



LALAWIGAN NG BULACAN
Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONGBAYAN

EXECUTIVE ORDER NO. 6

Series of 2017

INSTITUTIONALIZING THE JOINT INSPECTION/ASSESSMENT TEAM (JIAT)

WHEREAS, the 1987 Philippine Constitution mandates that the local government units shall pursue undertakings to enhance economic prosperity, among other concerns;

WHEREAS, the Republic Act No. 9485 also known as the Anti-Red Tape Act of 2007 (ARTA) provides that all government instrumentalities and local government units are mandated to render efficient delivery of services to the public by reducing bureaucratic red tape, preventing graft and corruption, and re-engineering current business processing systems at the local level;

WHEREAS, further supported by the Joint Memorandum Circular No. 01, Series of 2016 (JMC 1, S. 2016) of the Department of Interior and Local Government, the Department of Trade and Industry and the Department of Information and Communications Technology, local government units are mandated to revise standards in processing business permits and licenses;

WHEREAS, as previously ordered in E.O. 31, s. 2016 (Institutionalizing the Sitting Pretty Campaign), a Joint Inspection Team shall be created to conduct inspections of businesses as required by law jointly instead of separate, individual visits to establishments;

NOW THEREFORE, I, Ferdinand Viceo Estrella, Mayor of the Municipality of Baliwag, Bulacan, by virtue and powers vested upon me, do hereby order the institutionalization of the Joint Inspection/Assessment Team (JIAT) in the municipality.

**DUGONG
BALIWAG
PUSONG
BALIWAG**

Serbisyong May Malasakit

Section 1. Composition. The JIAT shall be composed of the following:

Chairperson: Municipal Administrator

Co-chairperson: Municipal Treasurer

Members: Business Permits and Licensing Officer
Municipal Assessor
Zoning Officer
Building Official
Health Officer
MENRO
MDRRMO
Sanitation Office
Fire Marshal

Representatives: In the absence of the above-mentioned officers, authorized representatives may be delegated by such officers.

Clustered teams may also be formed to strategically accomplish the target of the team. Each cluster team must be composed of the following:

- Representative/s from BPLO and/or Assessor's Office
- Representative/s from Zoning and Building Officials
- Representative/s from MENRO and Sanitation
- Representative/s from MDRRMO and BFP

The Chairman may form several cluster teams as he may deem necessary.

Secretariat: The Business Permits and Licensing Office shall act as the secretariat of the team.



Section 2. Duties and Functions. The JIAT will be responsible for undertaking inspections within each year after the issuance of the business permit (new or renewal) for the following purposes only:

- (1) Verification of information declared by the business in the Business Permit Application Form (Disclosure Verification);
- (2) Monitor continuing compliance with safety standards and regulations (“Safety”) as per national laws and local ordinances; and
- (3) Identification of unregistered businesses.

Section 3. Negative Findings. Since it had been previously ordered that applicants renewing their business permits are no longer required to submit clearances from other regulatory offices and other government offices. However, non-compliance not been addressed within three (3) months will be identified as negative findings by the concerned departments/offices and consolidated into a negative list that will serve as basis for revocation and/or ineligibility to renew the business permit whichever is deemed applicable.

Section 4. Resources. In line with the advent of the Business Permit and Licensing System (BPLS) of this municipality, the following shall be provided for the team:

- (1) Sufficient number of tablets¹ that will be utilized by the inspectors for information gathering such as, but not limited to the following: on-site photos, geo-tagging, etc.

¹ Tablets contemplated herein refers to a computer which is defined in Section 3d of RA 10175, i.e. *computer* refers to an electronic, magnetic, optical, electrochemical, or other data processing or communications device, or grouping of such devices, capable of performing logical, arithmetic, routing, or storage functions and which includes any storage facility or equipment or communications facility or equipment directly related to or operating in conjunction with such device. It covers any type of computer device including devices with data processing capabilities like mobile phones, smart phones, computer networks and other devices connected to the internet.

