



EXECUTIVE ORDER NO. 013
Series of 2023

AN EXECUTIVE ORDER DESIGNATING MARIA S. RUSTRIA AS THE BUSINESS PERMITS LICENSING OFFICER (BPLO) OF THE LOCAL GOVERNMENT UNIT OF PASACAO, CANARINES SUR

WHEREAS, Joint Memorandum Circular No. 01 Series of 2016 of the Department of Interior and Local Government (DILG), Department of Trade and Industry (DTI) and Department of Information and Communications Technology (DICT) issued on August 30, 2016 provides the revised standards for processing business permits and licenses in all cities and municipalities;

WHEREAS, in compliance with the standards for processing permits will require streaming the Business Permits and Licensing System (BPLS);

WHEREAS, a Business Permits and Licensing Officer (BPLO) is necessary to carry out the effective implementation of the BPLS reforms in the municipality;

NOW THEREFORE, IN VIEW OF THE FOREGOING, 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. Designation of Business Permits and Licensing Officer (BPLO) in the person of Ms. Maria S. Rustria, Administrative Aide III, is hereby designated as the BPLO of the Municipality of Pasacao, Camarines Sur.

Section 2. Duties and Responsibilities. The BPLO shall perform the following duties and responsibilities as stated:

- a. Responsibilities for processing and reviewing of taxes and fees;
- b. Ensure the true and correct collection of business taxes and fees;
- c. Provide an effective system of conducting inspections and verifications of all business establishments;
- d. Take necessary measures and systems to generate more revenues;
- e. Undertake intensive campaign against illegal business operations;
- f. Monitor and enforce existing laws, ordinances, policies, rules and regulations governing the operation of businesses and occupations in the locality;
- g. Provide BPLS related data to the business sector and the public in general; and
- h. Recommend revocation of business licenses and permits in case of violations.





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. Standard 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 Treasurers 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 Treasurers 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 of 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.





REPUBLIC OF THE PHILIPPINES

MUNICIPALITY OF PASACAO
OFFICE OF THE MUNICIPAL MAYOR

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Section 9. Effectivity. This Executive Order shall be effective immediately.

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

JORGE R. BENGUA
Municipal Mayor

