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BUS

SHOP



STAGES OF BUSINESS REGISTRATION IN SILAY CITY

1ST STAGE : COMPUTERIZATION

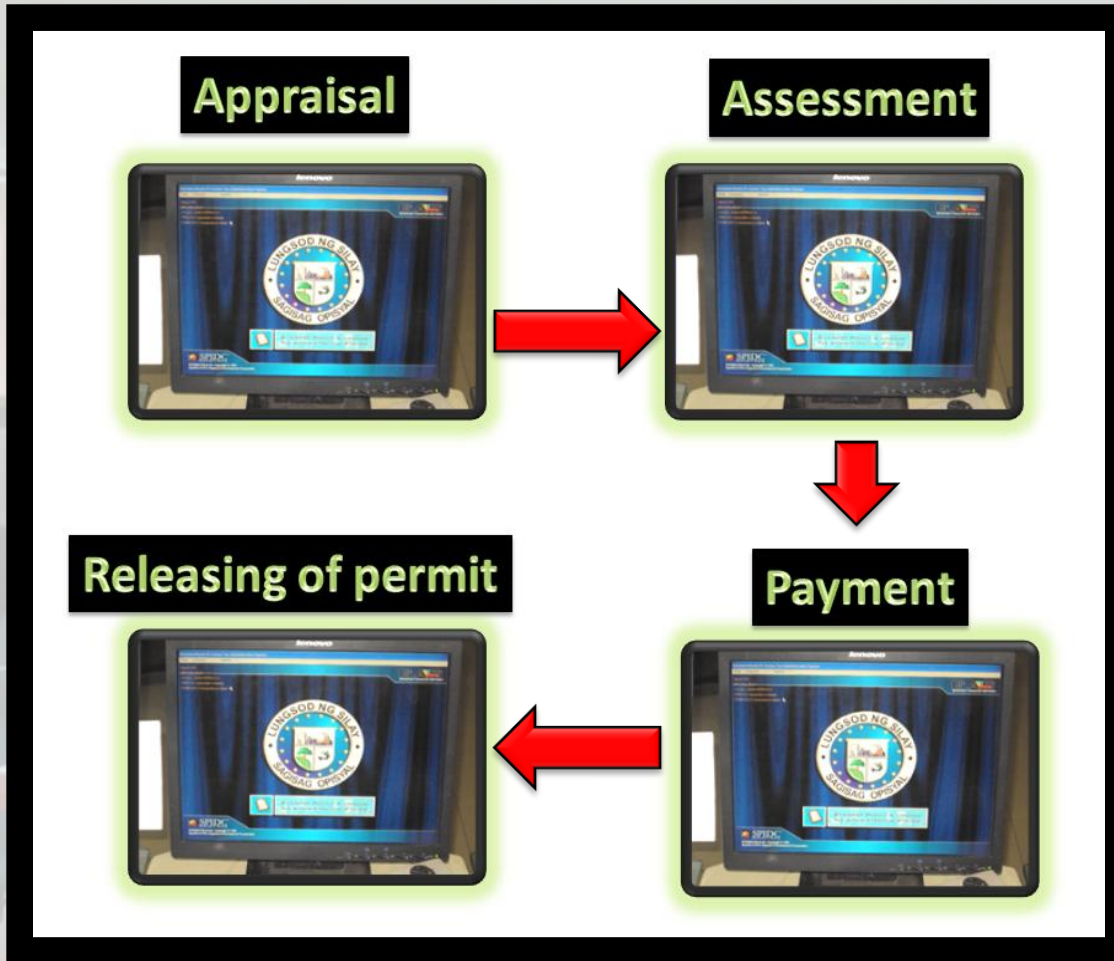
2ND STAGE : REVISION (MARKET CODE, REVENUE CODE AND CITIZEN CHARTER)

3RD STAGE : RENOVATION

4TH STAGE : SERVICES

5TH STAGE : JIT AND SICRETAF

1ST STAGE : COMPUTERIZATION



Computerization cost - P9 million

SOFTWARE PROGRAMS

- Business permits Licensing Tax Administration System (**BPLTAS**)
- Treasury Operation Information Management System (**TOIMS**)

ADVANTAGES

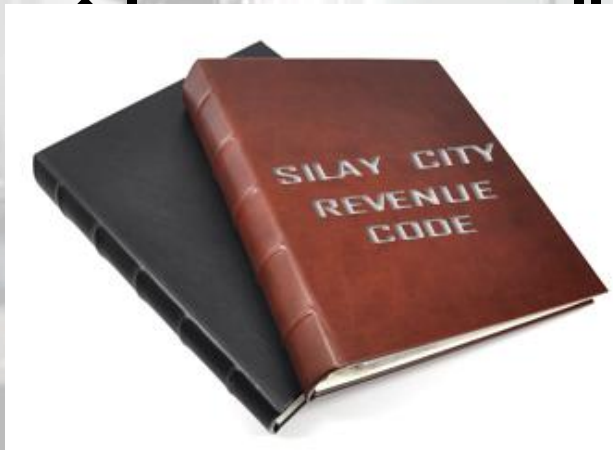
- ❖ Accurate data banking
- ❖ Ensure fundamental principle of check and balance
- ❖ Flexibility
- ❖ Fast and transparent transactions
 - a) Issue Business Permit within **20 MINUTES**

