



EXECUTIVE ORDER NO 2016-37

**CREATING THE BUSINESS ONE STOP SHOP (BOSS) IN THE MUNICIPALITY OF
MARILAO, BULACAN**

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 thereof;

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 business permit renewal and registration are housed in one roof with every participating department and other national agencies converged for an easy and speedy process;

WHEREAS, there is a need to implement a service delivery system in business permit processing for the convenience of businessmen and investors and to attract even more business locators in the municipality;

WHEREAS, the Business One-Stop Shop is among the leading strategies being pursued by this Municipality 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 municipality;

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

NOW THEREFORE, I, JUANITO H. SANTIAGO, Municipal Mayor, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. COMPOSITION. The Business One-Stop Shop (BOSS) members shall be composed of the following:

Office of the Mayor
FROILAN R. ANGELES
LORIE C. SANTIAGO

Municipal Treasury Office
EDNA I. BAUTISTA
MIRAQUEL LEGACION
MARY GRACE B. GARCIA
GUILLERMA DELA CRUZ
JOCELYN G. CLEMENTE





OFFICE OF THE MAYOR

Business Permit and Licensing Office

MARTIN ARMANDO C. CRUZ
MICHELLE G. REYES
BRYAN D. SORIANO
DANILO C. PEÑA
EUNICE MARIE I. BAUTISTA
MARK WILBERT C. CALILAP

Municipal Planning and Development Office

ROGELIO C. PASCUAL
EDMUNDO CANAPE
VIRGILIO DAZO

Municipal Office on Health Services

DRA. CECILIA FUELLAS
EVELYN SAN MIGUEL
FLORDELIS SARCE

Municipal Engineering Office

MAGTANGGOL SAN MIGUEL
BIENVENIDO MARQUEZ
ALFREDO VILLAMAR

Bureau of Fire Protection

F/INSP CHRISTOPHER U. LUMIWES
FO3 CAMILO SAN JOSE

Municipal Public Information Section

RHYAN D. DELOS REYES
JAYMART V. FRANCISCO

Municipal Information Technology Section

KAREN ROSE VICENTE
RICHARD GUILLERMO

Section 2. DUTIES, FUNCTIONS AND RESPONSIBILITIES. The Business One-Stop Shop (BOSS) members shall have the following duties and responsibilities:

1. Facilitate the preparation, coordination and execution of the Business One Stop Shop;
2. Provide basic information about the process flows of the Business One Stop Shop;
3. Establish a database containing all relevant information, facts and figures;
4. Coordinate with other offices, specifically the Municipal Treasurer's Office, Municipal Engineering Office, Municipal Health Office, Municipal Planning and Development Office, Bureau of Fire Protection and Business Permit and Licensing Office of this municipality; and
5. Performs such other related functions.





Republic of the Philippines
Province of Bulacan
Municipality of Marilao

OFFICE OF THE MAYOR

Section 3. SANCTIONS. Failure or refusal without justifiable cause by any of the members to perform any of the foregoing duties shall be a ground for imposition of administrative sanctions against the erring official/employee.

Section 4. REPEALING CLAUSE. All other orders, rules, regulations and issuances or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

Section 5. EFFECTIVITY CLAUSE. This Executive Order shall take effect immediately.

DONE this 7th day of December 2016, at the Municipality of Marilao, Province of Bulacan.

JUANITO H. SANTIAGO
Municipal Mayor

