



Republic of the Philippines
 PROVINCE OF CAGAYAN
 City of Tuguegarao

SEVENTH CITY COUNCIL



EXCERPTS FROM THE MINUTES OF THE 83rd REGULAR SESSION
 OF THE SEVENTH CITY COUNCIL OF TUGUEGARAO CITY, CAGAYAN
 HELD ON MAY 07, 2018, 9:00 A.M., MONDAY, AT THE
 MAYOR'S OFFICE CONFERENCE ROOM

PRESENT:

Hon. Danilo L. Baccay	Sangguniang Panlungsod Member, Temporary Presiding Officer
Hon. Jude T. Bayona	Sangguniang Panlungsod Member
Hon. Kendrick S. Calubaquib	-do-
Hon. Maila Rosario T. Que	-do-
Hon. Arnel T. Arugay	-do-
Hon. Gilbert S. Labang	-do-
Hon. Winnoco R. Abraham	-do-
Hon. Imogen Claire M. Callangan	-do-
Hon. Mary Marjorie P. Martin-Chan	-do-
Hon. Raymund P. Guzman	-do-
Hon. Grace B. Arago	-do-
Hon. Anthony C. Tuddao	-do-
Hon. Jose G. Velasco	-do-

NOTE:

Hon. Bienvenido C. De Guzman II Acting City Mayor

CITY ORDINANCE NO. 24-2018

**AN ORDINANCE INSTITUTIONALIZING THE TUGUEGARAO CITY
 BUSINESS ONE-STOP SHOP (BOSS)**

Sponsors: Hon. Bienvenido C. De Guzman II
 Hon. Jude T. Bayona
 Hon. Danilo L. Baccay
 Hon. Kendrick S. Calubaquib
 Hon. Maila Rosario T. Que
 Hon. Arnel T. Arugay
 Hon. Gilbert S. Labang
 Hon. Winnoco R. Abraham
 Hon. Imogen Claire M. Callangan
 Hon. Mary Marjorie P. Martin-Chan
 Hon. Raymund P. Guzman
 Hon. Grace B. Arago
 Hon. Anthony C. Tuddao
 Hon. Jose G. Velasco

WHEREAS, pursuant to Republic Act No. 9485, otherwise known as the Anti-Red Tape Act (ARTA), 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 thereof;

WHEREAS, Joint Memorandum Circular No. 01, series of 2016, between and among DILG/DTI/DICT requires the establishment of a Business One-Stop Shop in every city or municipality;

WHEREAS, through RA 9845, the government is mandated to set standards for processing business permits and licenses issued by LGUs aimed at improving efficiency in the business registration system and reducing the cost of doing business in the country;

WHEREAS, Tuguegarao City, being a regional center, has a growing number of businesses being established, hence, the urgent need to improve its business registration system through institutionalizing the Business One-Stop Shop;

WHEREAS, institutionalizing Business One-Stop Shop in Tuguegarao City is one of the best strategies 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 city;

WHEREAS, with the above premises, there is an urgent need to institutionalize the said program to ensure the continuous implementation of the process.

NOW, THEREFORE, be it ordained by the Seventh City Council in session assembled, to enact:

CHAPTER I GENERAL PROVISIONS

SECTION 1. TITLE. This Ordinance shall be known as “*An Ordinance Institutionalizing the Tuguegarao City Business One-Stop Shop (BOSS).*”

SECTION 2. PURPOSE/OBJECTIVE. The purpose of this ordinance is to institutionalize the Tuguegarao City Business One-Stop Shop (BOSS) for convenient and efficient delivery of services organized in a simple common site or location at the customers’ lounge of BPLO.

SECTION 3. SCOPE. This ordinance shall govern the registration procedures of all businesses in Tuguegarao City by institutionalizing the Tuguegarao City Business One-Stop Shop (BOSS).

SECTION 4. AUTHORITY. Pursuant to Republic Act No. 9485, otherwise known as the Anti-Red Tape Act (ARTA), 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 thereof.

