



Office of the Mayor

EXECUTIVE ORDER NO. JS2026-50

AN ORDER REORGANIZING THE JOINT INSPECTION TEAM (JIT) AND ESTABLISHING THE TRADE AND WAREHOUSE COMPLIANCE MONITORING COMPONENT TO STRENGTHEN BUSINESS REGULATION, ENSURE DUE PROCESS, AND PROMOTE FAIR AND EFFICIENT LOCAL REVENUE ADMINISTRATION IN THE MUNICIPALITY OF MARILAO, PROVINCE OF BULACAN

WHEREAS, The Department of the Interior and Local Government (DILG) issued the latest Memorandum dated February 18, 2026 addressed to all City Municipal Mayors, Punong Barangays, Provincial and HUC directors and other concerned officials, in order to ensure the compliance of all establishments with business permit requirements and prevent illegal activities;

WHEREAS, in the said Memorandum, all concerned officials are strongly encouraged to intensify the exercise of lawful visitorial and regulatory authority and ensure that all establishments operating within the territorial jurisdiction of the Local Government possess valid and updated business permits, comply with applicable laws and ordinances and do not engage in unlawful or unauthorized activities;

WHEREAS, The Department of the Interior and Local Government (DILG) and the Department of Trade and Industry (DTI) issued Joint Memorandum Circular No. 01, Series of 2010, prescribing the Guidelines in Implementing the Standards in Processing Business Permits and Licenses in All Cities and Municipalities;

WHEREAS, said guidelines provide for the creation of a Joint Inspection Team (JIT) to conduct coordinated inspections of business establishments in accordance with Republic Act No. 9485 (Anti-Red Tape Act of 2007), as amended by Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018);

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, particularly Sections 16, 17(b)(2), and 444(b), authorizes the Municipal Mayor to exercise general supervision and control over municipal programs and to ensure the regulation of businesses and enforcement of applicable laws and ordinances within the municipality;

WHEREAS, there is a need to reorganize the Joint Inspection Team (JIT) and institutionalize a structured, risk-based, and coordinated monitoring mechanism for warehouses and business establishments, without duplicating inspection authority or encroaching upon the powers of national government agencies;

NOW, THEREFORE, I, ATTY. JEMINA M. SY, Municipal Mayor of Marilao, Province of Bulacan, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. REORGANIZATION OF THE JOINT INSPECTION TEAM (JIT)

The Joint Inspection Team (JIT) is hereby reorganized as the sole regulatory inspection body of the Municipal Government of Marilao for business compliance inspections.

The JIT shall be composed of one (1) representative from each of the following:

1. Office of the Municipal Mayor
2. Office of the Municipal Treasurer





Office of the Mayor

3. Business Permits and Licensing Office (BPLO)
4. Municipal Engineering Office
5. Municipal Planning and Development Office (MPDO)
6. Office of the Municipal Assessor
7. Municipal Health Office
8. Municipal Environment and Natural Resources Section
9. Office of the Special Assistant to the Mayor for Economic Affairs
10. Bureau of Fire Protection – Marilao Fire Station
11. Philippine National Police – Marilao Police Station
12. Concerned Punong Barangay (as applicable)

SECTION 2. POWERS AND FUNCTIONS OF THE JIT

The JIT shall:

- a. Conduct coordinated and joint physical inspections of business establishments and warehouses within the Municipality and ensure that no illegal activities shall be conducted inside their premises at all times;
- b. Validate compliance with local ordinances, zoning regulations, building requirements, fire safety standards, environmental regulations, sanitation rules, and permit conditions;
- c. Issue written inspection findings and recommendations;
- d. Submit official inspection reports to the Office of the Municipal Mayor;
- e. Recommend appropriate regulatory actions in accordance with existing laws and ordinances.

No separate or independent regulatory inspections shall be conducted by component offices outside the JIT structure, except when expressly authorized by law.

SECTION 3. ESTABLISHMENT OF THE TRADE AND WAREHOUSE COMPLIANCE MONITORING COMPONENT

There is hereby established a Trade and Warehouse Compliance Monitoring Component, operating under the supervision of the Office of the Municipal Mayor and in coordination with the JIT.

This Component shall serve strictly as a monitoring, coordination, and risk-assessment mechanism, and shall not exercise inspection or enforcement powers.

The Trade and Warehouse Compliance Monitoring Component shall be composed of the following:





Office of the Mayor

Chairperson: Representative from the Office of the Municipal Mayor,
as designated by the Mayor

Members:

1. Representative from the Business Permit and Licensing Office (BPLO)
2. Representative from the Municipal Planning and Development Office (MPDO)
3. Representative from the Office of the Municipal Assessor
4. Concerned Barangay Representative, in an information and coordination capacity only

The members of the Component shall be designated by the Municipal Mayor and shall serve in such capacity unless sooner replaced or re-designated.

