

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



(1) NAME OF DEPARTMENT/AGENCY/LGU: BUSINESS PERMITS AND LICENSING OFFICE/ LGU-TUBIGON, BOHOL

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
1. SECURING PERMIT TO CONDUCT PUBLIC ASSEMBLY, RALLIES AND DEMONSTRATION, PARADES OR PROCESSIONS, MOTORCADES, REKURIDA, CAROLLING,	Local Government Code of 1991 Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	Chapter 3 Section 455.b.v Chapter III	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	07.03.2015	

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DISCO, BENEFIT DANCE, CONCERTS, FUND RAISING, RAFFLE DRAW, FILM SHOWING, TRAININGS AND SEMINARS					
2. SECURING PERMIT ON ALL ADVERTISING / PROMOTIONAL ACTIVITIES	Local Government Code of 1991 Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	Chapter 3 Section 455.b.v Chapter III	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	07.03.2015	
3. SECURING / RENEWING MAYOR'S PERMIT / BUSINESS PERMIT	Local Government Code of 1991 Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon,	Chapter 3 Section 455.b.iv Chapter III	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon,	07.03.2015	

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	Province of Bohol		Province of Bohol		
4. SECURING / RENEWING MAYOR'S PERMIT FOR TRICYCLES, TRISIKADS, MULTI-CABS, JEEPNEYS, V-HIRE AND BUSES	Local Government Code of 1991 Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	Chapter 3 Section 455.b.iv Chapter III Article A	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	07.03.2015	
5. SECURING / RENEWING OF FISHERY PERMIT	Local Government Code of 1991	Article Two Section 149	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	07.03.2015	
6. RETIRING A BUSINESS / ISSUANCE OF CERTIFICATION	Local Government Code of 1991	Article Two Section 145	Municipal Ordinance No. 2015-07-416 Revised	07.03.2015	

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OF NO BUSINESS / CLOSURE			Revenue Code of the Municipality of Tubigon, Province of Bohol		
7. AMENDMENTS IN THE BUSINESS PERMIT	Local Government Code of 1991		Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	07.03.2015	
8. ISSUANCE/ RENEWAL OF LEASE CONTRACT	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	Chapter V Article J	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	07.03.2015	

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9. ISSUANCE OF BURIAL PERMIT	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	Chapter IV Section 4B.01	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	07.03.2015	
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(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: <u>SECURING PERMIT TO CONDUCT PUBLIC ASSEMBLY, RALLIES AND DEMONSTRATION, PARADES OR PROCESSIONS, MOTORCADES, REKURIDA, CAROLLING, DISCO, BENEFIT DANCE, CONCERTS, FUND RAISING, RAFFLE DRAW, FILM SHOWING, TRAININGS AND SEMINARS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter of request addressed to the Mayor, indicating the purpose and schedule of the activity including the time and venue (and route in the case of Parades, Motorcades and Processions) 2. Zoning Clearance / Authority or Consent from the	Local Government Code of 1991	1. Filing of Request. Submits request letter to the receiving clerk or employee in-charge at the Mayor's Office.	Local Government Code of 1991	15 minutes	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416) Benefit Dance- P100.00 Carolling –
	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	2. Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	5 minutes	
		3. Printing and Releasing of Mayor's Permit. Presents the Official Receipt to the	RA 11032 Ease of Doing Business	15 minutes	

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Private Owner 3. Market Clearance (if applicable) 4. Official Receipt of Payment from the Municipal Treasurer's Office		Employee in-charge.	and Efficient Government Service Delivery		P100.00 Disco – P300.00 Film Showing – P150.00 Fund Raising/ Raffle Draws/ Concerts – P300.00 Political Rally/ Parade/ Motorcade – P500
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					Rekurida – P450.00
					Others – P200.00
				TOTAL	35 minutes

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GOVERNMENT SERVICE: <u>SECURING PERMIT ON ALL ADVERTISING / PROMOTIONAL ACTIVITIES</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter of Intent addressed to the Mayor	Local Government Code of 1991	1. Filing of Request. Submits request letter to the receiving clerk or employee in-charge at the Mayor's Office. 2. Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt. 3. Printing and Releasing of Mayor's Permit. Presents the Official Receipt to the Employee in-charge.	Local Government Code of 1991	15 minutes	P 300/ day
2. Sample of the Advertising/ Promotional Material	Municipal Ordinance No. 2015-07-416		Municipal Ordinance No. 2015-07-416	5 minutes	
3. Zoning Clearance / Authority or Consent from the Private Owner	Revised Revenue Code of the Municipality of Tubigon, Province of Bohol		Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	15 minutes	
4. Market Clearance (if applicable)					
5. Official Receipt issued by the Municipal Treasurer's Office				RA 11032 Ease of Doing Business and Efficient Government Service Delivery	
TOTAL				35 minutes	

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GOVERNMENT SERVICE: <u>SECURING / RENEWING MAYOR'S PERMIT / BUSINESS PERMIT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Business Permit Application Form	Local Government Code of 1991	1. Application and Assessment Submits the complete requirements at BPLO 2. Payment. Pays the permit fee and regulatory fees as assessed at the Treasurer's Office.	Local Government Code of 1991	20 minutes	Depending on the Line of Business (and of unpaid dues, if any)
2. Community Tax Certificate			3. Printing and Releasing of Mayor's Permit. Presents the Official Receipt to the Employee in-charge.		
3. Barangay Clearance (Purpose: for Business Permit)	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol		Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	20 minutes	
4. Police Clearance					
5. Fire Safety and Inspection Clearance					
6. Certificate of Occupancy					
7. BIR Certificate of Tax Payment					
8. Clearance from			RA 11032 Ease of Doing Business and Efficient Government Service Delivery		

