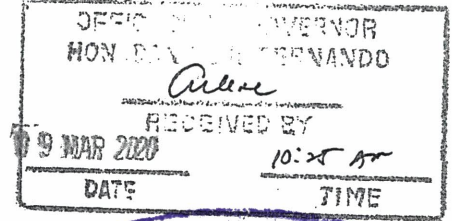




Republic of the Philippines  
 Province of Bulacan  
**CITY OF MALOLOS**



## OFFICE OF THE CITY MAYOR

**EXECUTIVE ORDER NO. 18**  
 Series of 2020



### **AN ORDER RECONSTITUTING THE BUSINESS PERMIT AND LICENSING SYSTEM TECHNICAL WORKING GROUP (BPLS-TWG) AND THE JOINT INSPECTION TEAM (JIT) OF THE CITY OF MALOLOS**

**WHEREAS**, the 1987 Philippine Constitution mandates that the local government units shall pursue undertakings to enhance economic prosperity, among other concerns;

**WHEREAS**, pursuant to Republic Act No. 9485 otherwise known as the Anti-Red Tape Act of 2007 (ARTA), all government instrumentalities and local government units are mandate to provide efficient delivery of services to the public by reducing bureaucratic red tape and preventing graft and corruption, and providing penalties thereof;

**WHEREAS**, The ARTA, which provides the legal basis for re-engineering current business processing simple and complex transactions which should be applied to BPLS nationwide;

**WHEREAS**, Joint Memorandum Circular No. 01, Series of 2010 dated August 6, 2010 of The Department of the Interior and Local Government (DILG), and the Department of Trade and Industry (DTI) has been issued to disseminate the service standards in processing business permits and licenses which cities and municipalities are enjoined to follow, and to clarify the roles and responsibilities of the Department of the Interior and Local Government (DILG), the Department of Trade and Industry (DTI), and the various cities and municipalities in the country in ensuring the implementation of the BPLS standards;

**WHEREAS**, further supported by the Joint Memorandum Circular No. 01, series of 2016 OMC 1, s. 2016) of the Department of Interior and Local Government, the Department of Trade and Industry and the Department of Information and Communications Technology, Local Government Units are mandated to revise standards in processing business permits and licenses;

**WHEREAS**, the LGUs, represented by the Local Chief Executive, shall coordinate with DILG and the DTI in the implementation of BPLS standards and shall organize Business Permit and Licensing System-Technical Working Group (BPLS-TWG) to oversee the implementation of the streamlined BPLS and standards BPLS and standards in processing business permits and licenses;

**WHEREAS**, in compliance with the standard steps in accordance with the streamlined BPLS and ensuring that applicants for business registration shall follow steps in applying for new business permits or for business renewals, a Joint Inspection Team shall be constituted;

**WHEREAS**, Joint Inspection Team (JIT) is a composite team whose members come from the various LGU agencies implementing business-related regulations created and authorized by the LGU to conduct joint inspection of business enterprises instead of individual inspections;

**WHEREAS**, on 25<sup>th</sup> July 2017, by virtue of Executive Order No. 17 series of 2017, the BPLS – TWG and JIT were created;

**NOW THEREFORE, I, ENGR. GILBERT T. GATCHALIAN**, City Mayor of Malolos, by virtue of the powers vested in me by law, do hereby order the reconstitution of the BPLS – TWG and the JIT and the revision of its duties and functions:

**SECTION I. Composition of Business Permit and Licensing System-Technical Working Group (BPLS-TWG).** The Business Permit and Licensing System-Technical Working Group (BPLS-TWG) shall be composed of the following:

- |                |   |   |
|----------------|---|---|
| Chairperson    | : | MR. FRANCISCO S. DOMINGO, JR.<br>City Administrator   |
| Co-Chairperson | : | ATTY. AIDA S. BERNARDINO<br>Business Permit and Licensing Officer   |
| Members        | : | MR. ANTHONY A. MENDOZA<br>City Treasurer<br><br>HON. DIONISO C. MENDOZA<br>Ex-Officio Member, Malolos City Council<br>Chairman, Committee on Barangay Affairs<br><br>MRS. LEONORA A. RESOLIS<br>City Assessor<br><br>ENGR. EUGENE N. CRUZ, EN. P.<br>City Planning and Development Coordinator<br><br>DR. VICTOR ANTONINO R. BATANES<br>City Health Officer |



ENGR. RICASOL P. MILLAN  
City Engineer

CHIEF INSPECTOR ANTONIO C. DE JESUS JR.  
City Fire Marshal

Secretariat : The Business Permit and Licensing Office shall be the Secretariat of the BPLS – TWG.

**SECTION II. Duties and Functions of the BPLS – TWG.**

1. Adopt policy reforms consistent with the service standards in processing business permits;
2. Monitor and Evaluate the efficiency of the Business One-Stop Shop (BOSS); and on the basis of such evaluation, recommend to the City Mayor the issuance of the necessary orders and/or directives, or the implementation of measures, that shall ensure continuous improvement of the BOSS;
3. Conduct information, education and communication campaigns;
4. Oversee the implementation of the streamlined Business Permit and Licensing Standards (BPLS); and
5. Perform such other duties and functions as may be necessary.

**SECTION III. Composition of the Joint Inspection Team (JIT).** The Joint Inspection Team to conduct inspection of business establishments within the City of Malolos shall be composed of the following:

Team Leader :ATTY. AIDA S. BERNARDINO  
Business Permit and Licensing Officer

Members: MR. JOSE ERIC G. SORIANO  
Sanitary Inspector IV

MS. LEONORA A. RESOLIS  
City Assessor

MR. OSCAR NICODEMUS  
Environment Management Specialist

MINERVA S. DE GUZMAN  
Assistant City Treasurer

CHIEF INSPECTOR ANTONIO C. DE JESUS JR.  
City Fire Marshal

ENGR. BENJAMIN M. ILAG  
Zoning Officer IV

ENGR. CECILIA C. SANTOS  
Engineering Office

MS. KATRINA PIA D. PEDRO  
Special Operations Officer I, CDRRMO

In the absence of the above-mentioned officers members of the JIT, representatives may be delegated by such officers. Clustered teams may be also be formed to strategically accomplish the target of the team. Each cluster must be composed of the following:

Representative/s from BPLD and/or Assessor's Office  
Representative/s from Zoning and Building Officials  
Representative/s from CENRD and Sanitation  
Representative/s from CDRRMO and BFP  
The Chairman may form Several cluster teams as he deems necessary.

Secretariat: The Business Permits and Licensing Division shall act as the Secretariat of the JIT.

**SECTION IV. Duties and Functions of the JIT.** The JIT shall be responsible for undertaking inspections within each year after the issuance of the business permit (new or renewal) for the following purposes only:

- a. Verification of information declared by the business in the Business Permit Application Form (Disclosure Verification);
- a. Monitor continuing compliance with safety standards and regulations ("Safety") as per national laws and local ordinances; and
- b. Identification of unregistered businesses.

**SECTION V. Effectivity.** This Executive Order shall take effect immediately upon signing.

Done this 6<sup>th</sup> day of March 2020, in the City of Malolos, Bulacan

  
ENGR. GILBERT T. GATCHALIAN  
City Mayor