



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

DA-2023-01-003  
DEPED MALAYBALAY CITY DIVISION  
**RELEASE**  
DATE: 09 2023 Time: 3:50  
By: *[Signature]*

**Division Advisory**

No. 003,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 Y. GAZO PhD, CESO V**  
Schools Division Superintendent *[Signature]*

DATE: January 09, 2023

SUBJECT: **DISSEMINATION OF EXECUTIVE ORDER NO. 01 Series of 2023  
(INSTITUTIONALIZING THE BUSINESS ONE-STOP-SHOP (B.O.S.S.)  
OF THE CITY OF MALAYBALAY)**

1. For the information and guidance of all concerned, enclosed is a copy of Executive Order No. 01 dated January 5, 2023, titled **Institutionalizing the Business One-Stop-Shop (B.O.S.S.) of the City of Malaybalay.**
2. Immediate dissemination of and compliance with this Memorandum are desired.

Copy furnished:  
Records file  
AO file



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**INSTITUTIONALIZING THE BUSINESS ONE-STOP-SHOP (B.O.S.S.) OF THE  
CITY OF MALAYBALAY**



**WHEREAS**, 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 therefor;

**WHEREAS**, the government through the said Act is mandated to set standards for processing business permits and licenses issued by LGUs aimed at improving efficiency in the business registration system and reducing the cost of doing business in the country;

**WHEREAS**, the City of Malaybalay, has been streamlining its business permit and licensing system through the institution of the Business One-Stop-Shop (BOSS) to improve its business and investment climate, which seeks to shorten, simplify and create a business-friendly permit process, thus raising the satisfaction level of the applicants and generating local revenues for the city;

**WHEREAS**, there is a need to institutionalize the said program to ensure the continuous implementation of the process;

**NOW THEREFORE, I, JAY WARREN R. PABILLARAN**, Mayor of the City of Malaybalay, by virtue of the powers vested in me by law, do hereby order the following:

**Section 1. Institutionalization.** In order to improve service delivery to businesses and to sustain the city's business-friendly environment, the Business One-Stop Shop (BOSS) is hereby institutionalized.

The BOSS shall run for one month, starting from the first working day of January and ending on the 31<sup>st</sup>. The process shall commence at 8:00AM and end at 5:00P, from Monday to Friday. However, after the 20<sup>th</sup>, a penalty shall be imposed for late payments, except, payments of tax beyond January 20 shall be allowed during Business One Stop Shop (BOSS) satellite operations in the Basakan Cluster and Upper Pulangui cluster barangays, respectively, in the last week of January and the first week of February.

**Section 2. Business One-Stop-Shop (BOSS), Defined.** The Business One-Stop-Shop is an arrangement where all concerned agencies or offices involved in processing and issuance of business permits and licenses are organized in a single common site or location to receive and process applications for business registration thru a streamlined system.

**Section 3. Service Standards.** The BOSS shall follow these standards to effectively realize the purposes of this Executive Order:

A. Application Form- The application form prescribed under Joint Memorandum Circular No. 01, Series of 2016 issued by the Department of Interior and Local Government and Department of Trade and Industry in processing new applications for business permits and business renewals is hereby adopted.

B. Signatories- The City Mayor may duly designate and authorize a representative to sign for and in his behalf to all business permits issued by the City Government of Malaybalay. This authority, however, does not divest the City Mayor of the power to sign all business permits.

C. Standard Steps- The steps to follow in applying or renewing business permits shall be in accordance with the standardized steps by the Department of Interior and Local Government and Department of Trade and Industry in processing new applications for business permits and business renewals.



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF BUKIDNON  
CITY OF MALAYBALAY

OFFICE OF THE  
CITY MAYOR

**Section 4. *Inspections.*** The Composite Advance Inspection Team (CAIT) of the City of Malaybalay is mandated to conduct a coordinated year-round inspection of business establishments with other concerned agencies and offices, as well as to disseminate information regarding business registration procedures of the City especially the pre-processing of requirements and clearances is hereby reiterated.

**Section 5. *Pre-processing of Requirements.*** The Business Permits and Licensing Division shall implement a procedure which shall allow the pre-processing of requirements for business permits for the following year.

**Section 6. *Clearances.*** Subject to existing laws and ordinances, all clearances, except Barangay Clearance, that may be required for processing of business permit shall be valid for one (1) year and shall be honoured by the Business Permits and Licensing Division and/or BOSS personnel for as long as they have not yet expired. Clearances such as Fire Safety and building clearances allowed by existing laws and ordinances to be processed and secured at any time of the year shall likewise be honoured by said office and/or personnel.

**Section 7. *Queuing System.*** The City Business Permits and Licensing Division shall formulate and implement an effective queuing system on a first-come, first-serve basis and in observance of the Ethical Standards for Government Officials and Employees,

**Section 8. *Funding.*** The City Government shall allocate the amount necessary to cover the expenses for the implementation of the BOSS.

**Section 9. *Logistical Support.*** Offices/Departments/Agencies comprising or taking part in the BOSS shall, in order to promote efficiency and economy, pool their resources such as equipment and personnel in the implementation of this service.

This Executive Order shall be effective immediately.

DONE this 5th day of January, 2023 in Malaybalay City, Bukidnon, Philippines.

JAY WARREN R. PABILLARAN  
City Mayor