



EXCERPTS FROM THE MINUTES OF THE SEVENTH (7TH) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON FEBRUARY 20, 2023 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

Present : Vice Mayor Josephine Sumangil – Evangelista, Presiding Officer
S.B. Member Leren Mae M. Bautista
S.B. Member Marlo PJ A. Alipon,
S.B. Member Jonathan Bryan S. Siytiap
S.B. Member Miko C. Pelegrina
S.B. Member Mark Lester B. Dizon
S.B. Member Julius A. Molinawe
S.B. Member Benedicto S. Alborida
S.B. Member Mike Dexter A. Concio
S.B. Member Gaudencio P. Macatangay, Liga President
S.B. Member Jozlyn N. Manansala, SK Federation President
Ms. Dona T. Alborida, Secretary to the Sangguniang Bayan
Ms. Felomina I. Lincallo, LLSO I

Absent : None

Visitors : Sis. Laura P. Chavez, Tahanan ng Ama Lay-Contemplative Missionary
Ms. Shirley Jolejole, Tahanan ng Ama Lay-Contemplative Missionary
Mr. Daniel Bilon, ESKIROL-TMPC
Mr. Joel A. Delos Reyes, ESKIROL-TMPC
Dr. Jaime Robillon, ESKIROL-TMPC

ORDINANCE NO. 2023-2351

AN ORDINANCE CREATING THE BUSINESS PERMIT AND LICENSING DEPARTMENT (BPLD) IN THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN (OSSP) OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS (MGLB) AND PROVIDING FUNDS THEREOF.

Author : *[Signature]* Councilwoman Leren Mae M. Bautista

WHEREAS, Section 3 (b) of RA No. 7160 s. 1991, also known as the Local Government Code (LGC) states that, “there shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities;”

WHEREAS, Section 76 of RA No. 7160 s. 1991 provides that, “Every local government unit (LGU) shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;”

WHEREAS, pursuant to RA No. 9485, otherwise known as the Anti-red Tape Act (ARTA) of 2007, 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;

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WHEREAS, in compliance with RA No. 9485, ARTA of 2007, the government sets 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;

WHEREAS, pursuant to DILG and DTI JMC No. 01, s. 2010 provides for the “Guidelines in Implementing the Standards in processing Business permits and Licenses in all Cities and Municipalities;”

WHEREAS, there is a need to create the organizational structure and staffing pattern of the Business Permit and Licensing Department (BPLD) to effectively perform the functions of said department and provide funds thereof;

WHEREAS, the Sangguniang Bayan is one and in accord with the mission and vision of Local Chief Executive (LCE) Hon. ANTHONY F. GENUINO in creating and establishing the Business Permit and Licensing Department (BPLD) of the Municipality of Los Baños, Laguna;

NOW THEREFORE, on motion of Councilwoman Leren Mae M. Bautista duly seconded by Councilor Mike Dexter A. Concio and concurred by all other members present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN, in session assembled, that:

Section 1. Creation of the Business Permit and Licensing Department (BPLD) in the Municipality of Los Baños, Laguna.

Section 2. Functions of the Business Permit and Licensing Department (BPLD) in the Municipality of Los Baños, Laguna –

The Business Permit and Licensing Department (BPLD) is generally responsible for regulating the nature and/or operations of various business activities as well as the processing of all applications for business permits of the various businesses within the territorial jurisdiction of the Municipality of Los Baños.

Specifically, the BPLD is tasked to conduct inspection of all business establishments operating within the Municipality of Los Baños, Laguna, ensuring conformity to existing laws, rules and regulations; violations of which warrants revocation of issued permit/license.

Further, the BPLD is also tasked to issue the following:

- (a) Retirement certificate on business establishment filling their closure;
- (b) Certificate of No business and with business;

Section 3. Personnel Structure, Qualification Standards, and Corresponding SG Level

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Municipal Government Department Head I	24	Bachelor's degree	3 years of relevant experience	24 hours of training and supervision	Career Service Professional; Second Level Eligibility
Licensing Officer II	15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional; Second Level Eligibility
License Inspector II	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service SubProfessional; First Level Eligibility

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Aide III	3	Completion of two years studies in college	None required	None required	Career Service SubProfessional; First Level Eligibility

