



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DA-2023-01-002
DEPED MALAYBALAY CITY DIVISION
RELEASE
JAN 09 2023 Time: 3:48
By: _____

Division Advisory

No. 002,s 2023

To: Assistant Schools Division Superintendents
Division Chiefs and Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

FROM: **VICTORIA V. GAZO PhD, CESO V**
Schools Division Superintendent *[Signature]*

DATE: January 09, 2023

SUBJECT: **DISSEMINATION OF EXECUTIVE ORDER NO. 02 Series of 2023 (PRESCRIBING AND ADOPTING THE REVISED STANDARDS IN PROCESSING THE BUSINESS PERMITS AND LICENSES OF THE CITY GOVERNMENT OF MALAYBALAY PURSUANT TO THE DILG-DTI-DICT JOINT MEMORANDUM CIRCULAR NO. 01, S.2016 DATED AGUST 30, 2016)**

1. For the information and guidance of all concerned, enclosed is a copy of Executive Order No. 02 dated January 5, 2023, titled **Prescribing and Adopting the Revised standards in processing the Business Permits and Licenses of the City Government of Malaybalay pursuant to the DILG-DTI-DICT Joint Memorandum Circular no. 01, ns.2016 dated August 30, 2016.**
2. Immediate dissemination of and compliance with this Memorandum are desired.

Copy furnished:
Records file
AO file



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060

2023-05770
DEPED MALAYBALAY CITY DIVISION
RECEIVED
JAN 06 2023 time: 12:00
By: _____

PRESCRIBING AND ADOPTING THE REVISED STANDARDS IN PROCESSING THE BUSINESS PERMITS AND LICENSES OF THE CITY GOVERNMENT OF MALAYBALAY PURSUANT TO THE DILG-DTI-DICT JOINT MEMORANDUM CIRCULAR NO. 01, s. 2016 DATED AUGUST 30, 2016



REPUBLIC OF THE PHILIPPINES
PROVINCE OF BUKIDNON
CITY OF MALAYBALAY
OFFICE OF THE
CITY MANOR

WHEREAS, the DILG-DTI-DICT Joint Memorandum Circular No. 01, s. 2016, dated August 30, 2016, prescribed the revised guidelines and standards for the processing of local business permits and licenses to improve regulatory processes and to enable the local government units to prepare for and comply with the 2015 ASEAN Economic Integration;

WHEREAS, Sec. 76 (A) of the Revenue Code of the City Government of Malaybalay (City Ordinance No. 880, s. 2016), authorizes the undersigned to issue rules and regulations to govern the administrative procedures in the processing of business permits and licenses as imposed by the said City Ordinance;

WHEREAS, there is a need to update the administrative rules and regulations in the issuance of business permits and licenses to comply with the provisions of the aforementioned DILG-DTI-DICT issuance;

NOW, THEREFORE I, JAY WARREN R. PABILLARAN, by the power vested in me by laws as City Mayor of Malaybalay, hereby prescribe the following administrative rules and regulations in the processing of business permits and licenses in the City Government of Malaybalay:

Section 1. Scope and Application

This Executive Order shall be applicable to the processing of the business permits and licenses by the Business Permits and Licensing Division (BPLD) and other concerned Offices of the City Government of Malaybalay (CGM), including the Business One-Stop-Shop (BOSS) operations.

Section 2. Administrative Provisions

2.1 Standard Application Form- The prescribed unified form shall be used by the BPLD in the processing (new and renewal) of the business permit applications which shall be made available for manual or electronic form in the City Government's website and other government portals. The BPLD shall provide a channel for the electronic/internet submission on the said application form on the CGM's website or on its social media platforms.

2.2 Documentary Requirements/Time of Submission- Only the following documentary requirements shall be required at the time of the submission of the application:

2.2.1 For New Business Registration:

- a) Proof of business registration, incorporation or legal personality (i.e. DTI/SEC/CDA registration), provided that in case of sari-sari stores not using any or without business name, the requirement of DTI/SEC may be dispensed with during initial registration;
- b) Basis for computing taxes (i.e. financial statements or business capitalization, etc.)
- c) Occupancy Permit or Proof of ownership of land where the business is located/established or Contract of Lease or any other deed/instrument showing

authority to use the subject real estate where the business is located (if the applicant is a lessee or the ownership of the land belongs to another); and

d) Barangay Clearance (if not yet submitted in securing occupancy permit);



2.2.2 Renewal Applications:

- a) Basis for computing taxes, fees and charges (e.g. Income Tax Returns)
- b) Barangay Clearance

Provided that the other documentary requirements as prescribed under Sec. 76 (1) and (2) of the Revenue Code of the City of Malaybalay (City Ordinance No. 880, s. 2016) shall be submitted by the applicants within thirty (30) days from the release of the business permit.