BACK

2ND STAGE : REVISION

(REVENUE CODE, MARKET CODE AND CITIZEN'S CHARTER)

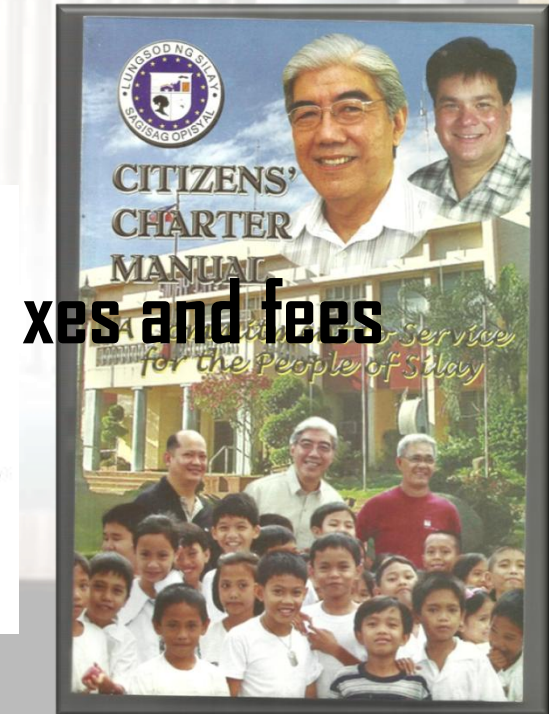
ADVANTAGES



REVENUE CODE



MARKET CODE



CITIZEN'S CHARTER

BACK

3RD STAGE : RENOVATION



HOME OF

AIRCONDITION

TELEVISION



SATELLITE OFFICES

COMFORT ROOMS

WIFI ZONE

Floor Area: 324 sq. m.

Renovation and furniture costs – P 4.8 million

BACK

4TH STAGE : SERVICES



OPERATIONAL FOR ENTIRE YEAR



NO FIXERS

INFORMATION



SEMINARS/TRAININGS

BACK

5TH STAGE : JIT AND SICRETAF

JIT EQUIPMENTS AND MATERIALS

PROGRAM OF WORK

TABLET

MEASURING DEVICE

JIT UNIFORMS

SERVICE VEHICLE

ANNUAL JOINT INSPECTION FORM

Execu

Joint

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SILAT CITY REGULAR TASK FORCE ON JOINT INSPECTION TEAM

BACK



**BPLS
REFORM
STANDARDS**


UNIFIED FORM

JMC

SILAY CITY

Annex 1 (Page 1 of 2): Application Form for Business Permit
TAX YEAR _____
CITY/MUNICIPALITY _____

<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Additional	<input type="checkbox"/> Transfer: <input type="checkbox"/> Ownership <input type="checkbox"/> Location	Amendment: From Single to Partnership From Single to Corporation From Partnership to Single From Partnership to Corporation From Corporation to Single From Corporation to Partnership	Mode of Payment <input type="checkbox"/> Annually <input type="checkbox"/> Bi-Annually <input type="checkbox"/> Quarterly
Date of Application: _____			DTI/SEC/CDA Registration No.: _____		
Reference No.: _____			DTI/SEC/CDA date of registration: _____		
Type of Organization: <input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative			CTC No. _____ TIN: _____		
Are you enjoying tax incentive from any Government Entity? <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify the entry: _____					
Name of Tax payer: _____					
Last Name _____		First Name _____		Middle Name _____	
Business Name: _____					
Trade name/Franchise: _____					
Name of President/Treasurer of corporation: _____					
Last Name _____		First Name _____		Middle Name _____	
Business Address:			Owner's Address:		
House No./Bldg. No. _____			House No./Bldg. No. _____		
Building Name _____			Building Name _____		
Unit No. _____			Unit No. _____		
Street _____			Street _____		
Barangay _____			Barangay _____		
Subdivision _____			Subdivision _____		
City/Municipality _____			City/Municipality _____		
Province _____			Province _____		
Tel. No. _____			Tel. No. _____		
Email Address _____			Email Address _____		
Property Index Number (PIN): _____		Total No. of Employees in Establishment: _____		# of Employees Residing in LGU: _____	
If Place of Business is Rented, please identify the following: Lessor's Name					Monthly Rental: _____
Last Name: _____		First Name: _____		Middle Name: _____	
Lessor's Address					
House No./Bldg. No. _____			Subdivision _____		
Street _____			City/Municipality _____		
Barangay _____			Province _____		
Tel. No. _____			Email Address: _____		
In case of Emergency: _____					
Contact Person/ Tel No./Mobile phone no./email address: _____		Gross Sales / Receipts (for renewal)			
Business Activity		No. Of Units		Capitalization (for new business)	
Code _____	Line of Business _____	_____	_____	Essential _____	Non-essential _____
Oath of Undertaking					
I undertake to comply with the regulatory requirement and other deficiencies within 30 days from release of the business permit.					
SIGNATURE OF APPLICANT OVER PRINTED NAME: _____			POSITION/TITLE _____		


 Republic of the Philippines
 City of Silay
OFFICE OF THE CITY MAYOR
 Permits & License Division
 M-00415

