



REPUBLIC OF THE PHILIPPINES

Joint Memorandum Circular No. 01, Series of 2010
06 August 2010

TO: THE REGIONAL AND PROVINCIAL DIRECTORS OF THE DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG) AND THE DEPARTMENT OF TRADE AND INDUSTRY (DTI), THE BUREAU OF FIRE PROTECTION (BFP) AND MEMBERS OF THE SANGGUNIANG PANGLUNGSOD AND SANGGUNIANG BAYAN

SUBJECT: GUIDELINES IN IMPLEMENTING THE STANDARDS IN PROCESSING BUSINESS PERMITS AND LICENSES IN ALL CITIES AND MUNICIPALITIES

1.0 Purpose

- 1.1 To disseminate the service standards in processing business permits and licenses which cities and municipalities are enjoined to follow;
- 1.2 To provide the guidelines for streamlining the business permits and licensing systems (BPLS) in cities and municipalities in accordance with the service standards which the national government is setting consistent with Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007 (ARTA);
- 1.3 To clarify the roles and responsibilities of the Department of the Interior and Local Government (DILG), the Department of Trade and Industry (DTI), and the various cities and municipalities in the country in ensuring the implementation of the BPLS standards.

2.0 Statement of Policies

- 2.1 The government recognizes the importance of improving the country's growth potential through enhancing its competitiveness at the national and local levels. This can only be achieved through reforms that reduce the cost of doing business in the country and address the other policy issues that discourage international and local investors.
- 2.2 Pursuant to Republic Act No. 9485, all government instrumentalities and local government units 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. The ARTA, which provides the legal basis for re-engineering current business processing systems at the local level, sets benchmarks for processing simple and complex transactions which should be applied to BPLS nationwide.
- 2.3 The DILG and the DTI, as Conveners of the Working Group on Decentralization and Local Government and the Working Group on Growth and Investment Climate, respectively, under the Philippine Development Forum (PDF) agreed to jointly undertake the

nationwide streamlining of BPLS. Both agencies will conduct the necessary capacity building programs to enable LGUs to comply with the BPLS standards, coordinate with other government agencies involved in the BPLS to similarly streamline operations and assist in generating resources for the BPLS streamlining project.

3.0 Definition of Terms

- 3.1 Action – refers to the written acknowledgement of receipt, approval or disapproval made by a government agency or office on the application or request submitted by the client for processing.
- 3.2 Business One-Stop-Shop (BOSS) – refers to an arrangement where a single common site or location is designated for all concerned agencies in the BPLS system to receive and process applications for business registration thru a streamlined system.
- 3.3 Business Permit – is a document that must be secured from the city or municipal business permits and licensing office for the business to legally operate in the locally.
- 3.4 Business Registration – is a set of regulatory requirements an entrepreneur must comply with to set-up a business entity including, but not limited, to the collection or preparation of a number of documentation, the notarization and/ or verification thereof, submission to various national and local government authorities, approval of application submitted, and receipt of a formal certificate or multiple certificates, licenses, permits, and the likes which confirm the eligibility to operate as a legitimate business entity.
- 3.5 Frontline Service – refers to the process or 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 (action) in the ordinary course of business of the agency or office concerned.
- 3.6 Joint Inspection Team (JIT) – is composite team whose members come from the various LGU agencies implementing business-related regulations created and authorized by the LGU through an Executive Order or Ordinance to conduct joint inspection of business enterprises instead of individual inspections.
- 3.7 Priority LGUs – refer to cities and municipalities included in the government program for the nationwide streamlining of business permits and licensing system (BPLS) which will be closely monitored and provided with assistance in terms of capacity building, among others.
- 3.8 Signatories – refer to the final approving authority or authorities whose signatures are affixed to a business permit or mayor's permit to make the document legal and binding in the eyes of the law.
- 3.9 Steps – refer to an action or actions that applicants and/or government agencies undertake as part of the process of applying for and/or processing business permits and licenses.

3.10 Processing Time – refers to the time spent by an applicant from to receipt of the business permit by the LGU consisting of transaction time, waiting time and travel time within the site provided by an LGU for business registration.

3.11 Unified Form – is a single common document issued by an LGU to a business applying for registration that contains the information and approvals needed to complete the registration process and facilitates exchange of information among LGUs and National Government Agencies.

4.0 BPLS Reform Standards

All cities and municipalities are enjoined to follow the following standards in processing business permits and licenses:

4.1 **Unified Form.** All cities and municipalities shall use a single unified form in processing new applications for business permits and business renewals (Annex 1). The unified form consolidates all the information about a business registrant needed by various local and national agencies. The adoption of the unified form is anticipated to contribute to reduction of steps and time in applying for business permits.