The Component shall submit periodic monitoring reports to the Office of the Municipal Mayor and furnish copies thereof to the Joint Inspection Team (JIT) for appropriate action.

SECTION 4. FUNCTIONS OF THE COMPLIANCE MONITORING COMPONENT

The Compliance Monitoring Component shall:

- a. Maintain a municipal registry and database of warehouses, logistics hubs, and covered business establishments for planning and regulatory reference purposes;
- b. Conduct desk reviews and risk assessments based on available data and reports;
- c. Receive and consolidate information from barangays and concerned offices;
- d. Recommend to the JIT the conduct of inspections where warranted by objective indicators;
- e. Monitor compliance with corrective actions issued by the JIT;
- f. Refer matters to appropriate national government agencies when necessary and only after validation through lawful local processes.

SECTION 5. LIMITATIONS OF AUTHORITY

The Compliance Monitoring Component shall NOT:

- a. Conduct physical inspections independently;
- b. Issue violation notices;
- c. Enter private premises without authority of the JIT;
- d. Seize goods or effect arrests;
- e. Perform customs, tax audit, or national enforcement functions.

All enforcement authority remains vested exclusively in the JIT and other legally authorized agencies.





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SECTION 6. DUE PROCESS SAFEGUARDS

All inspections conducted by the JIT shall observe:

- a. Issuance of a written inspection order;
- b. Use of standardized inspection checklists;
- c. Written notice of findings;
- d. Reasonable period for voluntary compliance;
- e. Availability of review or appeal through the Office of the Municipal Mayor.

SECTION 7. LOCAL TAX CAMPAIGN IMPLEMENTATION

Pursuant to this Executive Order, the JIT is hereby directed to support the Local Tax Campaign for Year 2026 and to conduct inspections, evaluations, and monitoring from March 15, 2026 until November 15, 2026 to ensure compliance with local tax and regulatory requirements.

SECTION 8. FUNDING

Implementation shall be funded from existing appropriations of concerned offices, subject to accounting and auditing rules. This Executive Order does not create new regulatory requirements, fees, or penalties.

SECTION 9. REPEALING CLAUSE

All executive orders, issuances, rules, and regulations inconsistent with this Order are hereby repealed or modified accordingly.

SECTION 10. EFFECTIVITY

This Executive Order shall take effect immediately.

DONE AND EXECUTED this 26th day of February 2026 in the Municipality of Marilao, Province of Bulacan.

ATTY. JEMINA M. SY,
Municipal Mayor





Republic of the Philippines
Province of Bulacan
Municipality of Marilao
Office of the Mayor

MISSION ORDER TO

TO: All Representatives of the Offices Comprising the Joint Inspection Team (JIT) tasked to conduct assessment and inspection of establishments and businesses within the Municipality of Marilao, Province of Bulacan, pursuant to Executive Order No. JS2026-50

SUBJECT: **ENSURE COMPLIANCE OF ESTABLISHMENTS WITH BUSINESS PERMIT REQUIREMENTS AND PREVENT ILLEGAL ACTIVITIES IN ACCORDANCE WITH DILG MEMORANDUM DATED FEBRUARY 18, 2026**

DATE: February 26, 2026

Pursuant to the authority vested in me under the relevant provisions of the Local Government Code (RA No. 7160) and other applicable laws, you are hereby directed to participate in the 2026 Local Tax Campaign to jointly conduct inspections, evaluations, and monitoring of all business establishments operating within the sixteen (16) barangays of the Municipality of Marilao, Province of Bulacan, from **March 15, 2026 until November 15, 2026.**

In addition to ensuring proper assessment, collection, and compliance of business owners with the mandated taxes, fees, ordinances, and related regulations, the Joint Inspection Team is further directed to be vigilant for the presence of smuggled, contraband, and illegal goods, including but not limited to agricultural, fishery, and other regulated products.

Should any such goods be discovered or suspected during the course of inspection, the team shall immediately document the findings and coordinate with the appropriate national authorities, such as the Bureau of Customs, the Enforcement Group under Republic Act No. 12022, or other relevant agencies, for proper investigation and disposition in accordance with law. No seizure or enforcement action shall be undertaken by the team beyond the authority granted by law.

This Order is issued to ensure proper assessment, collection, and compliance of business owners with the mandated taxes, fees, ordinances, and related regulations.

Strict compliance with this directive is hereby enjoined.

ATFY. JEMINA M. SY
Municipal Mayor





Republic of the Philippines
Province of Bulacan
Municipality of Marilao

Office of the Mayor

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Municipal Mayor