APPLICATION FORM FOR BUSINESS PERMIT

<input type="checkbox"/> New	<input type="checkbox"/> Renew	<input type="checkbox"/> Additional	<input type="checkbox"/> Ownership	<input type="checkbox"/> Location	AMENDMENT: From Single to Partnership From Single to Corporation From Partnership to Single From Partnership to Corporation From Corporation to Single From Corporation to Partnership	MODE OF PAYMENT: <input type="checkbox"/> Annually <input type="checkbox"/> Bi-annually <input type="checkbox"/> Quarterly
Date of Application: _____			DTI/SEC/CDA Registration No.: DTI-01254604-01/11/2016			
Reference No.: _____			Type of Organization: <input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative CTC No.: _____			
Are you enjoying tax incentive from any Government Entity? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Specify the entry: _____						
NAME OF TAX PAYER:						
Last Name: MALAZARTE		First Name: ROMMEL SR.		Middle Name: AGENA		
Business Name: GREENOS PIZZARIA						
Trade Name: _____						
Name of President/Treasurer of Corporation: _____						
Last Name: _____		First Name: _____		Middle Name: _____		
Business Address:			Owner's Address:			
House No./Bldg. No. _____			House No./Bldg. No. _____			
Building Name _____			Building Name _____			
Unit No. _____			Unit No. _____			
Street _____			Street _____			
Barangay _____			Barangay _____			
Subdivision: HOFILENA			Subdivision: ALAJIS			
City/Municipality: SILAY			City/Municipality: BACOLOD			
Province: NEG. OCC.			Province: _____			
Tel No: 441-22-96			Tel. No.: _____			
Email Address: _____			Email Address: _____			
PIN Number: _____			Email Address: _____			
Business Area: 24			Business Area: _____			
Total No. of Employees in Establishment: 3			# of Employees Residing in LGU: _____			
If Place of Business is Rented, Please Identify the following: LESSOR'S NAME:						
Last Name: BALDEVIA		First Name: GERARD BES		Middle Name: _____		
Monthly Rentals: 5,000.00						
LESSOR'S ADDRESS:						
House No./Bldg. No. _____			Subdivision: _____			
Street _____			City/Municipality: _____			
Barangay: _____			Province: _____			
Tel No: _____			Email Address: _____			
In case of Emergency: _____						
Contact Person/Tel. No./Mobile phone No./Email Address: _____						
BUSINESS ACTIVITY:						
Code: CAP--30,000.0		Line of Business: REFRESHMENT PARLOR		No of Units: _____		Gross Sales/Receipts (for Renewal) Essential: _____ Non-Essential: _____
Oath of Undertaking						
I undertake to comply with the regulatory requirement and other deficiencies within 30 days from release of the business permit.						
SIGNATURE OF APPLICANT OVER PRINTED NAME: _____			POSITION/TITLE _____			

ELECTRONICALLY PRINTED

BACK

STANDARD STEPS

JMC

SILAY CITY

STEPS	ACTIVITIES
1	SECURE APPLICATION FORM
2	FILE APPLICATION FOR NEW/ RENEWAL
3	SUBMIT DOCUMENTS FOR ONE- TIME ASSESSMENT
4	ONE- TIME PAYMENT
5	CLAIM MAYOR'S PERMIT

STEPS	PROCESS
1	APPLICATION FORM/ APPRAISAL
2	ASSESSMENT
3	PAYMENT
4	RELEASING OF BUSINESS PERMIT

STANDARD PROCESSING TIME

JMC

SILAY CITY

NEW BUSINESS (COMPLEX)

*** 5 DAYS OR LESS**

RENEWED BUSINESS (SIMPLE)

*** 1 DAY OR LESS**

20 MINUTES

SIGNATORIES

JMC

SILAY CITY

2 SIGNATORIES

2 SIGNATORIES

BUSINESS ESTABLISHMENT

JIT



JOINT INSPECTION TEAM

NOTICE OF INSPECTION

- JIT CLEARANCE
- DELIQUENCY NOTICE (*IF THERE IS UNPAID ACCOUNT*)

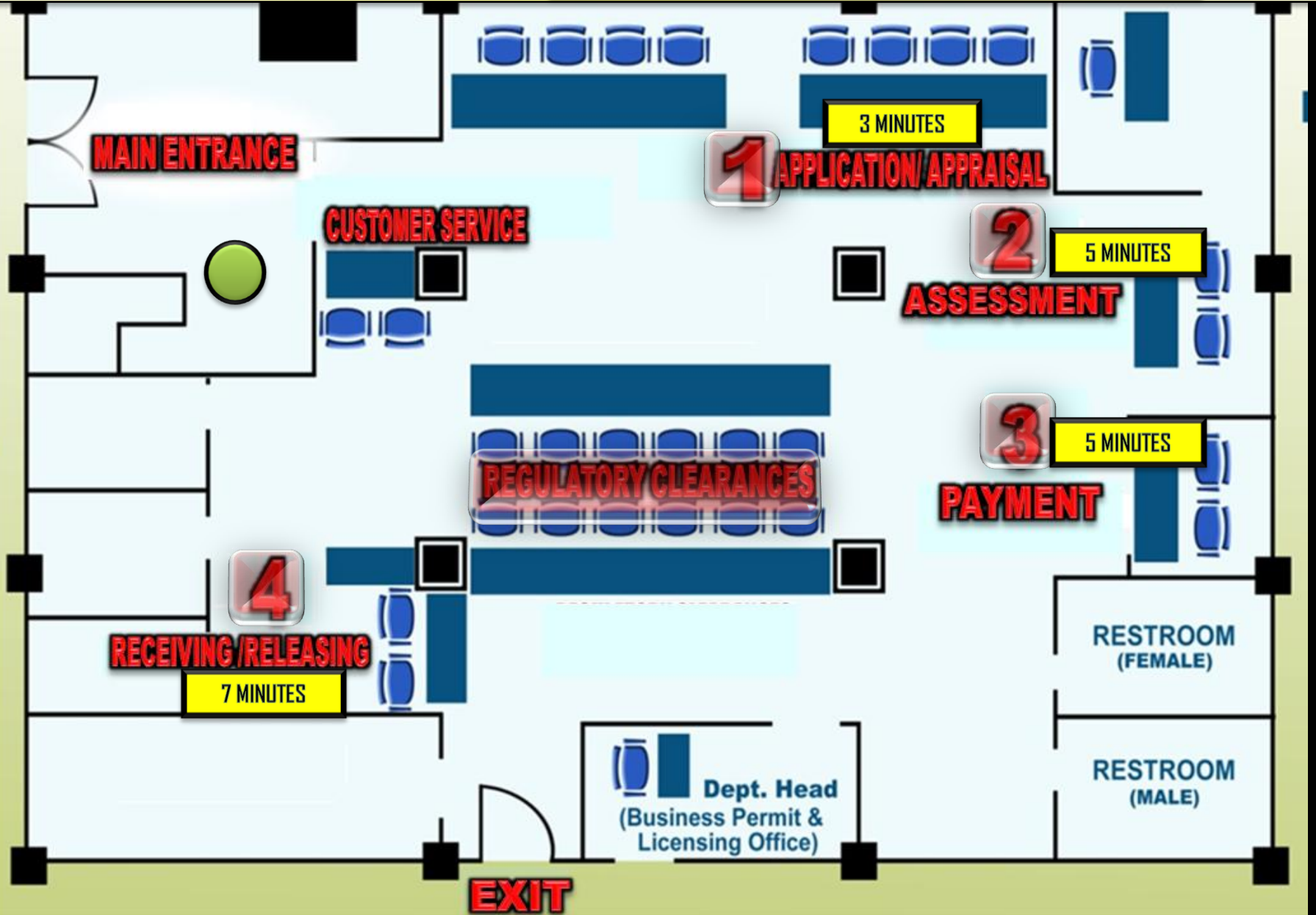


B.O.S.S.

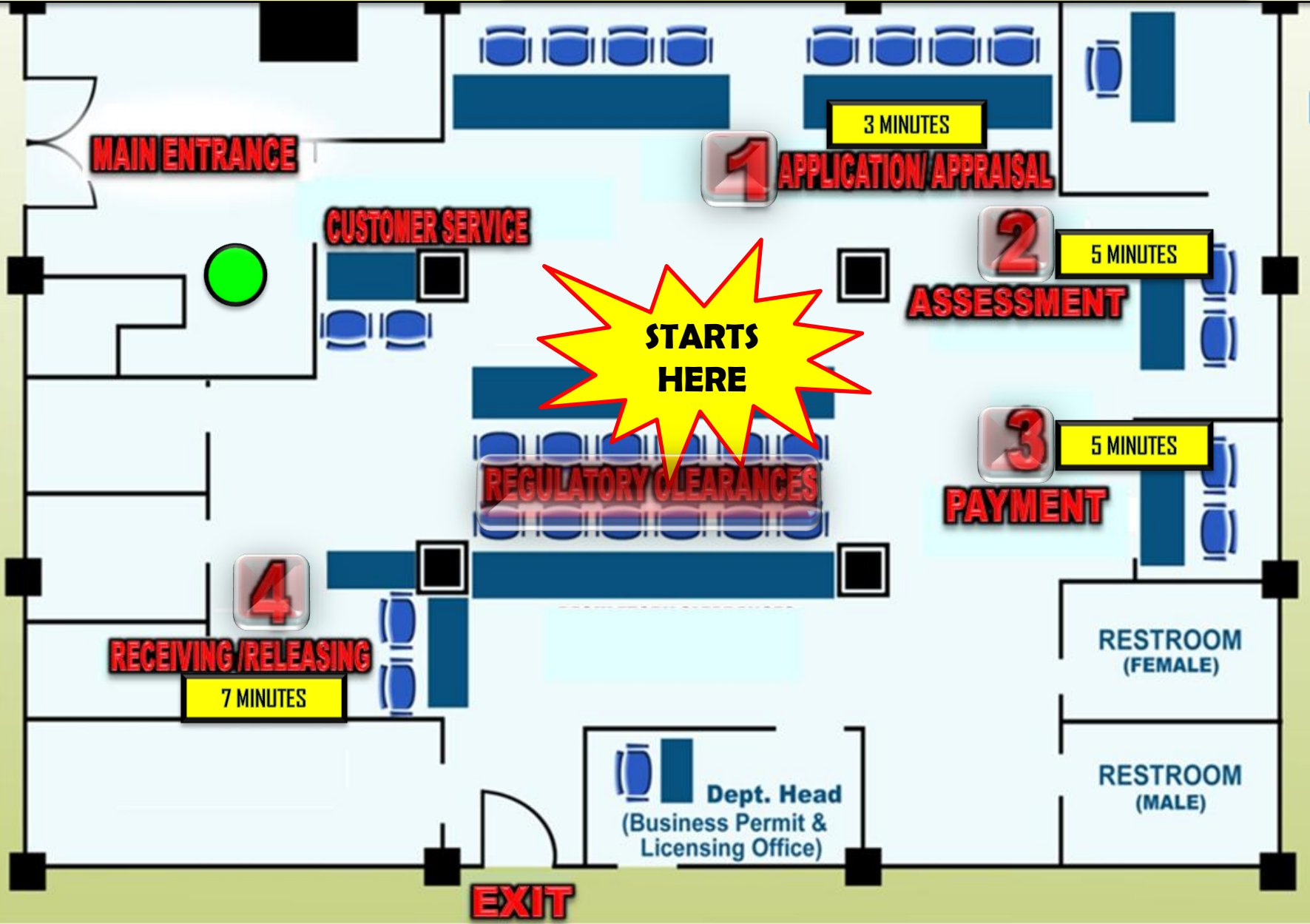


BRGY. HALL

PROCESS FLOW: **WITH** COMPLETE CLEARANCES



PROCESS FLOW: INCOMPLETE CLEARANCES





LIKE US ON FACEBOOK



The screenshot shows the Facebook profile for "Silay License". The profile picture is a group photo of many people, some in green shirts. The cover photo is a smaller image of a building interior. The page has tabs for "Timeline", "About", "Photos", "Friends", and "More". The "About" section lists "Worked at Silay City Government", "Lives in Silay, Silay, Philippines", and "From Silay City". The "Friends" section shows 205 mutual friends. A post from September 5, 2012, is titled "Transport Meeting at Barangay Guinhalaran" and mentions a meeting of police owners and drivers. The right sidebar shows sponsored ads, including one for BACARDI and another for a space trip. A list of friends is visible on the far right.

SILAY LICENSE



Proud to be a Silaynon

➤ Provide available slots for national government agencies like SSS, BIR, Philhealth, etc...



[BACK](#)



❖ Centralized air condition room

[BACK](#)



❖ 32 inches colored cable television

[BACK](#)



❖ **Clean comfort room for men and women**

[BACK](#)



- ❖ News paper and magazine stand
- ❖ WIFI zone - no pass word required





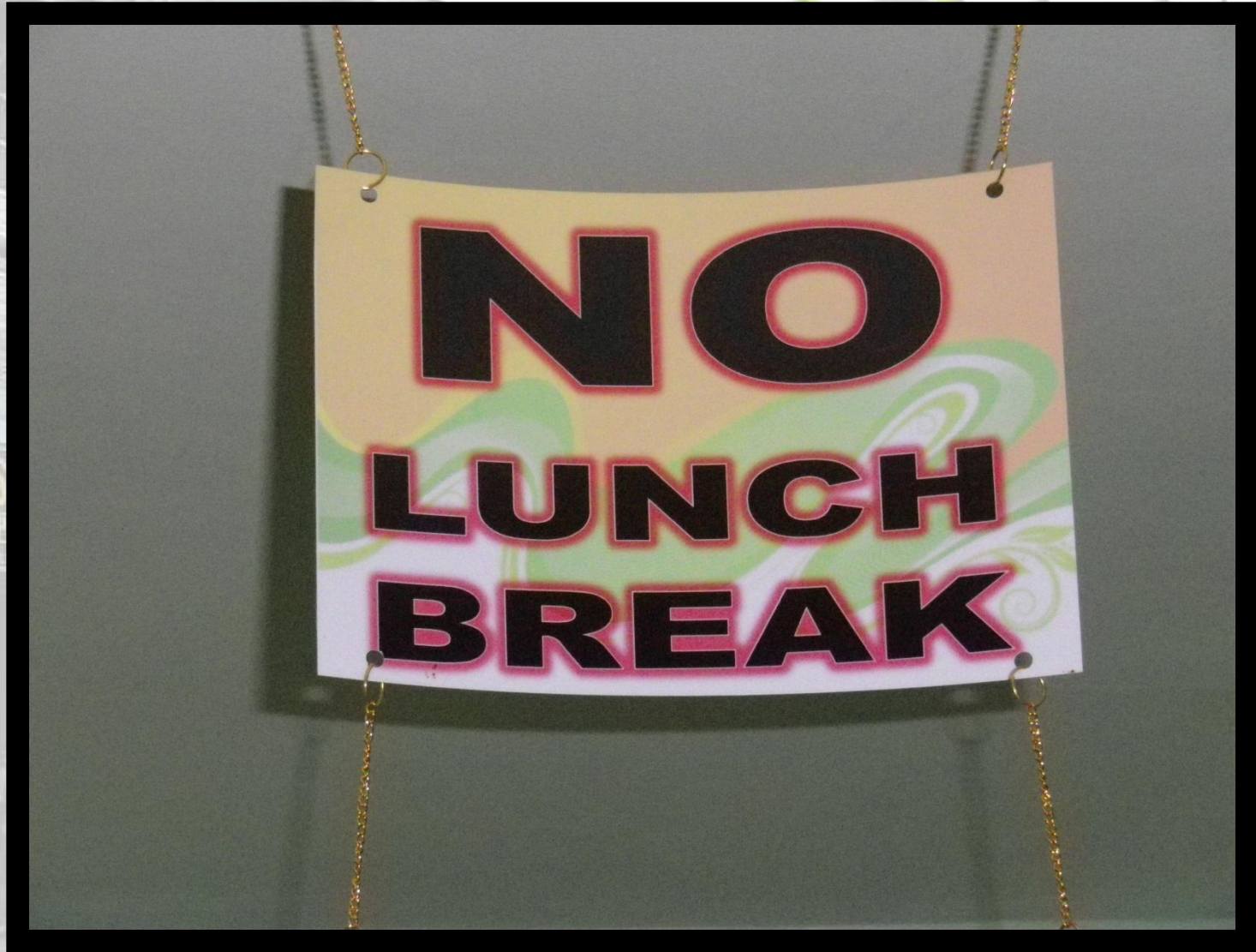
➤ Free coffee, juice, candies and biscuits exclusively for taxpayer's

BACK

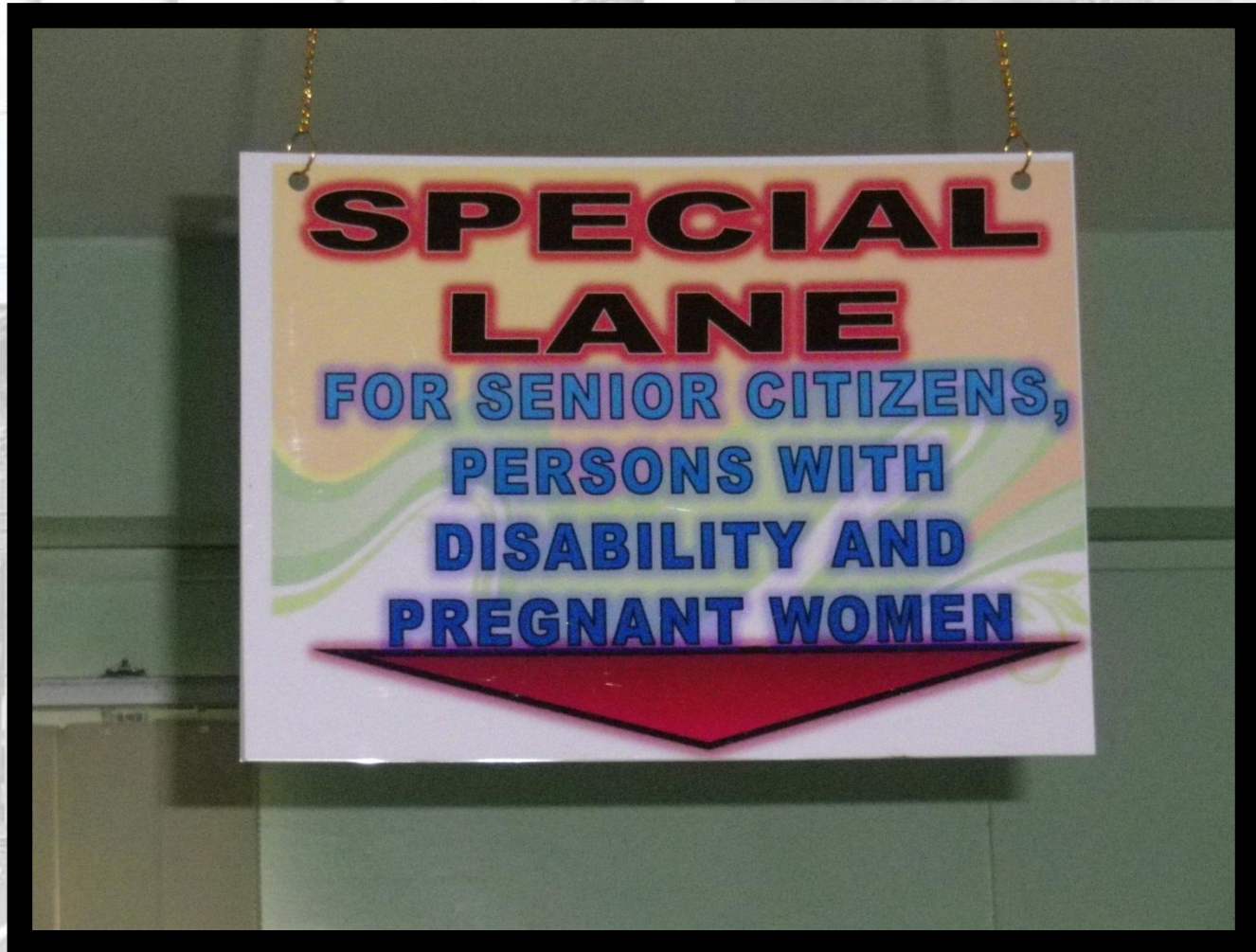
➤ **Imposed strict policy against fixers**