4.2 Standard Steps

4.2.1 All cities and municipalities shall ensure that applicants for business registration shall follow five (5) steps in applying for new business permits or for business renewals:

- (1) Securing an application form from the city or municipality;
- (2) Filing or submission of the accomplished application form with attached documentary requirements;
- (3) One-time assessment of taxes, fees and charges;
- (4) One-time payment of taxes, fees and charges;
- (5) Securing the Mayor's Permit upon submission of Official Receipt as proof of payment of taxes, fees, and charges imposed by the LGU.

Annexes 2 and 3 illustrate the standard steps which applicants shall follow in securing the Mayor's Permit for new business applications and business renewals.

4.2.2. Compliance with the above standard steps will require the following:

(1) Inspections usually undertaken for compliance with zoning and environment ordinances, building and fire safety, health and sanitation regulations undertaken during the construction stage shall not be conducted again by the LGU as part of the requirements for business registration. Instead, inspections to check compliance with all the requirement standards will be undertaken within the year after the issuance of the business permit.

(2) Joint inspection teams composed of the Business Permit and Licensing Officer, the City/Municipal Engineer, the City/Municipal Health Officer or Representative, the City/Municipal Planning Officer or designated Zoning Officer, the City/Municipal Environment and Natural Resources Officer or Representative, the City/Municipal

Treasurer and the City/Municipal Fire Marshal shall be organized to conduct joint inspection of business enterprises as required by law.


(3) The Bureau of Fire Protection shall enter into a memorandum of agreement with cities and municipalities, as necessary, to implement streamlined procedures for assessing and paying fire code fees that will enable the LGUs to implement that above steps.

4.3 Standard Processing Time. Consistent with ARTA, all cities and municipalities are enjoined to comply with the prescribed time for processing of business registrations, as shown below:


- (1) Processing of new business permits, which is classified as a complex transaction following the ARTA classification, shall not take more than 10 days for the release of the permit. However, LGUs are enjoined to strive for 5 days or less which is the average processing days in LGUs with streamlined BPLS; and
- (2) Processing of business renewals, which is classified as a simple transaction, shall not take more than 5 days for the release of the permit. However, LGUs are enjoined to strive for one day or less processing, which is the average processing time in LGUs with streamlined BPLS.

4.4 Signatories. All cities and municipalities shall follow the prescribed number of signatories required in processing new business applications business renewals to five days following the ARTA. However, LGUs are enjoined to require only two (2) signatories, namely, the Mayor and the Treasurer or the BPLO. To avoid delay in the release of permits, alternate signatories (e.g. the Municipal or City Administrator or the BPLO) may be properly deputized by the Mayor.


5.0 Implementation of the BPLS Standards



5.1 All cities and municipalities are enjoined to implement the BPLS standards as described in Section 4 above. The government identified priority cities and municipalities whose implementation of the BPLS standards will be closely monitored since these LGUs: (a) constitute the critical mass of establishments in the country; and (b) they have been identified as having good potentials in generating investments in the four priority sectors of government, e.g. business process outsourcing, tourism, mining and agribusiness. Annex 4 contains the list of priority LGUs.



5.2 The government shall be organizing training workshops and coaching sessions for the LGUs in the priority list mentioned in section 5.1 on October-December 2010. At the same time, the government shall be issuing an operations manual to guide LGUs in re-engineering their BPLS to conform to the BPLS standards mentioned in section 4.



5.3 The cities and municipalities not included in the priority list contained in Annex 4 shall undertake BPLS streamlining on their own through enrolment in training programs that will be provided by the Local Government Academy (LGA) and other private sector providers.

6.0 Roles and Responsibilities

6.1 Local Government Units (Cities and Municipalities)

- 6.1.1 The LGUs, represented by the Local Chief Executive/Mayor, shall coordinate with DILG and the DTI in the implementation of BPLS standards and shall:
- (a) organize Technical Working Groups (TWGs) to oversee the implementation of the streamlined BPLS;
 - (b) participation of LGU representatives in all BPLS reform activities that are initiated by the DILG and DTI at the LGU level;
 - (c) the preparation and implementation of the requisite orders, ordinances and directives relative to the BPLS reform;
- 6.1.2 Provide the enabling environment for BPLS reforms, namely, the legal framework, the budget and logistical 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 teams (JIT) and conduct of information, education and communication campaigns (IEC).

