



**EXECUTIVE ORDER NO 2017-10**

**REORGANIZING 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

**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





## OFFICE OF THE MAYOR

### **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:

- a. Facilitate the preparation, coordination and execution of the Business One Stop Shop;
- b. Provide basic information about the process flows of the Business One Stop Shop;
- c. Establish a database containing all relevant information, facts and figures;
- d. 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
- e. Performs such other related functions.

**Section 3. NEW GUIDELINE FOR THE BUSINESS ONE-STOP SHOP (BOSS) PROCESSING SYSTEM.** The electronic signature of the Municipal Mayor shall be included in the issuance of business permits. Further, alternate authorized signatories are Acting Municipal Administrator Froilan R. Angeles and Business Permit and Licensing Officer Martin Armando C. Cruz.

**Section 4. 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 5. 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 6. EFFECTIVITY CLAUSE.** This Executive Order shall take effect immediately.

**DONE** this 12<sup>th</sup> day of December 2017, at the Municipality of Marilao, Province of Bulacan.

**JUANITO H. SANTIAGO**  
Municipal Mayor

