reduced to two (2) only 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 of the application considering that he is the signatory to the Business Permit. To facilitate the release of Business Permits, the Municipal Administrator is hereby authorized to sign said document in the absence of the Municipal Mayor.

**Section 3. Computer Generated or Electronic Signature of the LCE.** Computer generated or Electronic Signature depicting the original signature of the Municipal Mayor on the space provided for in the approved Business Permit is hereby allowed. Provided however that in order to be valid, all Business Permits issued bearing the e-signature of the Municipal Mayor must be countersigned by the BPLO and must be properly recorded in the BPLS data base and in such other recording modes kept and maintained for the purpose.

**Section 4. Computerization of the Business Permits and Licensing System.** For an effective and efficient business permits and licensing processes, continuous

upgrading of service delivery through computerization and setting up of a data base is hereby encouraged. An inter-office connectivity or linkages shall be established which project shall be spearheaded by the Municipal Treasury Office.

**Section 4. Monitoring and Inspection by the Joint Inspection Team (JIT).** The Joint Inspection Team (JIT) shall conduct a group inspection of business establishments instead of separate visits by each office. It shall be mandatory for all JIT members to be present during inspections. Provided however that in the absence of any regular member due to valid grounds, the concerned head of office or unit shall designate a representative to participate in that particular schedule of inspection.

4.2. Regular monitoring and inspection of business establishments shall be conducted by the JIT within the year upon issuance of the Business Permit to verify all information declared by the business in the application for business permit with respect to the line, nature and location of business activity. It shall likewise be conducted to identify unregistered businesses and to identify possible violations of business establishments. The JIT shall issue prior notice of inspection to business establishments which may be coursed through the barangay officials or may be delivered directly to the business establishments. Likewise, business establishments shall not be deprived of their right to prior disclosure of inspection standards. The Joint Inspection Team shall also facilitate compliance by business establishments with inspection requirements and ensure that business owners/operators have taken necessary actions to correct any deviation or inconsistencies in the actual conduct of business as against the duly approved Business Permit.

4.3. Post application inspection shall be conducted within the thirty-day period to enlist applicants' compliance with their undertaking (if any) to submit their lacking documentary and/or procedural requirements.

4.4. Pre-application inspection may also be made on business establishments to provide these establishments with opportunity to comply in advance with the National Building Code, the Fire Code and such other regulation relative to health and sanitation, public order and the like. Provided further that Building Permits, Occupancy Permits and Fire Safety Inspection Certificates issued to corresponding individuals shall be properly recorded and stored in the BPLS data base which shall serve as basis in the subsequent years' business permit renewal application.

4.5 An occupancy permit issued to a commercial building which is subdivided into several stalls or business establishments satisfies the occupancy permit requirement for all the business establishments therein.

**Section 5. Continuing Information, Education and Communication Campaign (IEC).** The JIT and/or the BPLS Team shall conduct regular Information, Education and Communication campaign in the different barangays to orient the constituents, business groups and other stakeholders on the use of the unified form and the business permits and licensing processes in the municipality, encourage registration of business prior to operation, and create an avenue for productive discussion for the enhancement of business climate in the locality. For this purpose, the Joint Inspection Team shall fix the schedules for the conduct of IECs in the various communities including the conduct thereof during barangay assembly meetings, barangay fiestas and other community gatherings in coordination with all concerned barangay officials.

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The BPLO with the assistance of the Municipal Planning and Development Office and the Municipal Treasury Office shall design printed IEC materials in the form of pamphlets, streamers and/or tarpaulins for distribution to the different barangays. This may also be done through the use of social media platforms, print and broadcast media, and other electronic means.

**Section 6. The Business-One-Stop-Shop (BOSS).** The “Negosyo Center” located at second floor of the Legislative Building is hereby designated as Business-One-Stop Shop (BOSS) for all matters relative to business registration which include acceptance and processing of business permit applications. It shall provide both frontline services and backroom operations. It shall allow co-location of LGU Department representatives, the BFP and other concerned agency representatives involved in business registration.

In anticipation of the influx of business registrants on the month of January which is a yearly occurrence, the Municipal Gym shall be used as Business One Stop Shop for the period January 1<sup>st</sup> to 20<sup>th</sup> of every year, which may be extended for a definite period subject to the approval of the Sanguniang Bayan.

**Section 7. Adoption of Other Provisions of DILG-DTI-DICT JMC No. 01, series of 2016.** Applicable provisions of DILG-DTI-DICT Joint Memorandum Circular No. 01, series of 2016 or the Revised Standards in Processing Business Permits and Licenses in all Cities and Municipalities, and other subsequent issuances, rules and regulations related to streamlining of procedures for business registration, permitting and licensing are hereby adopted to form part of this Executive Order.

**Section 8. Repealing Clause.** All Executive Orders and Issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

**Section 9. Separability Clause.** If for any reason, this Executive Order or parts hereof has been declared invalid or unconstitutional by competent authority, parts thereof not affected by such declaration shall remain in force and effect.

**Section 10. Effectivity.** This Executive Order shall take effect immediately.

**DONE** this 19<sup>th</sup> day December, 2023 at Itogon, Benguet.

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