CHAPTER II DEFINITION OF TERMS

SECTION 5. DEFINITION OF TERMS. The following terms shall be interpreted as indicated herein when used in this ordinance:

1. Business One-Stop Shop (BOSS) – it is a procedure that offers a multitude of services to a client or a customer in order to provide convenient and efficient service
2. Anti-Red Tape Act – it is an act to improve efficiency in the delivery of government service by reducing bureaucratic red tape and preventing graft and corruption
3. Institutionalize – it is to incorporate into a structured and highly formalized system
4. Governing Body – these are persons who shall oversee the proper implementation of the Business One-Stop Shop
5. Business friendly – this means ensuring that businesses have access to a high-quality for a workforce, efficient and accessible services and systematic procedures available to the public
6. Inspection – is a careful examination or scrutiny of all establishments that would avail of the BOSS
7. Queuing system – it is giving out of numbers to clients observing a first come, first serve basis
8. Line agencies – these are identified government agencies participating in the BOSS
9. Express lane – this is a lane at the Business Permit and Licensing Office intended for senior citizens, people with disabilities and pregnant women



CHAPTER III
SUPERVISION, QUALIFICATION, PROCEDURE AND PROCESS

SECTION 6. SUPERVISION. The supervision of the Business One-Stop Shop shall be under the Office of the Business Permit and Licensing Office (BPLO) with assigned personnel who shall assist the different line agencies involved in the BOSS.

SECTION 7. FUNCTION. The Business-One-Stop Shop shall have the following functions:

- a. To receive and process all applications for new and renewal of business and facilitate for their expeditious processing and issuance of business permits after.
- b. Simplify processes and create a business-friendly permit processes to raise the satisfaction level of applicants for business registration.

SECTION 8. PROCEDURE. The following shall be the procedure to be followed in the Business One-Stop Shop:

1. For Renewal of Business, secure the Unified Application Form and accomplish it with attached documentary requirements and file at BPLO. For New Business, the preliminary requirements of business of Barangay Clearance, Proof of Registration DTI/SEC/CDA, Certificate of Occupancy issued by Engineering Office and Locational Clearance must be submitted to BPLO.
2. One-time assessment of taxes, fees and charges.
3. One-time payment of taxes, fees and charges imposed by the City Government and Secure Mayor's Permit upon the submission of official receipt (O.R.) as proof of payment.
4. Other clearance/licenses/certificates required by national laws and regulatory bodies such as, but not limited to, Sanitary Permits, Fire Inspection Certificate, Environmental Clearance, Social Security Clearance, PhilHealth Clearance, Pag-Ibig Clearance and Occupancy Clearance must be submitted to BPLO within a period of forty-five (45) days from the day of application except for SSS which must be submitted within thirty (30) days upon the date of payment of taxes, fees and charges.

SECTION 9. PROCESS. The following shall be observed for the efficient and effective implementation of the Business One-Stop Shop.

- A. For purposes of providing efficient delivery of services and sustain the City's Business-Friendly Environment, the BOSS for one (1) month starting from the first working day of every January and ending on the 31st, the personnel assigned thereof shall render overtime services. The process shall commence at 8:00 o'clock in the morning and end at 7:00 o'clock in the evening every Monday to Friday and from 8:00 o'clock in the morning to 5:00 o'clock in the afternoon on Saturdays and Sundays.
- B. **Joint Inspection Team** – The Business Permit and Licensing Office shall form the Joint Inspection Team, a composite team whose members represent different departments from the City and from the National Agencies, implementing business related regulations to conduct joint inspection, relative to compliance of business establishments with existing laws and issuances, verify information declared by the business owners in their application and to identify unregistered businesses. The Joint Inspection Team (JIT) shall be led by the BPLO Head and shall be composed of the following members: City Treasurer's Office, City Engineering Office, City Assessor's Office, City Planning and Development Office, City Environmental and Natural Resources and City Health Office
- C. **Pre-processing of requirements.** The Business Permit and Licensing Office shall implement a procedure which shall allow the pre-processing of requirements for business permits.
- D. **Clearances.** Subject to existing laws and ordinances, all clearances secured by any applicant shall be valid for one (1) year and shall be honored by the BPLO and/or BOSS personnel for as long as they are not yet expired.
- E. **Queuing System.** The BPLO shall formulate and implement an effective queuing system on a first come, first serve basis and observe the express lane for qualified clients such as senior citizens and persons with disabilities (PWDs) as well as the ethical standards for government officials and employees.
- F. **City Offices Involved.** The following city offices shall assign personnel to the Business Permit and Licensing Office to facilitate transactions:
 1. Business Permit and Licensing Office (BPLO)



