



Republic of the Philippines  
Province Of Bukidnon  
**MUNICIPALITY OF PANGANTUCAN**  
TIN 099-000-631-170



*Pangantucan, Bukidnon – A Settlement Town of Peace and Bounty.*

## **OFFICE OF THE MUNICIPAL MAYOR**

EXECUTIVE ORDER  
No.001-B  
SERIES OF 2016

### **AN EXECUTIVE ORDER ADOPTING THE REVISED STANDARDS IN PROCESSING BUSINESS PERMITS AND LICENSES PURSUANT TO DILG-DTI-DICT JOINT MEMORANDUM CIRCULAR NO. 01, SERIES OF 2016.**

**WHEREAS,** in compliance to RA 9485, otherwise known as the Anti-Red Tape Act (ARTA), the government set standards for processing business permits and licenses issued by Municipalities aimed at improving efficiency in the business registration system and reducing the cost of doing business in the country.

**WHEREAS,** all Cities and Municipalities are enjoined to implement the Revised Standards on Processing Permits and Licenses as prescribed in the DILG-DTI-DICT Joint Memorandum Circular No.1, Series of 2016;

**NOW THEREFORE, I, MIGUEL A. SILVA JR.,** Municipal Mayor of Municipality of Pangantucan, Bukidnon, by virtue of the power vested in me by the law; do hereby made this Order adopting the Revised Standards in Processing Business and Licenses pursuant to DILG-DTI-DICT Joint Memorandum Circular No.1, Series of 2016 as follow:

#### **Section 1. UNIFIED FORM**

The Municipality shall use a single or unified business application form in processing new application for business permits and business renewals (Annex 1, DILG-DTI-DICT Joint MC No.01, Series of 2016).

**Section 2. STANDARD STEPS**

**2.1 STANDARD STEPS FOR THE REGISTRATION OF NEW BUSINESS**

| Step No. | Client   | Documentary Requirement  | Offices   | LGU   | Processing Time including Waiting Time |
|----------|--|--|---|---|--|
|          | Step   |  |   | Required Actions  |  |
| 1.       | File application for new business application  | Filled up Unified Form<br><br>DTI/SEC/CDA Registration<br><br>Occupancy Permit if required by local laws, (ideally, no physical copy)<br><br>Contract of Lease (If Lessee) | Frontline- BPLO   | Reviews and Validate Submission   | 1 Hour at most                         |
| 2.       | One- Time Assessment of Taxes, Fees, and Charges   | All Documents from Step 1  | BOSS Backroom -MTO -BFP   | Assessment of Business Taxes, Charges, and fees and Fire Safety Fees<br><br>Preparation of Tax Order of Payment (TOP) | 1 to 2 Hours                           |
|          |  |  | Frontline – BPLO  | Issue TOP and advise to pay at the Pay Counters   |  |
| 3.       | One-Time Payment of Taxes, Fees, and Charges, Receipt of OR and claim Mayor’s Permit and other regulatory permits and clearances | All Documents from Step 2  | Frontline – MTO<br><br>BOSS Backroom -MTO -BPLO -Other Offices (If Necessary) | Accept Payment<br><br>Print OR, Print and Sign (if applicable) Mayor’s Permit, and other clearances                   | 1 to 2 Hours                           |
|          |  |  | Frontline- BPLO/MTO   | Issue OR, Mayor’s Permit and other clearances   |  |

**2.1 STANDARD STEPS FOR THE RENEWAL OF BUSINESS PERMITS**

| <b>Step No.</b> | <b>Client Step</b>   | <b>Documentary Requirement</b>   | <b>Offices</b>   | <b>LGU Required Actions</b>  | <b>Processing Time including Waiting Time</b> |
|-----------------|--|--|--|--|---|
| 1.              | File application for new business application  | Filled up Unified Form<br><br>Barangay Clearance<br><br>Income Returns for Previous Year | Frontline- BPLO  | Reviews and Validate Submission<br><br>Assess eligibility for renewal based on consolidated negative list consisting of positive findings.<br><br>Endorse to next step       | 5 to 30 minutes                               |
| 2.              | One- Time Assessment of Taxes, Fees, and Charges   | All Documents from Step 1  | BOSS Backroom -MTO -BFP<br><br><br><br><br><br><br><br><br><br>Frontline – BPLO                          | Assessment of Business Taxes, Charges, and fees and Fire Safety Fees<br><br>Preparation of Tax Order of Payment (TOP)<br><br>Issue TOP and advise to pay at the Pay Counters | 1 to 2 Hours                                  |
| 3.              | One-Time Payment of Taxes, Fees, and Charges, Receipt of OR and claim Mayor’s Permit and other regulatory permits and clearances | All Documents from Step 2  | Frontline – MTO<br><br>BOSS Backroom -MTO -BPLO -Other Offices (If Necessary)<br><br>Frontline- BPLO/MTO | Accept Payment<br><br>Print OR, Print and Sign (if applicable) Mayor’s Permit, and other clearances<br><br>Issue OR, Mayor’s Permit and other clearances                     | 1 to 2 Hours                                  |

**Section 3. STANDARD PROCESSING TIME**

**The standard Processing Time for Business Registrations should not exceed:**

- a. One (1) day to two (2) days for New Business Permit Application, and
- b. One (1) day for Business Permit Renewals

**Section 4. SIGNATORIES**

Maximum number of signatories in processing new business applications and business renewal shall have two (2) signatories, namely the Municipal Mayor (or designated representative) and the Business Permit and Licensing Officer (BPLO) or Municipal Treasurer as recommending approval officer.

Electronics signatories or pre-signed permits with adequate control mechanisms maybe used.

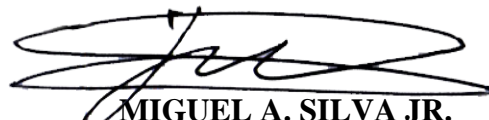
**Section 5. ENABLING ENVIRONMENT FOR BPLS REFORMS**

The LGU of Pangantucan, Bukidnon shall provide the enabling environment for the Revised BPLS Reforms, namely the legal framework, the budget and logistic support necessary in instituting BPLS Reform Standards to include, but not limited to, manpower, creation of the one-stop-shops, organization and activities of Joint Inspection Team (JIT) and conduct of information, Education and Communication Campaign (IEC).

**Section 6. EFFECTIVITY CLAUSE**

This order shall take effect immediately and shall remain in force unless revoke or amended.

Done in the Municipality of Pangantucan, Bukidnon, Province of Bukidnon, this 22<sup>nd</sup> day of July in the year of our Lord, Two Thousand Sixteen.

  
**MIGUEL A. SILVA JR.**  
MUNICIPAL MAYOR