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<p>Market Administration (for Market Occupants)</p> <p>9. DTI Registration</p> <p>10. Clearance from the ESWM Office</p> <p>11. Photocopy of Space Rental Permit of the Lessee (if Lessor)</p> <p>12. Official Receipt of payment from the Municipal Treasurer's Office</p> <p>13. Documentary Stamp</p> <p>Additional requirements</p> <ul style="list-style-type: none"> • SEC Articles of Incorporation • Sanitary/ Health Certificate (for 					
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Food Businesses) • CDA Registration For Renewal Prior Year print-out of Mayor's Permit					
TOTAL				<u>45 minutes</u>	

GOVERNMENT SERVICE: <u>SECURING / RENEWING MAYOR'S PERMIT FOR TRICYCLES, TRISIKADS, MULTI-CABS, JEEPNEYS, V-HIRE AND BUSES</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Business Permit Application Form 2. Community Tax Certificate 3. Barangay Clearance	Local Government Code of 1991	1. Application and Assessment. Submits the complete requirements at BPLO	Local Government Code of 1991 Municipal	20 minutes	Depending on the Line of Business (and of unpaid dues, if

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GOVERNMENT SERVICE: <u>SECURING / RENEWING OF FISHERY LICENSE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter of Intent	Local Government Code of 1991	1. Application and Assessment. Submits the complete requirements at BPLO 2. Payment. Pays the permit fee and regulatory fees as assessed at the Treasurer's Office. 3. Printing and Releasing of Fishery Permit. Presents the Official Receipt to the Employee in-charge.	Local Government Code of 1991	20 minutes	Depending on the Line of Business (and of unpaid dues, if any)
2. Barangay Clearance (Purpose: For Fishery Permit)			Municipal Ordinance No. 2015-07-416	5 minutes	
3. Community Tax Clearance	Municipal Ordinance No. 2015-07-416		Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	20 minutes	
4. Business Permit Application Form					
5. Official Receipt of Payment from the Municipal Treasurer's Office					
6. Police Clearance				RA 11032 Ease of Doing Business and Efficient Government Service Delivery	

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7. Fishing Gear Inspection Clearance from Mun. Agriculture Office					
8. Documentary Stamp					
TOTAL				45 minutes	

GOVERNMENT SERVICE: <u>RETIRING A BUSINESS / ISSUANCE OF CERTIFICATION OF NO BUSINESS / CLOSURE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter of Intent addressed to the Mayor 2. Business Permit to be surrendered	Local Government Code of 1991 Municipal	1.Application and Assessment. Submits the complete requirements at BPLO	Local Government Code of 1991 Municipal Ordinance No.	15 minutes	Depending on the unpaid dues, if any

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<p>3. Brgy certification regarding cessation of business permit (to be surrendered)</p> <p>4. Tax clearance from the Municipal Treasurer's Office</p> <p>5. Official Receipt of payment from the Municipal Treasurer's Office</p>	<p>Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol</p>	<p>2.Payment.</p> <p>Pays the unpaid dues and regulatory fees as assessed at the Treasurer's Office and the certification fee.</p> <p>3. Printing and Releasing of Certification of No Business/ Closure.</p> <p>Presents the Official Receipt to the Employee in-charge.</p>	<p>2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol</p> <p>RA 11032 Ease of Doing Business and Efficient Government Service Delivery</p>	<p>5 minutes</p> <p>15 minutes</p>	<p>Certification Fee – P60.00</p>
TOTAL				35 minutes	

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GOVERNMENT SERVICE: <u>ISSUANCE/ RENEWAL OF LEASE CONTRACT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Copy of the Previous Contract of Lease	Local Government Code of 1991	1. Application. Submits the complete requirements at BPLO	Local Government Code of 1991	5 minutes	None
	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	2. Printing and Signing of the Lease Contract. Applicants submit the Contract of Lease to the Market Administrator Office, Mun. Treasurer's Office and Mayor's Office for signatures.	Municipal Ordinance No. 2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol	45 minutes	
		3. Notarization and Submission of a Copy of the Contract of Lease. Submits the Lease Contract to a Legal Counsel for Notarization and	RA 11032 Ease of Doing Business and Efficient Government Service Delivery	15 minutes	

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		pay the corresponding fee. Submit a notarized copy of the Contract of Lease to the BPLO.			
			TOTAL	65 minutes	

GOVERNMENT SERVICE: <u>ISSUANCE OF BURIAL PERMIT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Death Certificate 2. Official Receipt of payment from the Municipal Treasurer's Office	Local Government Code of 1991 Municipal Ordinance No.	1. Payment. Pays the Burial Permit Fee at the Treasurer's Office. 2. Printing and Releasing of the Burial Permit.	Local Government Code of 1991 Municipal Ordinance No. 2015-07-416	5 minutes 10 minutes	Burial Permit Fee – P50.00

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	2015-07-416 Revised Revenue Code of the Municipality of Tubigon, Province of Bohol		Revised Revenue Code of the Municipality of Tubigon, Province of Bohol RA 11032 Ease of Doing Business and Efficient Government Service Delivery		
TOTAL				15 minutes	