



Office of the Mayor

EXECUTIVE ORDER NO. JS2025-11

AN ORDER MANDATING THE REORGANIZATION OF THE “JOINT INSPECTION TEAM (JIT)” TO CONDUCT ASSESSMENT AND INSPECTION OF ESTABLISHMENTS AND BUSINESSES WITHIN THE MUNICIPALITY OF MARILAO, PROVINCE OF BULACAN

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, dated August 6, 2010, also known as the “Guidelines in Implementing the Standards in Processing Business Permits and Licenses in All Cities and Municipalities”;

WHEREAS, one of the objectives of the said Joint Memorandum Circular is to provide guidelines for the Business Permits and Licensing System (BPLS) of cities and municipalities, in accordance with the service standards set under Republic Act No. 9485, otherwise known as the “Anti-Red Tape Act of 2007 (ARTA),” as amended by Republic Act No. 11032, or the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”;

WHEREAS, the guidelines identified the “Joint Inspection Team” as a group composed of representatives from various offices and agencies of the Local Government Unit (LGU), created and authorized through an Executive Order or Ordinance, to jointly conduct inspections of business establishments to ensure compliance with applicable laws and regulations;

WHEREAS, there is a need to reorganize the composition of the “Joint Inspection Team” for the year 2025 to ensure effective implementation of regulatory and compliance measures;

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) of the Municipal Government of Marilao is hereby reorganized and shall be composed of one (1) representative from each of the following offices/agencies:

1. Office of the Municipal Mayor
2. Office of the Municipal Treasurer
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. Punong Barangay, Abangan Sur
13. Punong Barangay, Ibayo
14. Punong Barangay, Loma de Gato
15. Punong Barangay, Prenza 1
16. Punong Barangay, Sta. Rosa 1
17. Punong Barangay Saog





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SECTION 2. DUTIES AND RESPONSIBILITIES.

The JIT shall perform the following functions:

- a. Conduct joint inspections of all business establishments within the Municipality of Marilao to determine compliance with applicable laws, ordinances, and regulatory requirements. Individual inspections by separate offices are strictly prohibited;
- b. Submit regular inspection reports to the Office of the Municipal Mayor regarding assigned duties and findings; and
- c. Perform such other related tasks as may be required by circumstances or upon the instruction of the Chairperson.

SECTION 3. REPEALING CLAUSE.

All executive orders, policies, rules, and regulations, or portions thereof, inconsistent with this Executive Order are hereby repealed or amended accordingly.

SECTION 4. EFFECTIVITY.

This Executive Order shall take effect immediately.

Issued this 10th day of July 2025 in the Municipality of Marilao, Province of Bulacan.


ATTY. JEMINÁ M. SY
Municipal Mayor 





Republic of the Philippines
Province of Bulacan
Municipality of Marilao

Office of the Mayor

MISSION ORDER

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. JS2025-11

SUBJECT: Local Tax Campaign for Fiscal Year 2025

DATE: July 14, 2025

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 2025 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 **July 14, 2025 until November 14, 2025.**

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.

ATTY. JEMINA M. SY
Municipal Mayor

