



**EXECUTIVE ORDER NO. 012**

Series of 2023

**AN ORDER UPDATING THE EXECUTIVE ORDER NO. 032, SERIES OF 2022  
ON THE BUSINESS REGISTRATION PROCEDURES AND  
INSTITUTIONALIZING THE PASACAO BUSINESS ONE STOP SHOP (BOSS)  
IN THE MUNICIPALITY OF PASACAO, CAMARINES SUR**

**WHEREAS**, pursuant to Republic Act No. 9485, otherwise known as the Anti Red tape Act (ARTA), all government instrumentalities are mandated to provide efficient delivery of services to the public by reducing bureaucratic red tape and preventing graft and corruption and providing penalties therefore;

**WHEREAS**, the government through the said Act is mandated to set standards for processing business permits and license issued by LGU's aimed at improving efficiency in the business registration system and reducing the cost of doing business in the country;

**WHEREAS**, the Business One Stop Shop (BOSS) is among the leading strategies being pursued by the Local Government to improve its business and investment climate, which seeks to shorten, simplify and create a business-friendly permit process, thus raising the satisfaction level of the applicants and generating local revenues for the municipality;

**WHEREAS**, there is a need to institutionalize the said program to ensure the continuous implementation of the process;

**NOW THEREFORE, I JORGE R. BENGUA**, Municipal Mayor of Pasacao, Camarines Sur by virtue of the power vested in me by law do hereby order the following:

**Section 1. Institutionalization:** In order to improve service delivery to businesses and to sustain the municipality's business-friendly environment, the Business One Stop Shop (BOSS) is hereby institutionalized.

The BOSS shall run for one month, starting from the first working day of January and ending on the 31<sup>st</sup> the process shall commence at 8:00 AM and end at 5:00 PM from Monday to Saturday. However, after the 20<sup>th</sup> a penalty shall be imposed for late payments.

For the purpose of providing efficient delivery of services, all personnel involved in the processing an issuance of business permits and licenses shall render overtime services during the duration of the BOSS.





**Section 2. Business One-Stop Shop (BOSS) defined.** The Business One-Stop Shop (BOSS) is an arrangement where all concerned agencies or offices involved in processing and issuance of business permits and licenses are organized in a single common site or location to receive and process applications for business registration thru a streamlined system;

**Section 3. Service Standards.** : The BOSS shall follow these standards to effectively realize the purposes of this Executive Order.

- a. Application Form – The application form prescribed under Joint Memorandum Circular No. 01, Series of 2020 issued by the Department of Interior and local Government and Department of Trade and Industry (DTI) in processing new applications for business permits and business renewals is hereby adopted.
- b. Standards Steps. The steps to follow in applying or renewing business permits are standardized as follows:
  1. Checking of Requirements
  2. Assessment
  3. Review of Assessment, Encoding, Billing, Printing and Approval of Application
  4. One-Time payment at Municipal Treasurer's Office
  5. Printing, Approval and Release of Business Permit at Licensing Office

**Section 4. Processing Policy.** As a matter of policy and to ensure the timely delivery of services and issuance of final assessment, the Municipal Treasurer's Office shall be guided by the following processing schedules.

One to five transactions or applications 8:00AM-3:00PM daily from Monday to Friday  
Six or more transactions or applications 3:00PM-5:00PM daily from Monday to Friday  
8:00AM to 5:00PM on Saturdays

**Section 5. Inspections.** The directive to the Joint Inspectorate Team constituted under Executive Order No. 2017-008 to conduct a year-round inspection of business establishments as well as to disseminate information regarding business registration procedures of the city especially the pre-processing of requirements and clearances is hereby reiterated.

**Section 6. Color-coding of Mayor's Permit Forms.** To facilitate the easy determination of establishments granted with provisional permit from those granted an annual permit and for easy monitoring of compliance with requirements. The Business Permits and Licensing Division of the Municipal Treasurer's Office shall adopt color-coded Mayor's Permit forms.

**Section 7. Pre-processing of Requirements.** The Permits and Licensing Division shall implement a procedure which shall allow the pre-processing or requirements for business permits even for the following year.





**Section 8. Clearances.** Subject to existing laws and ordinances, all clearances, except Barangay Clearance, that may be required for processing of business permit shall be valid for one (1) year and shall be honored by the Business Permits and Licensing Division and/or BOSS personnel for as long as they have not yet expired. Clearances such as Fire safety and building clearances allowed by existing laws and ordinances to be processed and secured at any time of the year shall likewise be honored by said office and/or personnel.

**Section 9. Queuing System.** The Municipal Treasurer's Office through its Business Permits and Licensing Division shall formulate and implement an effective queuing system on a first-come, first-serve basis and in observance of the Ethical Standards for Government Officials and Employees.

**Section 10. Governing Board.** A governing board to oversee the implementation of the BOSS and business registration activities is hereby constituted, viz:

<b>Chairman :</b>	Jorge R. Bengua	Municipal Mayor
<b>Members :</b>	Gina Belle B. Bengua	Acting-Municipal Administrator
	Jean B. Oco	Municipal Treasurer
	Maria S. Rustria	BPLO
	Lawrence William Q. Quijano	OIC-Municipal Engineer
	Melchor S. Baesa	MHO
	Lino R. Torrente	Sanitary Inspector
	SFO3 Elmer L. Mailom	BFP-Fire Marshall
	PMaj Kenny L Tantiado	Chief of Police-Pasacao
	Noel Julito T. Ciudadano	MPDC
	Norlito R. Barroma	MENRO
	Arnel F. Ama	PSO-Chief
	Randy L. Berja	IT

**Section 11. Functions of the Governing Board.** The Board shall have the following functions;

- Oversee the implementation of the Business One Stop Shop, particularly the service standards;
- Mobilize resources for the implementation of the various components of the BOSS;
- Establish partnerships with the private and business sector in developing innovations in the components and processes of the BOSS;
- Coordinate with national government agencies and organizations, such as the Social Security System, Philhealth, Red Cross and Home Mutual Development Fund (Pag-ibig) in integrating their services during the BOSS;
- Meet and discuss preparations and activities, two months prior the implementation of the BOSS;
- Perform such other tasks and functions necessary for and incidental to the pursuance of the above.





REPUBLIC OF THE PHILIPPINES

# MUNICIPALITY OF PASACAO

## OFFICE OF THE MUNICIPAL MAYOR

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**Section 12, Finding.** The City Government shall allocate the amount necessary to cover the expenses for the implementation of the BOSS chargeable against the Economic Development Fund.

Overtime pay for services of personnel involved in the BOSS shall be charged against the funds of their respective offices.

**Section 13. Logistical Support.** Offices/Department/Agencies comprising or taking part in the BOSS shall, in order to promote efficiency and economy, pool their resources such as equipment and personnel in the implementation of this service.

**Section 14. Effectivity.** This Executive Order shall be effective immediately.

Done this 17<sup>th</sup> day of **May 2023** at Municipality of Pasacao, Camarines Sur.

**JORGE R. BENGUA**  
Municipal Mayor