6.2 Department of the Interior and Local Government

- 6.2.1 The DILG, together with the DTI, shall coordinate the upscaling of the BPLS reforms nationwide with other agencies and among its regional, local government operations officers, bureaus and attached agencies. The Local Government Academy (LGA) under the DILG, shall act as the overall coordinator for the nationwide BPLS streamlining program for LGUs.

The DILG regional offices shall organize a regional BPLS Coordination Committee, together with the regional offices of the DTI, to oversee the implementation of the BPLS project at the local level, with membership coming from concerned government agencies, local chambers, civil society organizations and other stakeholders.

- 6.2.2 The DILG, together with DTI, shall organize and co-chair a BPLS Oversight Committee which will provide the overall policy direction in the nationwide upscaling of the BPLS reforms.
- 6.2.3 The DILG, as Co-Convener of the Working Group on Decentralization and Local Government under the Philippine Development Forum, shall promote the BPLS project and take responsibility in enjoining the development community to support the project.

6.3 Department of Trade and Industry

- 6.3.1 The DTI, together with the DILG, shall be responsible for providing policy direction in the implementation of the BPLS reform project nationwide and in ensuring that the requirements for BPLS streamlining are among its regional and provincial offices and in setting up a monitoring system for tracking the progress of LGs in reforming their BPLS. It shall co-chair the BPLS Oversight Committee which will provide the overall policy direction in the nationwide up scaling of the BPLS Reforms.
- 6.3.2 Considering its mandate to promote investments and enhance competitiveness both at national and local levels, the DTI, together with the DILG, shall be responsible for identifying the priority LGUs that will be included in the BPLS program and in annually evaluating the list based on the sector priorities of the government and other criteria that will be deemed necessary.
- 6.3.3 Consistent with the framework for public-private sector partnership (PPP), the DTI shall be responsible for enjoining private sector participation and support in the BPLS streamlining project both at the national and local levels.
- 6.3.5 The DTI, as Co-Convener of the Working Group on Growth and Investment Climate under the Philippine Development Forum, shall promote the BPLS project and take responsibility in enjoining the development community to support the project.

7.0 Enforcement Clause

This Joint Memorandum Circular shall enforce all the provisions of Republic Act No. 9485 or Anti-Red Tape Act of 2007 and its Implementing Rules and Regulations.

8.0 Separability Clause

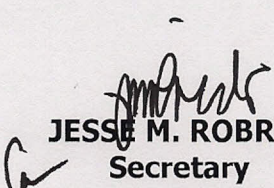
If any clause, sentence or provision of this Joint Memorandum Circular shall be invalid or unconstitutional, its remaining parts shall not be affected thereby.

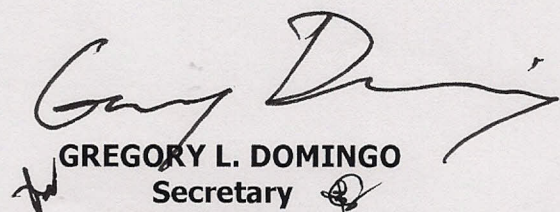
9.0 Repealing Clause

All orders, rules and regulations inconsistent or contrary to the provisions of this Joint Memorandum Circular are hereby repealed or modified accordingly.

10.0 Effectivity

This Joint Memorandum Circular shall take effect immediately.


JESSE M. ROBREDO
Secretary
Department of the Interior and Local Government


GREGORY L. DOMINGO
Secretary
Department of Trade and Industry



JOINT DILG – DTI DEPARTMENT ADMINISTRATIVE ORDER No. 10-07
Series of 2010

**SUBJECT: GUIDELINES IN IMPLEMENTING THE NATIONWIDE UPSCALING OF REFORMS IN
PROCESSING BUSINESS PERMITS AND LICENSES IN ALL CITIES AND
MUNICIPALITIES IN THE PHILIPPINES**

1.0 DECLARATION OF POLICY

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. In Compliance with this Act, the government set standards for processing business permits and licenses issued by cities and municipalities aimed at improving efficiency in the business registration system and reducing the cost of doing business in the country. This is expected to bring in more investments nationally and locally, which are important in attaining local economic development and high economic growth in the country.

2.0 ROLE OF GOVERNMENT

The government shall ensure that the provisions of Republic Act No. 9485 are implemented in all transactions of government with the public including those pertaining to the business registration processes in the country. In relation to this, the government shall oversee the implementation of service standards in processing business permits nationwide including securing support from the local governments, private businesses, development partners and other stakeholders for its promotion. Such role is critical in reducing the cost of doing business and improving the competitiveness of the country.