Section 4. Specific Duties and Functions of each personnel

(a) Municipal Government Department Head I –

- (1) Oversee the operations of the Business Permit and Licensing Department (BPLD) of the Municipal Government of Los Baños, Laguna;
- (2) Administer the registration and licensing of new businesses and renewal of business licenses;
- (3) Supervise the preparation of licenses and prepare recommendations thereon;
- (4) Ensure that all applicable requirements are complied with, prior to the issuance of the corresponding Business Permit;
- (5) Ensure the efficient and effective implementation of BPL services;
- (6) Formulate, manage and continually improve systems and procedures in the BPLD;
- (7) Monitor all business establishments as to their compliances with the existing laws, rules, regulations, and ordinances of the Municipality of Los Baños, alongside with other applicable national laws;
- (8) Establish, maintain and safekeep all records of business establishments of the Municipality;
- (9) Exercise supervision on the personnel under the BPLD, and;
- (10) Perform other duties and functions which the law, ordinance, executive order or other issuances may provide.

(b) Licensing Officer II –

- (1) Evaluates the registration and licensing of new businesses and renewal of business licenses;
- (2) Review applications submitted under the One-Stop-Shop licensing program;
- (3) Evaluate the requirements submitted by applicants for business permits. Inspect businesses throughout the municipality;
- (4) Subject to existing policies, prepare licenses and permits for the approval of authorities;
- (5) Monitor all business establishments as to their compliance with the existing laws, rules, regulations, and ordinances of the Municipality of Los Baños, alongside with other applicable national laws;
- (6) Establish, maintain and safekeep all records of business establishments of the Municipality;
- (7) Maintain and generate regular and additional reports, as necessary;
- (8) Assist the BPLD Municipal Government Department Head I in the efficient delivery of services, and;
- (9) Perform other duties and functions which the law, ordinance, executive order or other issuances may provide.

(c) License Inspector II –

- (1) Inspect business establishments pursuant to application for new businesses and renewal of business licenses;
- (2) Prepare and issue inspection report;

- (3) Establish, maintain and safekeep all records of business establishments of the Municipality;
- (4) Maintain and generate regular reports and additional reports as necessary, and;
- (5) Perform other duties and functions which the law, ordinance, executive order or other issuances may provide.

(d) Administrative Aide III –

- (1) Provides utmost assistance in the provision of services of the BPLD;
- (2) Establish, maintain, and safekeep all records of business establishments of the Municipality;
- (3) Establish, maintain, and safekeep all documents and records of the BPLD;
- (4) Maintain and generate regular and additional reports, as necessary, and;
- (5) Perform other duties and functions which the law, ordinance, executive order or other issuances may provide.

Section 5. Transfer of Plantilla Item of the existing License Inspector II from Office of the Municipal Treasurer to the Business Permit and Licensing Department (BPLD).

Section 6. Budgetary Requirements. The source of funds shall be derived from the CY 2023 Annual Budget of the Municipal Government of Los Baños and shall be provided for in the Annual General Fund Budget every year thereafter.

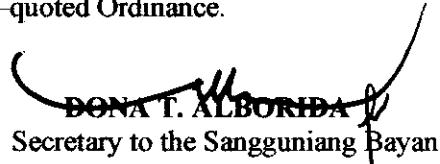
Section 7. Separability Clause. If for any reason/s, any provision or portion of this Ordinance found to be violative of the Constitution, shall not impair the other provisions or portions thereof and thereby shall continue to be in full force and effect.

Section 8. Repealing Clause. All ordinances, resolutions, rules and regulations, or parts thereof that are inconsistent or in conflict with the provisions of this ordinance are hereby repealed and/or modified accordingly.

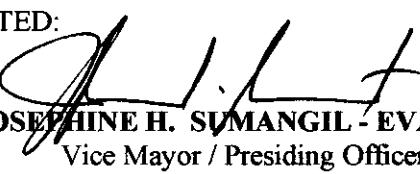
Section 9. Effectivity Clause. This Ordinance shall take force and effect upon approval, subject to all and existing accounting and auditing rules and regulations.

ENACTED : February 20, 2023

I HEREBY CERTIFY to the correctness of the above –quoted Ordinance.


DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. JOSEPHINE H. SUMANGIL - EVANGELISTA
Vice Mayor / Presiding Officer

APPROVED:


HON. ANTHONY F. GENUINO
Municipal Mayor