2. City Treasurer's Office (CTO)
3. City Engineering Office (CEO)
4. City Planning and Development Office (CPDO)
5. City Health Office (CHO)
6. City Environment Office (CENRO)
7. City Assessor's Office (CAO)

G. **Line Agencies.** The following line agencies shall be requested to participate in the BOSS by sending representatives to the City Hall who shall issue the required clearances in order to facilitate the applications for business permits of the different businesses:

1. Department of Trade and Industry (DTI)
2. Philippine Health Insurance Corporation (PhilHealth)
3. Home Development Mutual Fund (Pag-Ibig)
4. Bureau of Fire Protection (BFP)
5. Social Security System (SSS)

H. **Logistical Support.** Offices and line agencies involved in the BOSS shall pool their own resources such as office equipment and personnel in order to promote efficiency and economy.

CHAPTER IV GOVERNING BODY

SECTION 10. COMPOSITION OF THE GOVERNING BODY. A governing body referred to as BOSS board that shall oversee the proper implementation of the BOSS is composed as follows:

- | | | |
|------------------|---|---|
| 1. Chairman | - | City Mayor |
| 2. Vice Chairman | - | City Vice Mayor |
| 3. Members | - | Business Permit and Licensing Officer
City Treasurer
City Building Official
Zoning Officer
Fire Marshal
City Health Officer
City Investment and Promotion Center Officer
President of the Chamber of Commerce
President of the Liga ng Barangay |

SECTION 11. FUNCTIONS OF THE BOSS BOARD. The board shall have the following functions:

- a. Oversee the implementation of the BOSS to attain efficiency and effectiveness.
- b. Mobilize resources for the implementation of the various components of the BOSS.
- c. Establish partnerships with private and business sectors in developing innovations for the implementation of the BOSS.
- d. Coordinate with national government agencies and organizations particularly with the line agencies involved as enumerated herein.
- e. Meet and discuss the preparations and activities of the implementation of BOSS at least two (2) months before the implementation of the BOSS.
- f. Perform other tasks and functions deemed necessary and incidental to the implementation of the BOSS.

CHAPTER V INFORMATION DISSEMINATION

SECTION 12. INFORMATION DISSEMINATION. The City Business Permit and Licensing Office, Technology and Livelihood Development Office and other concerned offices shall ensure the proper and adequate information dissemination of this ordinance in order that all new and old business shall avail of the BOSS.

**CHAPTER VI
FINAL PROVISIONS**

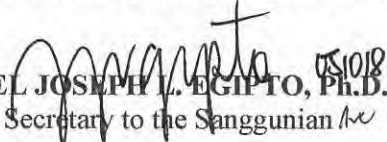
SECTION 13. SEPARABILITY CLAUSE. If any provisions of this ordinance shall be unconstitutional or invalid for whatever reasons, other parts or provisions hereof which are not affected shall continue to be in full force and effect.

SECTION 14. REPEALING CLAUSE. All ordinances and other enacted city legislative measures in connection herewith which are inconsistent with any provisions of this ordinance are hereby repealed or modified accordingly.

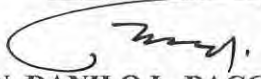
SECTION 15. EFFECTIVITY CLAUSE. This ordinance shall take effect immediately after its posting in three (3) conspicuous places within the City.

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I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING:


JOEL JOSEPH L. EGIPTO, Ph.D.
Secretary to the Sanggunian

ATTESTED:


HON. DANILO L. BACCAY
Sangguniang Panlungsod Member
Temporary Presiding Officer
Date: 05-10-18

APPROVED:



HON. ATTY. JEFFERSON P. SORIANO
City Mayor
Date: 5/19/18

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CERTIFICATION

I, Danilo L. Baccay, duly elected as the Temporary Presiding Officer during the 83rd Regular Session held on May 7, 2018, do hereby certify that I acted as such when the foregoing City Ordinance No. 24-2018 has been approved under suspended rules.

In witness whereof, I hereunto set my hand and affix my signature this 9th day of May 2018.


HON. DANILO L. BACCAY
Sangguniang Panlungsod Member
Temporary Presiding Officer

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