

Republic of the Philippines
Province of Cavite
CITY OF GENERAL TRIAS
OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. 23-20 (SPECIAL)

Authors : **SP Member Alfredo S. Ching**
Chair, Committee on Personnel Affairs
and Appointment
SP Member Vivencio Q. Lozares, Jr.
Chair, Committee on Finance, Budget
and Appropriation

Sponsors : **SP Member Isagani L. Culanding**
SP Member Kristine Jane M. Perdito-Barison
SP Member J-M Vergel M. Columna
SP Member Richard R. Parin
SP Member Hernando M. Granados
SP Member Jesse Raphael R. Grepo
SP Member Felix A. Grepo
SP Member Clarissel J. Campaña-Moral
SP Member Kyle Jassel J. Salazar
SP Member Jowie S. Carampot
SP Member Ireneo C. Hatid
SP Member Reienel R. Ferrer

CONVERTING THE BUSINESS PERMIT AND LICENSING DIVISION (BPLD) TO THE OFFICE OF THE CITY BUSINESS PERMIT AND LICENSING OFFICER (OCBPLO), CREATING THE NECESSARY POSITIONS WITH CORRESPONDING DUTIES AND RESPONSIBILITIES THEREIN, AND APPROPRIATING FUNDS THEREFOR.

WHEREAS, Section 16 of the Local Government Code of 1991 (RA 7160) states that every local government unit shall exercise powers which are essential to the promotion of the general welfare. Further, it shall ensure and support the enhancement of economic prosperity as well as promote full employment among residents;

WHEREAS, Section 454 (c) (2) of the same Code also states that the Sangguniang Panlungsod may create such other offices as may be necessary to carry out the purposes of the city government;

WHEREAS, the Anti-Red Tape Authority, Department of Trade and Industry, Department of the Interior and Local Government, and Department of Information and Communications Technology issued Joint Memorandum Circular (JMC) 01 Series of 2021 otherwise known as the "Guidelines for Processing Business Permits, Related Clearances and Licenses in All Cities and Municipalities" aims to promote a holistic approach in the reform of business registration procedures and the adoption of innovative solutions to increase the productivity and effectiveness of LGUs and other related agencies, as they perform their respective mandates in regulating businesses;

WHEREAS, the number of registered business establishments in the City of General Trias has exponentially increased in the past five (5) years, from 6 545 in 2018 to 7 521 in 2022;

WHEREAS, in view of the foregoing, the Sangguniang Panlungsod deemed it appropriate and necessary to convert the existing Business Permit and Licensing Division (BPLD) into a department to adequately, effectively and efficiently serve the business taxpayers;

WHEREFORE, on motion of SP Member Alfredo S. Ching duly seconded by SP Member Vivencio Q. Lozares, Jr., be it

ENACTED, AS IT IS HEREBY ENACTED by the Sangguniang Panlungsod of the City of General Trias in Session assembled, that: CONTINUED ON NEXT PAGE.


JESSE RAPHAEL R. GREPO
SP Member


FELIX A. GREPO
SP Member


CLARISSSEL J. CAMPAÑA-MORAL
SP Member


KYLE JASSEL J. SALAZAR
SP Member


~~J.M. VERGEL M. COLUMNA~~
~~SP Member.~~


ISAGANI L. CULANDING
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RICHARD R. PARIN
SP Member

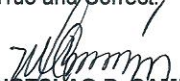

ALFREDO S. CHING
SP Member


HERNANDO M. GRANADOS
SP Member


IRENEO C. HATID
SP Member /LNB President
(On Leave)


REIENEL R. FERRER
SP Member/SKF President

Certified True and Correct:

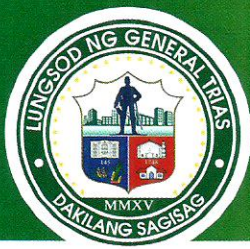

WENCESLAO P. CAMINGAY
Secretary to the Sanggunian

Attested:


JONAS GLYN P. LABUGUEN
City Vice Mayor/Presiding Officer

Approved:


LUIS "JON-JON" A. FERRER IV
City Mayor



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OFFICE OF THE SANGGUNIANG PANLUNGSOD

Continuation...page 2 of City Ordinance No. 23-20 (Special):

OFFICE OF THE CITY BUSINESS PERMIT AND LICENSING OFFICER OF THE CITY OF GENERAL TRIAS ORDINANCE.