3.0 OBJECTIVES

This JDAO is issued to clarify the roles and responsibilities of the Department of the Interior and Local Government (DILG) and the Department of Trade and Industry (DTI) in implementing Joint Memorandum Circular No. 01, series of 2010, which provides the guidelines in implementing the standards in processing business permits and licences in cities and municipalities.

4.0 SCOPE

This JDAO shall apply to DILG and DTI and [to other agencies involved in the implementing reforms in business permits and licenses].

5.0 DEFINITION OF TERMS

For purposes of this JDAO, the following terms are defined:

5.1 Business Permit and Licensing System (BPLS) - refers to the procedures followed by cities and municipalities in processing business permits (more commonly known as Mayor's Permit) which must be secured by businessmen to operate legally in a locality.

5.2 Business One-Stop-Shop (BOSS) – refers to an arrangement where a single common site or location is designated for all concerned agencies in the BPLS system to receive and process applications for business registration thru a streamlined system.

6.0 IMPLEMENTATION MECHANISMS

6.1 BPLS Oversight Committee

6.1.1 A BPLS Oversight Committee shall be organized by the DILG and the DTI to provide the policy direction in the nationwide upscaling of the BPLS reforms. The oversight committee shall have the following functions:

- a. To oversee the implementation of the nationwide implementation of the BPLS streamlining reforms, particularly the service standards on BPLS;
- b. To mobilize resources for the implementation of the various components of the BPLS reforms;
- c. To coordinate the various initiatives of government, the private sector and the development community on BPLS reforms;
- d. To assist government in BPLS reforms related to the operations of National Government agencies, e.g. Securities and Exchange Commission (SEC), Social Security Service (SSS), Philhealth, Bureau of Fire;
- e. To assist government in building the capacity of local governments in implementing BPLS reforms;
- f. To ensure that BPLS reforms are aligned with other reforms for enhancing the competitiveness of the Philippines in general and local governments in particular.

6.1.2 The BPLS Oversight Committee shall be composed of DTI and DILG as Co-Chairs, concerned government agencies such as the National Computer Center (NCC), private business groups and the development partners who have provided funding support to the BPLS project. Both DTI and DILG will provide the secretariat support to the Committee.

6.1.3 A parallel committee, the BPLS Coordination Committee, shall be organized at the regional or provincial levels, as necessary, to manage the BPLS capacity building programs and the implementation of BPLS reforms.

6.2 Department of the Interior and Local Government

6.2.1 The DILG, together with the DTI, shall provide the overall policy direction in the upscaling of the BPLS reforms nationwide and in coordinating the requirements for BPLS streamlining in LGUs among its regional, local government operations officers, its bureaus and attached agencies. It shall co-chair the BPLS Oversight Committee which will provide the overall policy direction in the nationwide up scaling of the BPLS Reforms.

6.1.1 The DILG, thru Local Government Academy (LGA), shall act as the overall coordinator of the nationwide streamlining of BPLS of LGUs. As coordinator, LGA shall:

- a. Manage the capacity building program for LGUs on the streamlining of BPLS;
- b. Coordinate official development assistance (ODA) on BPLS;
- c. Develop and manage the website portal on BPLS which will provide online coaching or helpline on BPLS to LGUs who are streamlining their BPLS according to the standards;
- d. Set-up a monitoring system for tracking the progress of target LGUs in reforming their BPLS.

6.1.2 The DILG regional offices shall undertake the following functions in relation to the BPLS project:

- a. Organize a regional BPLS Coordination Committee, together with the regional offices of the DTI, to oversee the implementation of the BPLS project at the local level, with membership coming from concerned government agencies, local chambers and other stakeholders;
- b. Coordinate with the DILG Provincial Offices and the local government operations officers (LGOOs) in providing capacity building for the LGUs together with the DTI regional and provincial offices and take responsibility for monitoring the implementation of BPLS reform projects in the region; and
- c. Get the commitment of the Local Chief Executives in the targeted LGUs especially the Mayor, Vice Mayor and the Business Permits and Licensing Officer, to undertake the BPLS reforms possibly through a Memorandum of Agreement (MOA);
- d. Organize the Business Permits and Licensing Officers of cities and municipalities in their respective regions into a network similar to the League of Local Development and Planning Officers and the Philippine Association of Treasurers and Assessors;

- e. Enjoin the academic and research institutions in the region to assist in capacitating LGUs to comply with the BPLS standards;
- f. Regularly report to the DILG Undersecretary for Local Government and the LGA on the progress of the BPLS project in their respective regions.

