



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF SOLSONA
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OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 026 Series of 2019

REORGANIZATION OF THE LOCAL BUSINESS PERMITS AND LICENSING JOINT INSPECTION TEAM AND TECHNICAL WORKING GROUP (TWG) OF THE MUNICIPALITY OF SOLSONA, ILOCOS NORTE

WHEREAS, Section 2 Republic Act No. 9485 otherwise known as Red Tape Act of 2007, provides that the State shall establish effective practice aimed at the prevention of graft and corruption in government, and shall likewise take appropriate measure to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass program for adoption of simplified procedures that will reduce tape and expedite transactions in government;

WHEREAS, section 16 of the local government code of 1991 provides that the local government units shall pursue undertakings to enhance economic prosperity, among other concerns;

WHEREAS, Joint Memorandum Circular No. 01 series of 2016 by the DILG, DTI, and DICT provides for the revised standards in processing business permits and licenses in all cities and municipalities;

WHEREAS, Municipal Ordinance No. 2013-597 adopted a simplified business permit and licensing system in the municipality of Solsona, Ilocos Norte ;

WHEREAS, there is a need to establish a simplified local business permit and licensing system and TWG to provide an efficient and concentrate on the automation and computerization of the BPLS;

WHEREAS, there is a need to reorganize the Local Business Permits and Licensing Joint Inspection Team and Technical Working Group (TWG) of the municipality due to the change of local officials and employees as a result of the local and national elections last May 13, 2019;

NOW THEREFORE, I, JOSEPH E. DE LARA, by the powers vested in me by law as the Mayor of Solsona, Ilocos Norte, do hereby reorganize the Local Municipal Business Permit and Licensing Joint Inspection Team and TWG of the municipality of Solsona, Ilocos Norte.

Section 1. Composition. The following shall compose the Local Municipal Business Permit and Licensing Joint Inspection Team of the municipality of Solsona, Ilocos Norte;

Team Leader -	MRS. GEMMA B. FADER	-	Licensing Officer I
Members -	ENGR. ROSELDA P. FAHIGAL	-	Engineer I
	DR. RUTH B. DE LARA	-	MHO
	MR. BRENFORD JAKE M. NICOLAS	-	Acting MPDC
	SFO4 RICHARD NICOLAS	-	OIC Municipal Fire Marshall, Solsona
	MRS. TRECELYN EUNICE F. PINACATE-		Admin. Assistant II/ Re-assigned at MO
	MR. DANLORD M. MALUBAG	-	RCC II
	MS. NERIZA J. ASTUDILLO	-	Admin. Aide IV

Section 2. Composition of the BPLS Technical Working Group

Chairman -	DR. BERTHA L. DE LARA	-	Municipal Administrator
Vice-Chairman -	MR. DANLORD M. MALUBAG	-	Revenue Collection Clerk II
Members:	MRS. TRECELYN EUNICE F. PINACATE-		Admin. Assistant II/ Re-assigned at MO
	MR. ALFONSO JEZIEL DE LOS REYES-		PS II
	MR. RONALD G. ALONZO	-	Revenue Collection Clerk I
	MR. ANDREW ESPIRITU	-	COS, assigned at BPL Office

Section 3. Duties and Functions. The Business Permits and Licensing Inspectorate Team shall have the following duties and functions:

- a) Will be responsible for undertaking inspections within each year after the issuance of the business permit (new or renewal) to verify information declared by the business in the application for business permit registration process; and
- b) Prepares and submits inspection report immediately after each inspection to expedite processing of the application and other subsequent actions.

Section 4. Duties and Functions of the Local Business Permits and Licensing TWG:

- a) Conducts consultations and dialogues with stake holders and service providers or front liners;
- b) Reviews good practices from the field and draw lessons from them;
- c) Drafts the work and financial plan for the project;
- d) Maps out existing business permit and licensing workflow to produce a process map;
- e) Provides the BPLS OSC a monthly progress report of its activities on the implementation of the project;
- f) Attend meetings or dialogues called by the BPLS OSC;
- g) Recommend reform areas in business permits and licensing process;
- h) Pilot tests and simplify procedures;
- i) Documents the simplification documents;
- j) Conducts information dissemination of the project; and
- k) Performs other functions as may be directed by the mayor and or the OC.

Section 5. Repealing Clause. All Executive Orders, Rules and Regulations and other issuances or parts thereof inconsistent with this Executive Order are hereby repealed and modified.

Section 6. Effectivity. This Executive Order shall take effect immediately upon its approval.

Done this _____ at Solsona, Ilocos Norte.

SGD
JOSEPH E. DE LARA
Municipal Mayor

