



**EXCERPTS FROM THE MINUTES OF THE TWENTY-THIRD (23RD) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON JUNE 10, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

**Present** : Vice Mayor Josephine H. Sumangil-Evangelista, Presiding Officer  
S.B. Member Marlo PJ A. Alipon  
S.B. Member Jonathan Bryan S. Siytiap  
S.B. Member Miko C. Pelegrina  
S.B. Member Benedicto S. Alborida  
S.B. Member Muriel Laisa B. Dizon  
S.B. Member Gaudencio P. Macatangay, Liga President  
S.B. Member Samantha Nicole A. Banasihan, SK Federation President  
Ms. Dona T. Alborida-Dizon, Secretary to the Sangguniang Bayan  
Ms. Felomina I. Lincallo, Computer Operator IV

**Absent** : S.B. Member Leren Mae M. Bautista, (On-Leave)  
S.B. Member Mike Dexter A. Concio, (O.B.)  
S.B. Member Jerwin A. Moliñawe, (O.B.)

**Visitor(s)** : Mr. Hercules Pelegrina, Instructor - Los Baños Taekwondo

**ORDINANCE NO. 2024 – 2393**

**AN ORDINANCE INTEGRATING THE BARANGAY CLEARANCE IN THE MUNICIPAL GOVERNMENT OF LOS BAÑOS' PERMITTING PROCESSES.**

**Author** : **Councilor Marlo PJ A. Alipon, REE, RMP, MPA**

**WHEREAS**, Republic Act No. 11032 otherwise known as “An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services” was signed into law seeking to streamline and simplify the process of registration and running a business in the Philippines more easy and efficient;

**WHEREAS**, Section 11 of the said law provides that “Barangay clearances and permits related to doing business shall be applied, issued and collected at the City/Municipality in accordance with the prescribed processing time of said Act. Provided, that the share in the collections shall be remitted to the respective barangays”;

**WHEREAS**, the Department of the Interior and Local Government issued Memorandum Circular No. 2019-177 dated October 17, 2019 providing guidelines in the integration of the issuance of barangay clearance in the permitting processes of cities and municipalities;

**WHEREAS**, in his letter dated May 15, 2024, the Honorable Mayor Anthony F. Genuino urgently requested the august body for the enactment of an ordinance regarding the integration of barangay clearances of the fourteen barangays of the town in the municipal government's permitting processes;

**NOW, THEREFORE**, on motion of Councilor Marlo PJ A. Alipon, duly seconded by Councilor Benedicto S. Alborida and concurred by all Councilors present;

**BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA**, in session assembled, **THAT**:

**SECTION 1. SCOPE/COVERAGE.** This Ordinance applies only to the issuance of Barangay Clearance for business permit purposes and as a pre-requisite in the application for building permit within the Municipality of Los Baños.

**SECTION 2. DEFINITION OF TERMS.** For purposes of this Ordinance, the following terms and/or phrases shall mean:

- a) *Barangay Clearance* – refers to any and all documents issued by the barangays with or without corresponding fees relative to or in relation to the issuance of business permit and locational clearance issued by the municipality or any other permit as maybe required;
- b) *Business Permit* – refers to a document that must be secured from the municipal government through the Business Permits and Licensing Office (BPLO) for a business to legally operate in the locality;
- c) *Building Permit* – refers to a document issued by the Office of the Municipal Engineer/Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after accompanying principal plans, specification and other pertinent documents with the duly notarized applications are found satisfactory and substantially conforming with the National Building Code of the Philippines.

**SECTION 3. AUTHORITY TO COLLECT BARANGAY CLEARANCE FEE FOR ANY BUSINESS RELATED TRANSACTION AND APPLICATION FOR BUILDING PERMIT** – The Municipal Treasurer or his/her authorized representative is given the authority to collect Barangay Clearance Fee subject to the remittance thereof to the corresponding barangay.

**SECTION 4. RATE OF BARANGAY CLEARANCE FEE** – There is hereby imposed an amount for Barangay Clearance Fee as provided for by the respective barangay revenue codes for permitting to be collected by the Municipal Treasurer and shall be issued a separate official receipt from the other authorized fees and charges. The Municipal Treasurer shall remit the same to the subject barangay not later than seven (7) working days of the ensuing month with the list of the issued Building and Business Permit.

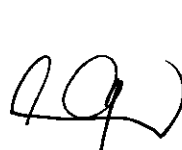


**SECTION 5. BARANGAY CLEARANCE SIGNATORY** – The Punong Barangays of all barangays within the Municipality of Los Banos shall submit their respective electronic signature and barangay template/logo to the BPLO which shall be utilized exclusively for the issuance of approved Barangay Clearance.

**SECTION 6. OTHER REGULATIONS:**

- a) The BPLO shall upon receipt of any Application for Business Permit or the Municipal Engineer in case of Application for Building Permit, notify the concerned Barangay of any application for Business Permits and for Building Permit for approval or disapproval of issuing Barangay Clearance. If no action has been taken by the Barangay within three (3) working days upon notice on the application, the same shall be deemed approved.
- b) Upon receipt of the Notice for the Application of Business or Building Permit, the barangay concerned shall immediately visit the location and conduct ocular checking to verify the status of the location subject of the application to determine compliance with applicable laws and other regulatory bodies. Each barangay shall be responsible to monitor and ensure that all business operations, and constructed is consistent of what was applied for. Inform in writing the BPLO of the Municipal Engineer, copy furnished the Municipal Mayor for immediate action in cases of any illegal acts committed by business/building owners/applicants.
- c) The Joint Inspection Team (JIT) by implementing business-related regulations shall conduct an annual inspection or when necessary of all business enterprises to determine compliance with applicable laws, rules and regulations.
- d) The BPLO shall conduct a regular inventory of all business approved entities and shall have a list thereof posted in the Municipal Bulletin Board for transparency.
- e) Delinquent and non-compliant business establishment shall immediately be acted upon by the JIT and BPLO for appropriate action in accordance with existing laws, rules and regulations.

**SECTION 7. REPEALING CLAUSE.** All ordinances, rules and regulations or parts not consistent with any provision of this Ordinance are hereby repealed, amended or modified accordingly.




**SECTION 8. SEPARABILITY CLAUSE.** If, for any reasons, any part or provision of this Ordinance shall be declared unconstitutional or invalid by the court, or suspended or revoked by competent authorities, other parts or the provisions thereof which are not affected thereby shall continue to be full force and effect.


**SECTION 9. EFFECTIVITY.** This Ordinance shall take effect immediately upon its approval.

**ENACTED :** June 10, 2024


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

  
**DONA T. ALBORIDA-DIZON**  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

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

APPROVED:

  
**HON. ANTHONY F. GENUINO**  
Municipal Mayor