6.1.3 The DILG, as Co-Convener of the Working Group on Decentralization and Local Government under the Philippine Development Forum, shall promote the BPLS project and take responsibility in enjoining the development community to support the project.

6.2 Department of Trade and Industry

6.2.1 The DTI, together with the DILG, shall be responsible for providing policy direction in the implementation of the BPLS reform project nationwide, in coordinating the requirements for BPLS streamlining in LGUs among its regional and provincial offices and in setting up a monitoring system for tracking the progress of LGs in reforming their BPLS. It shall co-chair the BPLS Oversight Committee which will provide the overall policy direction in the nationwide up scaling of the BPLS Reforms.

6.2.2 Considering its mandate to promote investments and enhance competitiveness both at national and local levels, the DTI shall be responsible for identifying the priority LGUs that will be included in the BPLS program and in annually evaluating the list, together with the DILG, based on the sector priorities of the government and other criteria that will be deemed necessary.

6.2.3 Consistent with the framework for public-private sector partnership (PPP), the DTI shall be responsible for enjoining private sector participation and support in the BPLS streamlining project both at the national and local levels.

6.2.4 The DTI will work with the cities and municipalities which have undertaken BPLS reforms in electronically their business registration processes with the Philippine Business Registry.

6.2.5 The DTI regional offices shall undertake the following functions in relation to the BPLS project:

- a. Organize a regional BPLS Coordination Committee, together with the regional offices of the DILG, to oversee the implementation of the BPLS project at the local level, with membership coming from concerned government agencies, local chambers and other stakeholders;

- b. Coordinate with the DTI and DILG provincial offices in providing capacity building for the LGUs; and
- c. Regularly report to the DTI Office of Policy Research on the progress of the BPLS implementation at the local level.
- d. Setting up the National Economic Research and Business Action Center (NERBAC) to assist the businessmen in complying with the requirements of National Government Agencies related to business registration processes.

6.2.6 The DTI, as Co-Convener of the Working Group on Growth and Investment Climate under the Philippine Development Forum, shall promote the BPLS project and take responsibility in enjoining the development community to support the project.

6.3 Local Government Units (Cities and Municipalities)

6.3.1 The LGUs shall ensure that all components of the BPLS reforms, namely, process re-engineering, BPLS computerization, improvements in customer relation when facing business applicants and BPLS institutionalization are undertaken as part of the streamlining of BPLS, consistent with the spirit of the ARTA.

6.3.2 The LGUs, represented by the Local Chief Executive/Mayor, shall coordinate with DILG and the DTI in the implementation of BPLS reforms and shall ensure:

- (a) organize Technical Working Groups (TWGs) to oversee the implementation of the streamlined BPLS;
- (b) participation of LGU representatives in all BPLS reform activities that are initiated by the DILG and DTI at the LGU level;
- (c) the preparation and implementation of the requisite orders, ordinances and directives relative to the BPLS reform;
- (d) that the enabling environment for BPLS reforms are in place, namely, the legal framework, the budget and logistical 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 teams (JIT) and performance of information and education campaigns (IEC).

8. SEPARABILITY CLAUSE

If any clause, sentence or provision of this Joint Department Administrative Order shall be found invalid or unconstitutional, the remaining parts shall not be affected and shall continue to be in full force and effect.

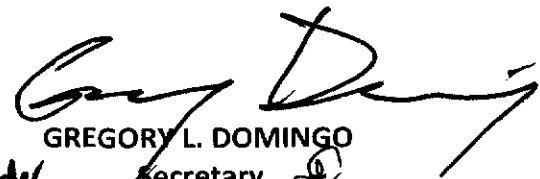
9. EFFECTIVITY

This Joint Department Administrative Order shall take effect immediately.

Issued this 6th day of August 2010 in Metro Manila, Republic of the Philippines.