The BPLO shall not require the same documents already provided by the applicant to the City Engineering Office or other concerned offices of the CGM in connection with other business-related permits (e.g. zoning/locational clearance, barangay clearance, building/occupancy permit, etc.). To facilitate the streamlining of the process, the City Engineering Office shall periodically submit a list of business establishments issued with building/occupancy permits to the BPLD.

Section 3. Standard Procedures/Steps, Signatories and Processing Time

3.1 The procedures for business permit processing shall consist of the following:

First step:

Application Filing and Assessment- Submission of the duly accomplished application form with complete documentary requirements and one-time assessment of taxes, fees and charges imposed by the City Government of Malaybalay;

Second Step:

Payment and Release- Upon receipt of the assessment, the applicant shall proceed to the City Treasurer's Office (CTO) for the one-time payment of taxes, fees and charges assessed and shall present to the BPLO the official receipt (OR) for the release of the Business Permit.

3.2 Signatories- The City Mayor, or his authorized representative, shall be the signatory of the Business Permit, Motorela Permit or Franchise Confirmation. Electronic/digital signatures of the City Mayor or his authorized representative may be utilized upon their prior approval. Persons designated as Officer-In-Charge of the Office of the City Mayor shall also be authorized to sign the Business Permit during the period of their designation.

3.3 Standard Processing Time- The processing time for the business registration shall not exceed the following periods:

- a. Two (2) days for new business; and
- b. One (1) day for business permit renewals.

These periods shall not be applicable applications with lacking documentary requirements as mentioned in sections 2.2.1 and 2.2.2 of this Executive Order.

Section 4. Co-location with the Bureau of Fire Protection (BFP) and the Fire Safety Inspection Certificate (FSIC) Requirement- To implement the 'one-time assessment' and 'one-time payment' policy as prescribed in this Executive Order, an area within the BPLO shall be designated for the BFP assessors and collectors for fire safety inspection fees.

REPUBLIC OF THE PHILIPPINES
PROVINCE OF BUKIDNON
CITY OF MALAYBALAY

OFFICE OF THE
CITY ENGINEER



REPUBLIC OF THE PHILIPPINES
PROVINCE OF BUKIDNON
CITY OF MALAYBALAY

CITY ENGINEER

As stated in the aforementioned DILG-DTI-DICT joint issuance, for new business permit application, the FSIC issued during the Occupancy Permit stage is already sufficient as basis for Business Permit requirement.

For application for renewal of business permits, the requirement of presentation of FSIC shall be thru the BFP either thru a copy thereof or the negative list submitted by the BFP. If the BFP does not provide the BPLO with the FSIC of the applicant or does not inform the BPLO thru the negative list, it means the applicant has a valid FSIC and therefore, the basis for renewing the business permit (See par. 6.2.1.1 and 6.2.1.2 of DILG-DTI-DICT JMC No. 01, s. 2016).

Section 5. The BPLO shall observe the prescribed processing time for various transactions in accordance with Republic Act (RA) No. 11032 or the Ease of Doing Business (EDB) Act as follows:

- A. Simple transactions- the processing time shall not be longer than 3 working days;
- B. Complex transactions- 7 working days;
- C. Activities which pose danger to public health, public morals, public safety, public policy, and highly technical transactions- 20 working days;
- D. Applications or requests for license, clearance, permit, certification or authorization requiring the approval of the Sangguniang Panlungsod- 45 working days which can be extended for another 20 days.

For simple, complex, and highly technical transactions, the processing time may be extended only once for the same number of days.

Section 6. Repealing Clause- All local executive issuances inconsistent or contrary to the provisions herewith are deemed repealed or amended.

This Order shall be effective immediately.

Issued this 5th of January 2023, at Malaybalay City, Bukidnon.

JAY WARREN R. PABILLARAN
City Mayor