



Republic of the Philippines
Municipality of Sariaya
Region IV-A, Quezon Province



OFFICE OF THE MUNICIPAL MAYOR

ATA-MEO-OIC-BPLO-20240104-04

EXECUTIVE ORDER NO. 4-2024

**DESIGNATING MR. RUSTICO LAURILLA JR., AS THE OFFICER-IN-CHARGE (OIC)
OF THE BUSINESS PERMITS & LICENSING OFFICE (BPLO) OF THE
MUNICIPALITY OF SARIAYA, QUEZON**

WHEREAS, Joint Memorandum Circular No. 01, Series of 2016 of the Department of the Interior and Local Government (DILG), Department of Trade and Industry (DTI) and Department of Information and Communications Technology (DICT) issued on August 30, 2016 provides the revised standards for processing business permits and licenses in all cities and municipalities;

WHEREAS, this initiative is to comply with President Rodrigo Roa Duterte's pronouncement during his inaugural speech last June 30, 2016 and State of the Nation Address (SONA) on July 25, 2016 for all government agencies to reduce the requirements and processing time of all government transactions;

WHEREAS, in compliance with the standards for processing permits will require streamlining the Business Permits and Licensing System (BPLS);

WHEREAS, a Business Permits and Licensing Officer (BPLO) is necessary to carry-out the effective implementation of the BPLS reforms in the municipality;

NOW THEREFORE, I, MARCELO P. GAYETA, MAYOR OF THE MUNICIPALITY OF SARIAYA, QUEZON, BY VIRTUE OF THE POWERS VESTED IN ME BY LAW, DO HEREBY ORDER THE FOLLOWING:

SECTION 1. DESIGNATION. It is hereby designating **MR. RUSTICO LAURILLA JR.**, as Officer-In-Charge of the Business Permits and Licensing Office (BPLO), concurrent to his regular work as Construction and Maintenance General Foreman and will continue to be such, as Officer In Charge (OIC) designate and shall be on call to discharge such functions;

SECTION 2. DUTIES AND RESPONSIBILITIES. The Officer-In-Charge of the Business Permit and Licensing Office shall have the following duties and functions:

- a. Responsible for processing and reviewing of taxes and fees;
- b. Ensure the true and correct collection of business taxes and fees;
- c. Provide an effective system of conducting inspections and verifications of all business establishments;
- d. Take necessary measures and systems to generate more revenues;
- e. Undertake intensive campaign against illegal business operations;
- f. Monitor and enforce existing laws, ordinances, policies, rules and regulations governing the operation of businesses and occupations in the locality;
- g. Provide BPLS-related data to the business sector and the public in general; and
- h. Recommend revocation of business licenses and permits in case of violations.

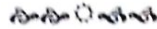


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SECTION 3. HONORARIUM. As Officer in Charge (OIC) of the Business Permit and Licensing Office, he shall receive an honorarium of every month **Php 6,000.00**, subject to the usual existing auditing rules and regulations.

SECTION 4. FUNDING REQUIREMENT. The financial requirement of this Executive Order shall be charged to the **Business Permit and Licensing Office**.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately upon approval and shall remain in force until it is revoked or recalled.

Done this 4th day of January, 2024, Sariaya, Quezon.

MARCELO P. GAYETA
Mayor



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