



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DO No. 2302-006

ORDINANCE NO. 771 series of 2023

**AN ORDINANCE ESTABLISHING AND INSTITUTIONALIZING THE
BUSINESS PERMIT AND LICENSING OFFICE OF THE MUNICIPALITY OF
TAYTAY AS A MUNICIPAL GOVERNMENT DEPARTMENT, CREATING
THE NECESSARY POSITIONS, APPROPRIATING FUNDS THEREFORE, AND
FOR OTHER PURPOSES**

Authored and Sponsored by: Coun. Jan Victor B. Cabitac
Co-Sponsored by: Vice Mayor Sophia Priscilla L. Cabral
Coun. Ma. Jeca B. Villanueva
Coun. Philip Jeison J. Cruz
Coun. Patrick John P. Alcantara
Coun. Jean Lalaine P. Calderon
Coun. John Tobit E. Cruz
Coun. Joanne Marie P. Calderon
Coun. Ma. Elaine T. Leonardo
LnB Pres. Rufe C. Tapawan
SK Fed. Pres. Zyrell May B. Villanueva

WHEREAS, Article X, Section 5 of the 1987 Constitution vests in Local Government Units
*“the power to create its own sources of revenues and to levy taxes, fees, and charges subject to
such guidelines and limitations as the Congress may provide, consistent with the basic policy of
local autonomy”*;

WHEREAS, Section 3(b) of Republic Act (“R.A.”) No. 7160 otherwise known as the Local
Government Code of 1991 states that *“there shall be established in every local government unit
an accountable, efficient, and dynamic organizational structure and operating mechanism that
will meet the priority needs and services requirements of its communities”*;

WHEREAS, Section 17(a) of R.A. No. 7160 provides that *“[l]ocal government units shall
endeavor to be self-reliant and shall continue exercising the powers and discharging the duties
and functions currently vested upon them”* and that *“[l]ocal government units shall likewise
exercise such other powers and discharge such other functions and responsibilities as are
necessary, appropriate, or incidental to efficient and effective provision of the basic services and
facilities”*;

WHEREAS, in the provision of effective and efficient *Serbisyong May Ngiti*, the
Municipal Government must ensure that there are funds properly and legally collected to
implement and operationalize plans and projects for the Taytayaños;

WHEREAS, to properly support the Municipal Government in the achievement of its
programs and goals, supported by the provisions of the 1987 Constitution and R.A. No. 7160, an
empowered Business Permits and Licensing Office (“BPLO”) is required;

WHEREAS, as the office responsible levying of taxes, fees, and charges due to the government from various laws, issuances, and rules and regulations, which is the lifeblood of the Local Government Unit, the Municipal Government will be better served to have a department-level BPLO;

WHEREAS, due to the big scope of works, duties and responsibilities of the present BPLO, the BPLO requires additional personnel and office personality to perform its functions properly;

NOW THEREFORE, BE IT ENACTED, as it is hereby enacted by the Sangguniang Bayan of the Municipality of Taytay, Province of Rizal, the ESTABLISHMENT AND INSTITUTIONALIZATION OF THE BUSINESS PERMIT AND LICENSING OFFICE OF THE MUNICIPALITY OF TAYTAY AS A MUNICIPAL GOVERNMENT DEPARTMENT, CREATION OF THE NECESSARY POSITIONS, APPROPRIATION OF NECESSARY FUNDS THEREFORE, pursuant to the following provisions, to wit:

Section 1. Title - This Ordinance shall be known as the “**Taytay Business Permit and Licensing Office Reorganization Ordinance**”.

Section 2. Declaration of Policy - The Municipal Government of Taytay, Rizal adopts as its declared policies, among other the following:

1. To provide effective and efficient *Serbisyong May Ngiti* to Taytayeños at all times;
2. To work for the continuous enhancement of the delivery of service to the public in tune with developmental trends;
3. To adopt simplified, consistent, and standard procedures or processes to help ease doing business in Taytay;
4. To create a business friendly and transparent environment to encourage investors to invest in Taytay;
5. To generate employment and revenue for the Municipal Government to provide more welfare and social protection programs; and
6. To closely coordinate with the concerned national government agencies, developmental partners, non-government organizations, and other stakeholders in promoting the Municipal Government's objectives, programs, and projects.

Section 3. Creation of Business Permit and Licensing Office as a Department - The Business Permit and Licensing Office (“BPLO”) is hereby established as a department.

The BPLO shall be headed by a Municipal Government Department Head to be assisted by a Municipal Licensing Officer III. The BPLO shall be composed of four (4) Divisions as detailed in the Organizational Structure with the corresponding plantilla items and functions.