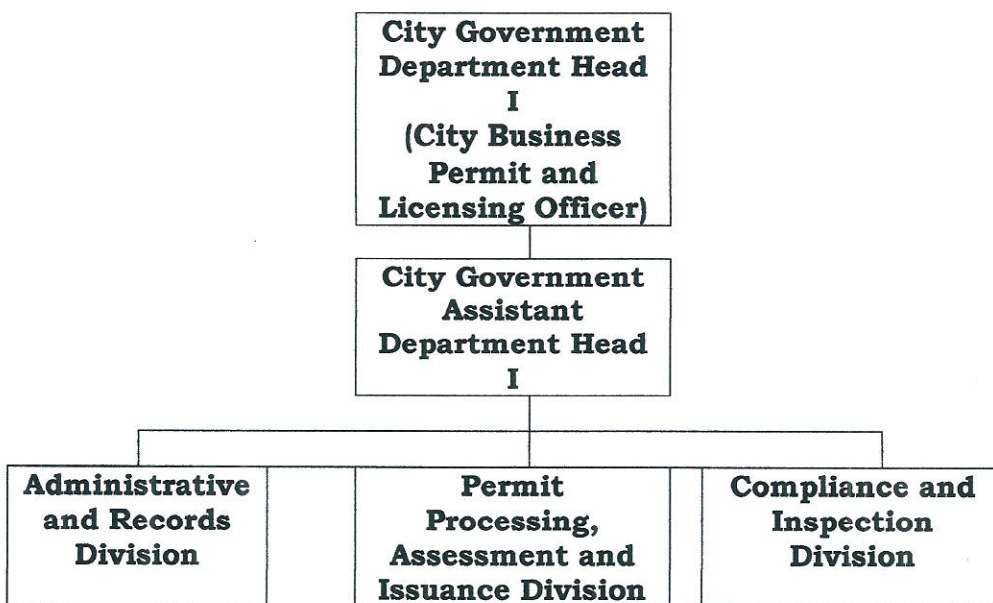
Section 1. TITLE - This Ordinance shall be known as the "OFFICE OF THE CITY BUSINESS PERMIT AND LICENSING OFFICER OF THE CITY OF GENERAL TRIAS ORDINANCE".

Section 2. CONVERSION OF THE BUSINESS PERMIT AND LICENSING DIVISION (BPLD) TO A DEPARTMENT - The BPLD under the Office of the City Mayor is hereby converted into Office of the City Business Permit and Licensing Officer (OCBPLO) to be headed by a City Government Department Head with a position title of City Business Permit and Licensing Officer (CBPLO).

Section 3. DUTIES AND FUNCTIONS OF THE OCBPLO -The OCBPLO shall have the following duties and functions:

- a. Process and evaluate applications for business permits;
- b. Assess and issue business permit and business registration sticker to approved business permit applicants;
- c. Operate and maintain a year-round physical and/or electronic Business One-Stop Shop for the processing of business permit;
- d. Conduct joint inspections of business establishments;
- e. Issue notices of violation, cease and desist orders, and closure orders to erring business establishments;
- f. Maintain database of registered business establishments;
- g. Issue certifications on business establishments and business activities, subject to the provisions of the Data Privacy Act of 2012;
- h. Conduct calibration of weights and measures, and gas station fuel pumps; and
- i. Perform such other tasks as instructed by the CBPLO or the Local Chief Executive (LCE).

Section 4. ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN - The organizational structure of the OCBPLO shall be as follows:



The staffing pattern of the OCBPLO shall be determined and approved by the Office of the City Mayor, subject to the rules and regulations of the Civil Service Commission (CSC).

Section 5. COMPOSITION - The succeeding positions shall be created:


JESSE RAPHAEL R. GREPO
SP Member


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SP Member


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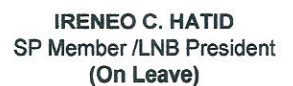

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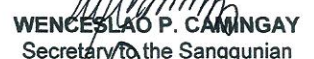

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REINEL R. FERRER
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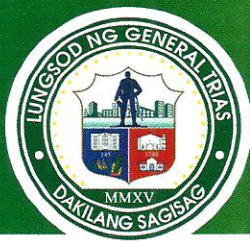
Attested:


JONAS GLYN R. LABUGUEN
City Vice Mayor/Presiding Officer

Approved:


LUIS "JON JON" A. FERRER IV
City Mayor

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Continuation...page 3 of City Ordinance No. 23-20 (Special):

OFFICE OF THE CITY BUSINESS PERMIT AND LICENSING OFFICER OF THE CITY OF GENERAL TRIAS ORDINANCE.

- a. City Government Department Head I (City Business Permit and Licensing Officer) - SG 25;
- b. Licensing Officer III – SG 18;
- c. Licensing Officer II – SG 15; and
- d. Administrative Aide IV (Driver II) – SG 4.

Section 6. QUALIFICATIONS, COMPENSATION AND APPOINTMENT OF THE CBPLO – The qualifications, compensation and appointment of the City Business Permit and Licensing Officer (CBPLO) are as follows:

- a. Must be a Filipino citizen, a resident of the City of General Trias, of good moral character, with Master’s Degree or Certificate in Leadership and Management from the Civil Service Commission (CSC), 4 years of Supervision/Management experience, 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years, Career Service Professional/2nd Level Eligibility;
- b. Shall qualify to the requirements of the Civil Service Commission (CSC) recruitment process; and
- c. Shall receive authorized compensation for Salary Grade 25 (SG-25) and entitled to the remuneration and benefits allowed by law and ordinance to an official holding the rank and position of City Government Department Head I.