JESSE M. ROBREDO
Secretary

Department of the Interior and Local Government


GREGORY L. DOMINGO
Secretary

Department of Trade and Industry

Annex 1 (Page 1 of 2): Application Form for Business Permit

TAX YEAR _____

CITY/MUNICIPALITY _____

<input type="checkbox"/>	New	<input type="checkbox"/>	Amendment:		Mode of Payment
<input type="checkbox"/>	Renewal	<input type="checkbox"/>	From Single to Partnership	<input type="checkbox"/>	Annually
<input type="checkbox"/>	Additional	<input type="checkbox"/>	From Single to Corporation	<input type="checkbox"/>	Bi-Annually
<input type="checkbox"/>		<input type="checkbox"/>	From Partnership to Single	<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	Transfer:	<input type="checkbox"/>	From Partnership to Corporation		
<input type="checkbox"/>	Ownership	<input type="checkbox"/>	From Corporation to Single		
<input type="checkbox"/>	Location	<input type="checkbox"/>	From Corporation to Partnership		
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? () yes () no Please specify the entity:					
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):					
Business Area (in sq m):		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:			
Business Activity		No. Of Units	Capitalization (for new business)	Gross Sales / Receipts (for renewal)	
Code	Line of Business			Essential	Non-essential
Oath of Undertaking :					
<i>I undertake to comply with the regulatory requirement and other deficiencies within 30 days from release of the business permit.</i>					
SIGNATURE OF APPLICANT OVER PRINTED NAME:				POSITION/TITLE	

Annex 1 (Page 2 of 2): Application Form for Business
Application No. 000-000-000-0000

ASSESSMENTS:

LOCAL TAXES	REFERENCE	AMOUNT DUE	PENALTY/SURCHARGE	TOTAL	ASSESSED BY
Gross Sales Tax					
Tax on delivery vans/trucks					
Tax on storage for combustible/flammable of explosive substance					
Tax on signboard /billboards					
REGULATORY FEES AND CHARGES					
Mayors Permit Fee					
Garbage Charges					
Delivery Trucks/Vans Permit Fee					
Sanitary Inspection Fee					
Building Inspection Fee					
Electrical Inspection Fee					
Mechanical Inspection Fee					
Plumbing Inspection Fee					
Signboard/Billboard Renewal Fee					
Signboard/Billboard Permit Fee					
Storage and Sale of Combustible/ Flammable or Explosive Substance					
Others:					

VERIFICATION OF DOCUMENTS

Description	Office/Agency	Date Issued	VERIFIED BY: (BPLO Staff)
Barangay Clearance	Barangay		
Zoning Clearance	Zoning Admin.		
Sanitary / Health Clearance	City Health Dept.		
Occupancy Permit	Bldg. Official		
Fire Safety Inspection Certificate	City Fire Dept.		
Others, please specify:			

Assessment reviewed by:

Approval Recommended by:

Instructions:

1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
2. Ensure that all documents attached to this application form are complete and properly filled out.

Table 2. The Standard Steps for the Registration of New Businesses

Steps	Client		LGU		Process Time & Waiting Time
	Activities	Documentary Requirement	Offices	Required Actions	
1	Secure Application Form	None	Frontline – BPLO	Give form, list of requirements & answer questions	Process time starts in step 2
2	File Application for New Business Permit	Filled-up Unified Form, SEC/DTI/CDA Certificate, Location Map, Barangay Clearance, Occupancy Permit	Frontline – BPLO Backroom – JIT	Review & validate submissions, acknowledge receipt & endorse to next step	Day 1
3	One-Time Assessment	All documents from step 2	Frontline – Assessor Backroom – JIT	One-time assessment based on submitted documents	Days 2 – 4
4	One-time payment of taxes, fees & charges	All documents from step 3	Frontline – M/CTO Cashier	Collect and issue Official Receipt	Day 5
5	Claim Mayor's Permit	All documents from step 4	Frontline – BPLO Backroom – Mayor or Deputized Signatory	Print, sign and release Mayor's/Business Permit	Day 5

Table 3. The Standard Steps for the Renewal of Business Permits

Steps	Client		LGU		Process Time & Waiting Time
	Activities	Documentary Requirement	Offices	Required Actions	
1	Secure Application Form	None	Frontline – BPLO	Give form, list of requirement & answer queries	Process time starts in step 2
2	File Application for Renewal	Filled-up Unified Form, previous business permit, Barangay Clearance	Frontline – BPLO	Review submissions & endorse to next step	5 – 15 Minutes
3	Submit documents for one-time assessment	All documents from step 2	Frontline – Assessor Backroom – JIT	One-time assessment based on documents submitted	10 – 20 Minutes
4	One-time payment	All documents from step 3	Frontline – M/CTO Cashier	Collect and issue Official Receipt	10 – 15 Minutes
5	Claim Mayor's Permit	All documents from steps 4	Frontline – BPLO Backroom – Mayor or Deputized Signatory	Print, sign and issue permit	5 – 10 Minutes