Section 4. There is hereby created several Plantilla Positions for the Business Permit and Licensing Department, with corresponding salary grade and qualification indicated hereunder:

1. Municipal Department Head – SG 24

Qualification Standards

Education : Bachelor’s Degree

Training : 24 Hours of training in management and supervision

Experience: 4 years in position/s involving management and supervision

Eligibility : Career Service Professional

2. Three (3) Licensing Officer I – SG 11

Qualification Standards

Education : Bachelor's Degree
 Training : None Required
 Experience: None Required
 Eligibility : Career Service Professional

3. **License Inspector I – SG 6**

Qualification Standards

Education : Completion of two years studies in college
 Training : None required
 Experience: None required
 Eligibility : Career Service Sub-Professional

Section 5. Divisions - To effectively and efficiently carry out its mandates, Business Permit and Licensing Department shall have the following Divisions and respective functions, to wit:

1. Examination Division –
 - a. Examine business permit applications, both new and for renewal, pursuant to Taytay Sangguniang Bayan Ordinance No. 12, Series of 2017, otherwise known as the 2017 Revenue Code of the Municipality of Taytay;
 - b. Conduct research for the continual effectiveness of office procedures, efficiency of service delivery and maximization of business tax collections;
 - c. Examine documents for the appropriate action on appeals for reassessment or tax credit; and
 - d. Refer to the Municipal Legal Department various concerns of the Office with legal implications.
2. Billing and Information Division –
 - a. Supervise the operation of Business Permit and License System (BPLS) pertaining to the issuance of billing statements;
 - b. Applicable report generation; and
 - c. Maintain payment records of all business establishments in the municipality.
3. Inspection and Consumer Welfare Division –
 - a. Carry out inspection of all kinds of business in the municipality to determine compliance with existing directives, laws, municipal ordinances, policies, rules and regulations; and
 - b. Protect the interest of the consumers as mandated by Republic Act No. 7294, also known as Consumer Act of the Philippines.
4. Occupational and Private Motorized Division –
 - a. Supervise the issuance and inspection of occupational Permit as mandated in the Municipal Ordinance No. 12, Series of 2017, otherwise known as the 2017 Revenue Code of the Municipality of Taytay.

Section 6. Staffing Pattern - The BPLO shall have the following staff, to wit:

OFFICE / DEPARTMENT		BUSINESS PERMIT AND LICENSING DEPARTMENT			
No.	Position Table	Salary Grade	No. of Position Title (Quantity)	Name of Incumbent / Vacant	Item No. (as per Executive Budget)
1	Municipal Department Head	24	1	For Creation	
Examination Division					
2	Licensing Officer I	11	1	For Creation	
Billing and Information Division					
3	Licensing Officer I	11	1	For Creation	
Inspection Division					
4	License Inspector I	6	1	For Creation	

Occupational Division					
5	Licensing Officer I	11	1	For Creation	

Section 7. Appropriations - The funds for the operation of Business Permit and Licensing Office shall be appropriated from the Annual Executive Budget under the General Fund of the Municipality and other available funds.

The positions and salaries of the staff of BPLO shall be subject to the usual existing accounting and auditing rules and regulations, the Civil Service Commission Guidelines and Qualifications Standard, and the approval of the Department of Budget and Management.


Section 8. Separability Clause - In case any specific provision/s of this Ordinance is/are declared to be null and void by an entity or Court with proper jurisdiction, any and all other provisions not declared as null and void shall be considered valid and effective.

Section 9. Repealing Clause - Any Sangguniang Bayan Ordinance, Resolution, and all other issuances of the Municipal Government contrary to the provisions of this Ordinance shall be considered repealed, or appropriately amended.

Section 10. Effectivity Clause - This ordinance shall take effect upon its approval, pursuant to applicable laws, issuances, and rules and regulations.

ENACTED, this 22nd day of February, 2023, 2:10 PM at the Sangguniang Bayan Session Hall, Municipality of Taytay, Province of Rizal.

I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay on second reading on February 15, 2022 and was passed on third and final reading on February 22, 2023, during the 33rd Regular Session held on the 22nd day of February, 2023.


ATTY. STANLEE D. CALMA
Secretary to the Sanggunian

ATTESTED AND CERTIFIED TO BE DULY
ADOPTED BY HIS HONOR


HON. JAN VICTOR B. CABITAC
Municipal Councilor / Temporary Presiding Officer

APPROVED BY HIS HONOR
DATE 22 MAR 2023


HON. ALLAN MARTINE S. DE LEON
Municipal Mayor