➤ No lunch break policy



➤ Provides special lane for elderly, persons with disability and pregnant women



BACK

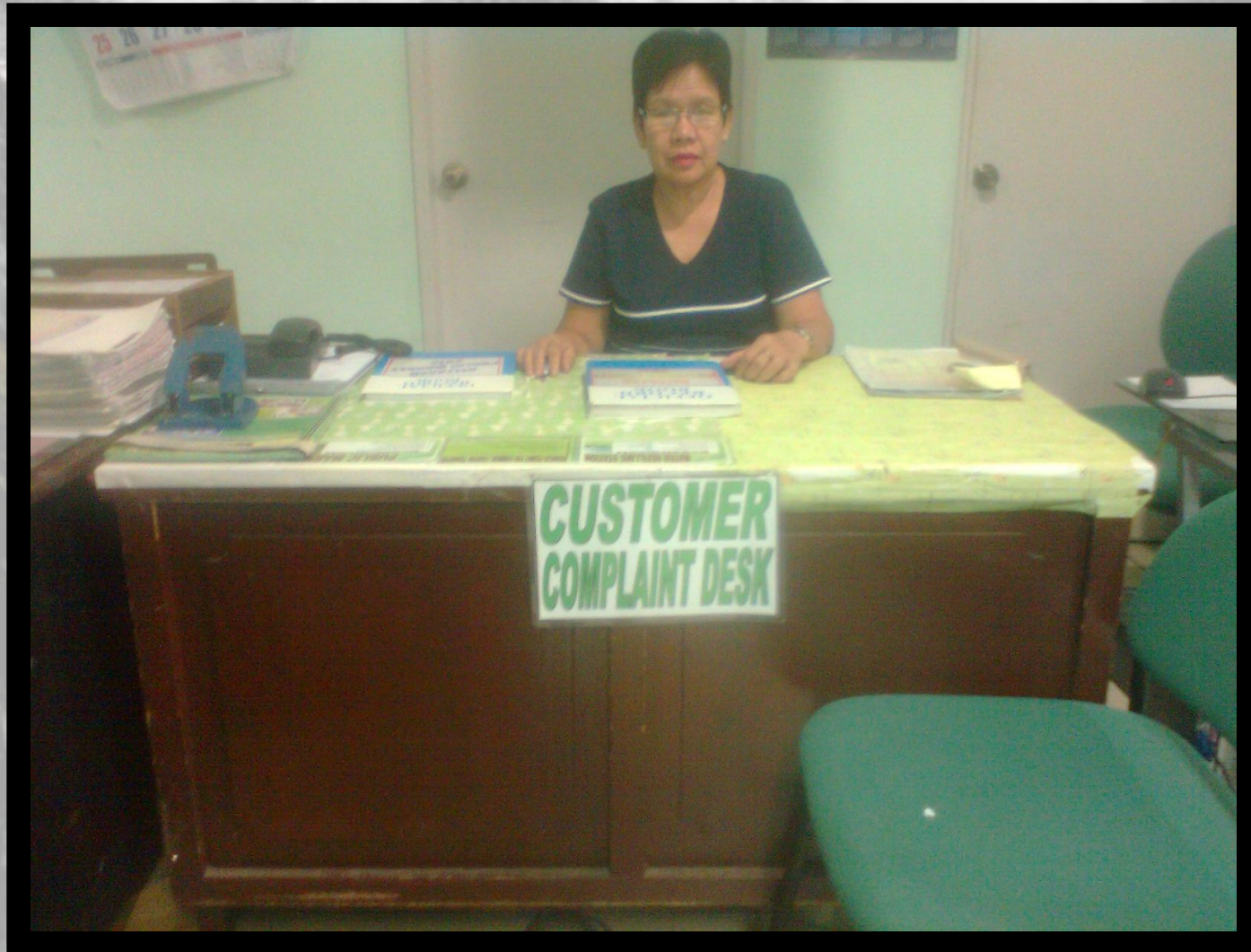
➤ Visible information, education, and communication materials



FOR COMPLAINTS PLS. TEXT OR CALL 09209254518 - MAYOR OTI



➤ Complaint desk



BACK

CITY JOINT INSPECTION TEAM FOR C.Y. 2013



PROJECT DURATION : March 1, 2013 – December 31, 2013
 Project Site : Silay City
 Project Cost : P280,000.00
 Project Proponent : City Mayor's Office
 Source of Fund : Other Expense

RATIONALE:

Silay City Business One-Stop-Shop has reached its new heights being recognized as the model business one-stop shop in the region by the Department of Trade and Industry (DTI) and the Department of Interior and Local Government (DILG). Because of this recognition, many cities and municipalities were visited Silay to conduct benchmarking activities in order to emulate our best practices including the creation of Joint Inspection Team (JIT) which served as the major actor for the speedy transaction in business registration.

Aside from performing its regulatory functions, the Joint Inspection Team is expected to conduct information dissemination of the simplified procedures, thus, creating a positive image for the city as an ideal place for business promotion. The primary purpose of this inspection is to improve the services provided to taxpayers and to give local authorities effective measures in identifying businesses and encourage them especially at the underground economy to come up in the open and do business legally.

OBJECTIVES:

- The funding for the project will:
1. comply to the national standard of business registration;
 2. systematically monitor all business establishments;
 3. generate more revenues for the City.