2010 - 2014 GIC Target/Priority LGUS for the National BPLS Streamlining Project

Regions	Provinces	2010	2011	2012	2013	2014
NCR		Pateros				
CAR	Benguet	Baguio				
		La Trinidad				
	Abra	Bangued				
I	Ilocos Norte	Laoag				
	Ilocos Sur	Vigan			Candon	
	La Union	San Fernando				
		Agoo				
		Bauang				
	Pangasinan	Dagupan	Sual		Binalonan	
		Urdaneta	Agno			
		Alaminos	Anda			
			Bani			
			Burgos			
II			Mabini			
	Cagayan	Tuguegarao	Cauayan			Claveria
	Isabela	Santiago				San Mateo
III	Nueva Vizcaya	Bayombong	Quezon			
	Bataan	Balanga	Mariveles	Pilar	Samal	
		Orion	Dinalupihan	Hermosa	Bagac	
		Orani	Limay	Abucay	Morong	
	Zambales	Olongapo	Castillejos	Masinloc	San Felipe	
		Subic	Sta. Cruz	San Antonio	Botolan	
		Iba	San Marcelino	Cabangan	San Narciso	
					Candelaria	
					Palauig	
	Tarlac	Tarlac	Concepcion	Bamban	Mayantoc	Anao
		Camiling	Capas	Sta. Ignacia	San Manuel	Ramos
		Paniqui	Gerona	La Paz	San Jose	Pura
			Moncada	Victoria	San Clemente	
	Pampanga	Angeles	Guagua	Lubao	Sto. Tomas	Masantol
		San Fernando	Mexico	Magalang	Sta. Ana	Sta. Rita
		Mabalacat	Apalit	Floridablanca	Macabebe	San Simon
			Arayat	Porac	Bacolor	Minalin
					Candaba	San Luis
					Sasmuan	
	Bulacan	Malolos	Sta. Maria	Hagonoy	Bustos	Norzagaray
		San Jose del Monte	Plaridel	Bocaue	San Miguel	Pandi
		Meycauayan	Pulilan	Guiguinto	San Rafael	Angat
		Baliuag	Calumpit	Balagtas	Bulacan	Paombong
		Marilao		Obando	San Ildefonso	Doña Remedios Trinidad
	Nueva Ecija	Cabanatuan	Palayan	Gen. Tinio	Sto. Domingo	Carrangalan

Regions	Provinces	2010	2011	2012	2013	2014
		Gapan	Sta. Rosa	Cabiao	Aliaga	Pantabangan
		San Jose	Guimba	Rizal	Peñaranda	Quezon
		Muñoz	San Isidro	Bongabon	Lupao	Gabaldon
		Talavera	San Antonio	Jaen	Gen. Mamerto Natividad	Talugtug
			San Leonardo	Cuyapo	Laur	Licab
				Zaragoza	Llanera	Nampicuan
	Aurora	Baler	Maria Aurora	San Luis		Dilasag
			Dipaculao	Casiguran		Dinalungan
IV-A				Dingalan		
	Cavite	Dasmariñas	Silang	Tagaytay	Naic	Maragondon
		Bacoor	Gen. Trias	Gen Mariano Trias	Amadeo	Mendez
		Imus	Trece Martires	Tanza	Indang	Ternate
		Cavite	Rosario	Kawit	Alfonso	Gen. Emilio Aguinaldo
			Carmona	Noveleta		Magallanes
	Laguna	Sta. Rosa	Biñan	Nagcarlan	Lumban	Pakil
		Calamba	San Pedro	Calauan	Paete	Sta. Maria
		San Pablo	Cabuyao	Bay	Victoria	Pangil
		Los Baños	Sta. Cruz	Siniloan	Luisiana	Famy
			Pasanjan	Pila	Majayjay	Rizal
				Alaminos	Magdalena	Cavinti
				Liliw		Mabitac
						Kalayaan
	Batangas	Lipa	Tanauan	Bauan	Calaca	Taysan
		Batangas	Sto. Tomas	San Jose	Malvar	Calatagan
			Rosario	Padre Garcia	San Pascual	Agoncillo
			San Juan	Ibaan	Mabini	Alitagtag
			Nasugbu	Taal	Lian	Lobo
			Lemery	Balayan	Talisay	Laurel
					San Luis	Sta. Teresita
					Tuy	San Nicolas
					Mataas na Kahoy	Balete
					Cuenca	Tingloy
	Rizal	Antipolo	Taytay	Binangonan	Pililia	
		Cainta	San Mateo	Tanay	Cardona	
			Rodriguez	Morong	Baras	
			Angono		Jala-Jala	
					Teresa	
	Quezon	Lucena	Lucban	Infanta	Polillo	Macalelon
		Candelaria	Tiaong	Lopez	Dolores	San Narciso
		Tayabas	Gumaca	Atimonan	Unisan	Patnanungan
		Sariaya	Mauban	Calauag	Alabat	Bordeos
			Pagbilao	Real	Gen. Nakar	Buenavista
				Catanauan	Agdangan	Perez
				Tagkawayan	San Francisco	Gen. Luna
				Guinayangan	Sampaloc	Pitogo
				Mulanay	Quezon	San Andres

Regions	Provinces	2010	2011	2012	2013	2014
				San Antonio	Padre Burgos	Plaridel
						Panukulan
						Jomalig
IV-B	Palawan	Puerto Princesa				
	Occ. Mindoro	San Jose	Sablayan	Calintaan		
		Mamburao	Magsaysay	Paluan		
			Sta. Cruz	Rizal		
			Abra de Ilog	Lubang		
				Looc		
	Or. Mindoro	Calapan				
	Marinduque	Boac				
	Romblon					Looc
V	Camarines Sur	Naga		Iriga		
	Camarines Norte	Daet				
	Albay	Legazpi		Tabaco City	Ligao	
	Catanduanes	Virac				
	Sorsogon	Sorsogon				
	Masbate	Masbate				
VI	Aklan	Kalibo		Malay		
	Iloilo	Iloilo				Goa
						Concepcion
	Negros Occidental	Bacolod		Silay	Kabankalan	San Carlos
				Cadiz	Sagay	Escalante
						Bago
	Capiz	Roxas				
	Guimaras	Buenavista	Nueva Valencia			
		Jordan	San Lorenzo			
			Sibunag			
VII	Bohol	Tagbilaran	Carmen			Trinidad
		Panglao	Butuan			
		Loboc	Sagbayan			
			Sierra Bullones			
			Bilar			
			Pilar			
			Dagohoy			
			Danao			
	Cebu	Toledo	Talisay	Catmon		
		Cebu	Danao	Tabogon		
		Mandaue	Carcar			
		Lapu-lapu	Bogo			
			Naga			
	Negros Oriental	Dumaguete	Bayawan			
		Tanjay	Guihulngan			
			Bais			
	Siquijor		Siquijor			
	Northern Samar	Catarman	Allen	San Roque	Las Navas	Rosario

Regions	Provinces	2010	2011	2012	2013	2014
VIII			Laoang	Catubig	Lope De Vega	Lapinig
			San Isidro	Pambujan	San Antonio	Biri
			Palapag	Bobon	Victoria	Capul
				San Jose	Mapanas	Silvino Lobos
				Gamay		San Vicente
				Mondragon		
				Lavezares		
	Leyte	Tacloban			Baybay	Tanauan
		Ormoc				Isabel
	Samar	Calbayog				
	Southern Leyte			Maasin		
IX	Zamboanga Del Sur	Zamboanga				
		Pagadian				
	Zamboanga Del Norte	Dipolog	Polanco			
		Dapitan	Katipunan			
			Roxas			
			Manukan			
X	Bukidnon	Malaybalay				Quezon
		Valencia				
	Camiguin		Mambujao			
	Lanao Del Norte	Iligan	Tubod			
	Misamis Occidental		Ozamis			Tangub
			Oroquieta			
	Misamis Oriental	Cagayan de Oro				Gingoog
						Opol
XI	Davao Del Sur	Davao				Magsaysay
		Digos				
	Davao Del Norte	Tagum				New Corella
		Panabo				
		Samal				
	Davao Oriental	Mati		Lupon	Cateel	
				Baganga	San Isidro	
				Gov. Generoso	Caraga	
				Manay	Tarragona	
				Banaybanay	Boston	
	Compostela Valley	Nabunturan	Compostela			
XII	Cotabato (North)	Kidapawan		Makilala	Carmen	
		Midsayap		Kabacan	Libungan	
				M' Lang	Arakan	
				Matalam	Pikit	
				Tulunang	Banisilan	
				Antipas	Pres. Roxas	
				Pigkawayan	Magpet	
					Alamada	
					Aleoson	
	South Cotabato	Gen. Santos	Tampakan			

Regions	Provinces	2010	2011	2012	2013	2014
		Koronadal	Polomolok			
	(Independent City)	Cotabato				
	Sarangani	Glan	Alabel	Malungon		
				Kiamba		
				Maitum		
				Maasim		
				Malapatan		
	Sultan Kudarat	Tacurong	Isulan			
XIII	Surigao Del Norte	Surigao	Mainit			
			Claver			
			Tubod			
	Agusan Del Norte	Butuan				
	Surigao Del Sur				Bislig	
TOTAL		108	103	98	90	81
		480				