



Republic of the Philippines
Province of Bulacan
Municipality of Bulakan



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2021 – 38 Series of 2021

AN ORDER ENHANCING BUSINESS REGISTRATION PROCEDURES AND INSTITUTIONALIZING THE MUNICIPALITY OF BULAKAN BUSINESS ONE-STOP-SHOP (B.O.S.S)

WHEREAS, pursuant to Republic Act No. 11032, otherwise known as the Ease of Doing Business, 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 licenses 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 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, VERGEL C. MENESES, Municipal Mayor, Municipality of Bulakan, Bulacan, by virtue of the powers vested upon 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 (B.O.S.S) is hereby institutionalized.

The B.O.S.S shall run for one month, starting from the first working day of January and ending on the 31st. The process shall commence at 8:00 am and end at 7:00 pm from Monday to Saturday. However, after the 20th, 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 B.O.S.S.

Section 2. Business One-Stop-Shop (B.O.S.S), defined. The Business One-Stop-Shop (B.O.S.S) 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 streamlined system.

Section 3. Service Standards. The B.O.S.S 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 2010 issued by the Department of Interior and Local Government and Department of Trade and Industry in processing new applications for business permits and business renewals is hereby adopted (Annex I).
- 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 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 Seven transactions or applications	8:00 AM – 5:00 PM daily from Monday to Friday
Seven or More transactions or applications	6:00 PM – 7:00 PM daily from Monday to Friday
	8:00 AM – 7:00 PM on Saturdays

Section 5. Inspections. The directive to the Joint Inspectorate Team constituted under Executive Order No. 09-2015 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 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 B.O.S.S and business registration activities is hereby constituted, viz:

Chairman	HON. VERGEL C. MENESES Municipal Mayor
Members	MRS. LEONORA MAGDANGAL Municipal Treasurer
	MR. RONNEL LIBELO License Inspector
	MS. MA. EMMIE FERNANDO Municipal Engineer
	MR. JERICO CUNANAN Municipal Planning and Development Coordinator
	EDIRICK TRINIDAD Sanitation Inspector
	DR. MA. ELISA VILLANUEVA Municipal Health Officer
	JONES OLIVERA Market Supervisor
	PORFIRIO TING President Bulakan Business Sector
	HON. ROBERTO R. MORELOS ABC President

Section 11. Functions of the Governing Board. The board shall have the following functions:

- a. Oversee the implementation of the Business One-Stop-Shop, particularly the service standards;
- b. Mobilize resources for the implementation of the various components of the B.O.S.S;
- c. Establish partnership with the private and business sector in developing innovations in the components and processes of the B.O.S.S;
- d. 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 B.O.S.S;
- e. Perform such other task and functions necessary for and incidental to the pursuance above.

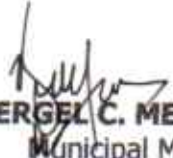
Section 12. Funding. The Local Government shall allocate the amount necessary to cover the expenses for the implementation of the B.O.S.S chargeable against the Economic Development Fund.

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

Section 13. Logistical Support. Offices/Departments/Agencies comprising or taking part in the B.O.S.S 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 16th day of November 2021, hereat the Municipality of Bulakan, Bulacan.


VERGEL C. MENESES
Municipal Mayor