BUDGETARY ESTIMATES:

1. Snacks Allowance	-	246,300.00
2. Shirts	-	22,800.00
3. Contingency	-	<u>10,900.00</u>
		<u>280,000.00</u>

Prepared by:

ALMA S. DELA CRUZ
 OIC-Permits & License Div.

Recommending Approval:

NOEL B. DOLORIAC
 OIC-City Administrator

Voted:

RAMON M. DUMANCAS
 City Budget Officer

GIOVANNI M. GUZON
 OIC-City Planning & Dev't. Office

MANUEL S. ARSENAL
 City Accountant

ESIES. JIMENEÁ
 City Treasurer

Approved:

JOSE L. MONTELIBANO

➤ **Snack allowance per inspection**





❖ **Set of uniform for inspection (not use for ordinary office day)**

BACK



❖ **Computer tablet for data encoding while on field**

BACK



❖ Laser measuring device
Measures the floor area



❖ Sound measuring device
Measure the level of noise
of sing along and
transportation vehicles





❖ **L300 Van- exclusive for inspection use only**

BACK



ANNUAL JOINT INSPECTION REPORT AND CLEARANCES

BUSINESS NAME:	Contact Number:
OWNER'S NAME:	Date:
BUSINESS ADDRESS:	Time:
DECLARED PROPERTY OWNER:	
Account Code:	PIN NO:

Fire Safety Inspection Report (Bureau of Fire Protection)

	YES	NO
Means of Egress		
Secondary Stairs/Exit		
Door Swing		
Ramps		
Lighting and Signs		
Exit Signs		
Warning/Safety Signs		
Alarm System		
Stand Pipe System		
Auto-Fire Suppression System		
Fire Fighting Appliance		
Medical Kit		
Others		

Building Inspection Report AMOUNT DUE

(Office of the Bldg. Official) YES NO

	YES	NO
Zoning		
Building Permit		
Occupancy Permit		
Floor Area		
Electrical		
Electronics		
Mechanical		
Parking		
Toilet/Wash Facilities		
Accessibility Law		
Sign/Signs Permit		
Surcharges, Fines, Etc.		
Notice of Violation		
Others		

Php

Remark

CLEARANCES

OFFICE	APPROVAL/CONDITION			SIGNATURE
	APPROVE	CONDITION	DENIED	
CPDO <small>Zoning Ordinance No. 06, Series of 2009 of the City of Silay</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GIOVANNI M. GUZON <small>City Planning and Development Coordinator</small>
PNP/TRAFFIC <small>The said business establishment is not considered a public place under P.D. 4135.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PSUPT. ROSAURO B. FRANCISCO JR. <small>Chief of Police PNP</small>
OBO <small>National Building Code (P.D. 1096) on public safety, as it is therefor by its respective departments.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ENGR. SONIA D. CORDERO <small>Action Building Official</small>
BFP <small>Fire Safety and protection requirements of the Fire Code of the Philippines (R.A. 9514) and its Implementing Rules & Regulations.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INSP. VENCIE JOJO P. ALDEGUER <small>Action City Fire Marshall</small>
CHO <small>Sanitation Code of the Philippines (P.C. 856)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SABINA D. DAMAZO, AMD <small>City Health Officer II, LHO</small>
CTO/RPT <small>Real Property Tax</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELSIE S. JIMENEZ <small>City Treasurer</small>

Sanitary Inspection Report

(City Health Office) AMOUNT DUE

Php

Remark

YES NO Remark

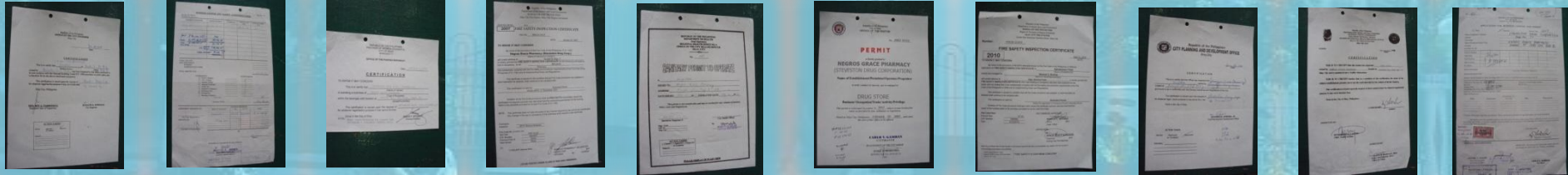
	YES	NO
Sanitary Permit		
Health Certificate		

	YES	NO	Remark
Sanitation			
Others			

RECEIVED BY :

SIGNATURE: _____ **DATE:** _____

Customized clearance form



Previous forms



Home of ...



**PERMITS AND LICENSE
DIVISION**



**LICENSE AND FEES
DIVISION**



**JOINT INSPECTION
TEAM**





OPERATIONAL FOR THE ENTIRE YEAR



STAGES OF BUSINESS REGISTRATION IN SILAY CITY

1ST STAGE : COMPUTERIZATION

2ND STAGE : REVISION

3RD STAGE : RENOVATION

4TH STAGE : SERVICES

5TH STAGE : JIT AND SICRETAF