Section 7. DUTIES AND RESPONSIBILITIES OF THE CBPLO – The CBPLO shall exercise the following duties and responsibilities:

- a. Formulate plans and programs to ensure that business establishments and business undertakings are duly registered with the City Government of General Trias;
- b. Oversee the day-to-day operation of the OCBPLO;
- c. Sign notices of violation, cease and desist orders, and endorse closure orders to the City Administrator and City Legal Officer;
- d. Sign certifications relative to registered businesses in the City;
- e. Recommend to the LCE or the Sangguniang Panlungsod policies and/or procedures that will streamline the process of securing business permit; and
- f. Exercise such other duties and responsibilities as may be prescribed by law or ordinance, or as directed by the LCE.

Section 8. APPOINTMENTS AND QUALIFICATIONS OF THE STAFF – The following positions shall be appointed by the City Mayor and such appointment shall be in accordance with civil service laws, rules and regulations, and subject to the following qualifications:

- a. **Licensing Officer III (SG-18)**
Education - Bachelor’s Degree
Experience - 2 years of relevant experience
Training - 8 hours of relevant training
Eligibility - Career Service (Professional) – Second Level Eligibility
- b. **Licensing Officer II (SG-15)**
Education - Bachelor’s Degree
Experience - 1 year of relevant experience

CONTINUED ON NEXT PAGE.


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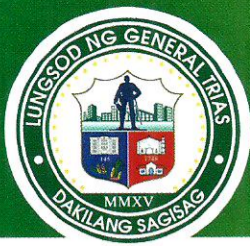

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City Mayor



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Continuation...page 4 of City Ordinance No. 23-20 (Special):

OFFICE OF THE CITY BUSINESS PERMIT AND LICENSING OFFICER OF THE CITY OF GENERAL TRIAS ORDINANCE.

Training - 4 hours of relevant training
Eligibility - Career Service (Professional) - Second Level Eligibility

- c. Administrative Aide IV (Driver II) (SG-4)**
Education - Elementary School Graduate
Experience - None required
Training - None required
Eligibility - Professional Driver's License

Section 9. POWER, DUTIES AND FUNCTIONS OF THE STAFF

- a. The Licensing Officer III (SG-18) shall:**
- 1. Assist in directing and supervising the evaluation, processing and issuance of business permit,**
 - 2. Conduct inspection of business establishments,**
 - 3. Prepare and submit reports, and**
 - 4. Perform such other tasks as may be instructed by the CBPLO;**
- b. The Licensing Officer II (SG-15) shall:**
- 1. Assist in the evaluation, processing and issuance of business permit,**
 - 2. Conduct inspection of business establishments,**
 - 3. Prepare and submit reports, and**
 - 4. Perform such other tasks as may be instructed by the CBPLO; and**
- c. The Administrative Aide IV (Driver II) (SG-4) shall:**
- 1. Provide transport service to the Office of the City Business Permit and Licensing Officer (OCBPLO) and Joint Inspection Team,**
 - 2. Maintain the good condition of the service vehicle,**
 - 3. Prepare and submit report on fuel and oil consumption, and distance traveled of the service vehicle to the General Services Office (GSO), and**
 - 4. Perform such other tasks as may be instructed by the CBPLO.**

Section 8. APPROPRIATION - There shall be a separate budget appropriation, whether annual and/or supplemental for the OCBPLO, subject to the guidelines and policies on budget preparation, authorization and execution. The appropriation for salaries and applicable monetary benefits of OCBPLO personnel shall be included in the annual budget of the City of General Trias.

Section 9. SEPARABILITY CLAUSE - If any portion of this Ordinance is declared invalid, the remaining of this Ordinance shall not be affected and shall remain valid and enforceable.

Section 10. REPEALING CLAUSE - All ordinances, rules, and regulations or part thereof where provisions are in conflict or contrary to the provisions of this Ordinance are hereby repealed, CONTINUED ON NEXT PAGE.


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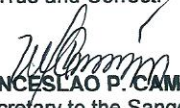

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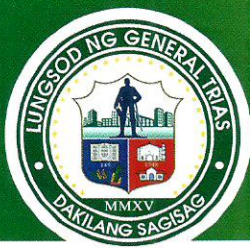

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Continuation...page 5 of City Ordinance No. 23-20 (Special):

OFFICE OF THE CITY BUSINESS PERMIT AND LICENSING OFFICER OF THE CITY OF GENERAL TRIAS ORDINANCE.

amended or modified accordingly.

Section 11. EFFECTIVITY – This Ordinance shall take effect fifteen (15) days after its posting at three (3) conspicuous places in the City of General Trias.

ENACTED under THIRD/FINAL READING on 05 JUNE 2023.

wpc/mjm/jdj/jfa/dga


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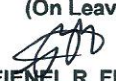

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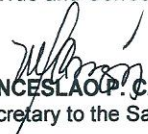

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Date Signed: