

Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF SOLSONA
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Website: www.solsona.gov.ph

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 5TH JOINT REGULAR SESSION OF THE 9TH SANGGUNIANG BAYAN AND THE LIGA NG MGA BARANGAY OF SOLSONA, ILOCOS NORTE HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON DECEMBER 2, 2013 AT NINE O'CLOCK IN THE MORNING.

PRESENT:

Hon. Joseph E. de Lara,	Municipal Vice Mayor, Presiding Officer,
Hon. Edison E. de Lara,	Member,
Hon. Jose A. Martin,	Member
Hon. Francis Gerald D. Ganotisi,	Member,
Hon. Marcelino M. Quitaras, Jr.,	Member,
Hon. Bob G. Sacro,	Member,
Hon. Lorenzo M. Pascua,	Member,
Hon. Mark Dennis P. del Castillo,	Member,
Hon. Mimi Vicente- Pulicay,	Member.

ABSENT:

21 Punong Barangays.

MUNICIPAL ORDINANCE NO. 2013 – 597

AN ORDINANCE ADOPTING A SIMPLIFIED BUSINESS PERMIT AND LICENSING SYSTEM IN THE MUNICIPALITY OF SOLSONA, ILOCOS NORTE

WHEREAS, R.A. No. 9485, otherwise known as The Anti-Red Tape Act of 2007 established a system that aims to eliminate bureaucratic red tape, avert graft and corrupt practices and improve efficiency of delivering government frontline service;

WHEREAS, DILG Memorandum Circular No. 2001-120 provides for the implementation of the Anti-Red Tape Program for local governance;

WHEREAS, the present business registration processes require an applicant to go through different steps, and these cumbersome procedures discourage local businesses;

WHEREAS, a simplified business registration system increases a local government unit's revenues derived from business taxes and creates employment;

WHEREAS, there is a need to establish a simplified business permit and licensing system to provide an efficient service to the citizens;

NOW, THEREFORE, upon motion of Hon. Edison E. De Lara and Hon. Mimi T. Vicente-Pulicay, be it;

ORDAINED, by the Sangguniang Bayan of Solsona, Ilocos Norte duly assembled that:

Section 1.. Title. This Ordinance shall be known and referred to as the **"Solsona Business Registration Simplification Program"**.

Section 2. Declaration of Policies. It shall be the policy of the Municipal Government of Solsona to:

- a. advocate the continuous improvement of institutional measures to enhance public service delivery relevant of the changing needs of time;
- b. create an environment favorable to local economic development and promotion;
- c. adopt modern systems and procedures that are customer-friendly, and install mechanisms that are cost-efficient for both the local government and the transacting public, and;
- d. enhance local revenue generation from business taxation without jeopardizing public safety and interest

Section 3. Definition of Terms.

- a. Frontline Service- refers to the process of transaction between clients and government offices or agencies involving applications for any privilege, right, permit, reward, license, concession, or for any modification, renewal or extension of the enumerated applications and/or requests which are acted upon in the ordinary course of business of the agency or office concern.
- b. BPLS- Business Permit and Licensing System
- c. BPLO- Business Permit and Licensing Office
- d. BOSS- Business One-Stop Shop
- e. TWG- Technical Working Group
- f. OC-Oversight Committee

Section 4. Simplified Business Permit and Licensing System (BPLS). The task of simplifying the business permit and licensing processes are collaborative efforts of the Municipal Officials and the different LGU offices involved in the issuance of business permits and licenses.

This aims to provide an easy and convenient process through rationalization of documentary requirements, cutting down the processing time and resources, and use of a unified form. Ultimately, it shall create a business-friendly environment attractive to investments.

Section 5. Business One-Stop Shop (BOSS). To facilitate faster and easier business permit and license application and renewal, a business one-stop shop shall be institutionalized during the months of January and December. Such BOSS shall be composed of personnel of the LGU from the Business Permit and Licensing Office and Municipal Treasury. Representative of the National Government Agencies and Government-Owned and Controlled Corporation such as the Bureau of Internal Revenue, Bureau of Fire Protection, Philippine National Police, Philhealth and Social Security System shall also sit regularly and provide dedicated assistance.

Section 6. Implementing Body. A BPLS Oversight Committee shall be created to spearhead the implementation of the business registration simplification program of the municipality assisted by the BPLS Technical Working Group and the Permits and Licenses Inspectorate Team.

Section 7. Composition. The following are the membership for the implementing body/team:

7.1 BPLS Oversight Committee

- | | | |
|---------------|---|---|
| Chairman | - | Mayor |
| Vice-Chairman | - | Vice-Mayor |
| Members- | | SBM Chairperson on Commerce, Trade and Industry, |
| | | SBM Chairperson on Transportation and Communication |
| | | SBM Chairperson on Committee on Finance |
| | | Municipal Planning and Development Coordinator |
| | | Municipal Treasurer |



Municipal Fire Marshall

7.2 BPLS Technical Working Group

- Chairperson - Municipal Administrator
- Vice-Chairperson - Municipal BPLO
- Members - 2 Revenue Collectors
- Personnel from the Licensing Office
- Personnel from the Treasurer's Office

7.3 Permits and Licenses Inspectorate Team

- Team Leader - BPLO
- Members - Municipal Building Official
- Municipal Health Officer
- Municipal Planning and Development Officer
- Personnel from the Licensing Office
- Personnel from the Accounting Office
- Bureau of Fire Protection

Section 8. Duties and Responsibilities. The following are the duties and responsibilities of the implementing body/team:

8.1 BPLS Oversight Committee

- a. Drafts an Ordinance on the Simplification Project;
- b. Meets with the TWG;
- c. Approves the budget for the Simplification Project and the TWG Activities;
- d. Provides advice and technical inputs to the work of the TWG;
- e. Draws up an incentive system for the TWG and other frontliners involved in the business permit and licensing work;
- f. Monitors the TWG in the implementation of the project; and
- g. Comes up with a realistic staff capacity building and appropriate funds thereof.

8.2 BPLS Technical Working Group

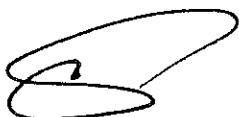
- a. Conducts consultations and dialogues with stakeholders and service providers or frontliners;
- b. Reviews good practices from the field and draw lessons from them
- c. Drafts the work and financial plan for the project;
- d. Maps out existing business permit and licensing workflow to produce a process 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 simplifies procedures;
- i. Designs and installs a feedback mechanism;
- j. Documents the simplification initiative;
- k. Conducts information dissemination of the project; and
- l. Performs other functions as may be directed by the Mayor and/or the OC.

8.3 Permits and Licenses Inspectorate Team

- a. Conducts inspection of business establishments.
- b. Prepares and submits inspection report immediately after each inspection to expedite processing of the application and other subsequent actions.

Section 9. Inspection Guidelines. During the conduct of inspection, the following are to be observed:

- 9.1. Inspection of business establishments for new applicants for business permit shall be every conducted once a week, the day to be determined through an Office Order.



9.2. No inspection shall be conducted without an approved mission order issued by the BPLO stating thereat pertinent details of the establishment to be inspected, among others.

9.3 The team shall be issued an identification card that will be worn only during the conduct of inspection and shall be surrendered to the BPLO after.

9.4. An inspection report shall be prepared and submitted immediately after each inspection indicating therein the result of the inspection, date and time of the inspection, and name of the owner or representative of the business establishment present during the inspection.

9.5. No office shall conduct inspection separately from the inspectorate team to erase doubts and suspicion on cuddling and protecting erring business establishment.

9.6. Advance inspection of business establishments shall also be conducted with the order of the Municipal Mayor.

Section 10. Appropriation. There shall be appropriated from the general fund of the municipal government sufficient enough to finance the implementation of the Solsona Business Registration Simplification Program.

Section 11. Separability Clause. Any portion or provision of this ordinance that may be declared invalid or inconsistent with existing laws shall not have a nullifying effect on other portions or provisions hereof, as long as such remaining portions or provisions can still subsist and be given effect in their entirety.

Section 12. Repealing Clause. All existing ordinances, rules, regulations and other issuances or parts thereof which are inconsistent with this ordinance are hereby repealed or modified accordingly.

Section 13. Effectivity. This Municipal Ordinance shall take effect immediately following its approval and its publication or posting.

Copies of this Municipal Ordinance shall be forwarded to the Sangguniang Panlalawigan, Provincial Capitol, Laoag City for their review and other offices and authorities concerned for their information and appropriate action;

CARRIED UNANIMOUSLY, with the following votes:

Infavor - Hons. E. de Lara, M. Quitoras, Jr., Agulay, Miguel, Martin, Ganotisi, Pulicay, & L. Pascua.

Against - None.

CERTIFIED TRUE & CORRECT:


LAURENCE T. CORPUZ
Administrative Aide IV

ATTESTED:


HON. JOSEPH E. DE LARA
Vice Mayor/Presiding Officer

APPROVED:


HON. JONATHAN L. DE LARA
Municipal Mayor
Date _____

OFFICE OF THE SANGGUNIANG BATAAN
APPROVED
Thru SP Resolution No.
2014-3790
Date: 3-24-14