



Committee on Labor, Trade, Commerce and Industry
Committee on Rules, Privileges, Laws and Ordinances
Committee On Ethics, Appointments and Government Reorganization

JOINT COMMITTEE REPORT

NO. LTCI-027-S-2025

Office of the Sangguniang Panlungsod
Received by: Janet Brings
Date: 17 Oct 2025
Time: 2:30 pm

Subject: *AN ORDINANCE EXPEDITING THE PROCESS OF ISSUING AND RENEWING BUSINESS PERMITS BY THE BUSINESS PERMITS AND LICENSING DEPARTMENT OF THE CITY OF BACOOR, CAVITE, PROHIBITING PRACTICES AND PROCESSES THAT UNDULY BURDEN ENTREPRENEURS, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF. (PCO 2025-053 dated September 29, 2025).*

The proposed ordinance was referred to the Joint Committee comprised of the Committee on Labor, Trade, Commerce, and Industry (as the lead committee), the Committee on Rules, Privileges, Laws, and Ordinances and the Committee on Ethics, Appointments and Government Reorganization (as subcommittees) on 29 September 2025.

The Joint Committee held a committee hearing on October 2, 2025, and a public hearing held on November 13, 2025. Both were held at the Sangguniang Panlungsod (SP) Session Hall, 6th Flr. City of Bacoor Legislative and Disaster Resilience Building, Bacoor Government Center. Attached hereto are the attendance sheets of the said hearings. All the persons who were invited to attend the said hearings were given copies of the proposed ordinance in advance and were given enough time to review the same and to make their opinions heard.

FINDINGS:

The proposed ordinance aims to expedite the issuance of new and renewed business permits to owners of business establishments operating within the City of Bacoor. The legal basis for the proposed ordinance can be found in the provisions of Republic Act No. 11032 (or the Philippine Ease of Doing Business Act) and its implementing guidelines mandating local governments to institutionalize reforms that will speed up the process of starting a new business or in running an existing business.

After a series of consultative meetings with the various stakeholders, Mayor Strike B. Revilla proposed to the Sangguniang Panlungsod to pass an ordinance that will enable the Business Permits and Licensing Department (BPLD) to issue or renew business permits within one hour or within the same work day that an application is submitted.





The following amendments were suggested by the Joint Committee and the resource persons:

PROPOSED BY	PROPOSED DRAFT ORDINANCE	PROPOSED AMENDMENTS (Committee Hearing)	PROPOSED AMENDMENTS (Comments in Writing)
Mr. San Jose (BPLD)	Whereas, the City Government presently takes days to issue and renew business permits which lead to <u>massive discontent</u> among the ranks of local entrepreneurs.	Whereas, the City Government presently takes days to issue and renew business permits which lead to <u>discontent</u> among the ranks of local entrepreneurs.	
Mr. San Jose (BPLD) Dr. Yraztorsa (CHO)	2.2 Act Now. Inspect Later. All applicants for business permit whether done in person or online must be acted upon within one hour or within the same day when an application is submitted. "Act Now" means: (a) disapproving an application within ten (10) minutes after it was received by a BOSS employee with a clear and comprehensive list of the reasons why the application was disapproved, or (b) issuing or renewing a provisional business permit within one hour or within the same day that an application was submitted in person or online by the applicant. "Inspect Later" means inspecting business premises within a non-extendible <u>60-day</u>	2.2 Act Now. Inspect Later. All applicants for business permit whether done in person or online must be acted upon within one hour or within the same day when an application is submitted. "Act Now" means: (a) disapproving an application within ten (10) minutes after it was received by a BOSS employee with a clear and comprehensive list of the reasons why the application was disapproved, or (b) issuing or renewing a provisional business permit within one hour or within the same day that an application was submitted in person or online by the applicant. "Inspect Later" means inspecting business premises within a non-extendible <u>90-day</u> inspection period and a	





	inspection period and a non-extendible 30-day compliance period after the provisional business permit is received by the applicant using various types of technologies to promote transparency and accountability and prevent the commission of graft and corruption.	non-extendible 30-day compliance period after the provisional business permit is received by the applicant using various types of technologies to promote transparency and accountability and prevent the commission of graft and corruption.	
Mr. San Jose (BPLD)	Section 4. i) Unjustified failure of an inspector to digitality submit the results of an inspection within eight (hours) after an inspection.	i) Unjustified failure of an inspector to digitality submit the results of an inspection within eight (hours) after an inspection. <u>Provided that if the inspection falls on a Friday and there is no sufficient time to submit, the inspector shall be allowed to submit the report on the next working day.</u>	
Engr. Valeroso (ZLPD)	Section 6. What Documents to Submit; Effect of Failing to Submit Documents. For Issuance of Business Permit If the Building is Owned by Applicant 1. Fully accomplished and signed UNIFIED BUSINESS PERMIT APPLICATION FORM 2. Building Permit 3. Occupancy Permit Transfer Certificate of Title under the name of the	Section 6. What Documents to Submit; Effect of Failing to Submit Documents. For Issuance of Business Permit If the Building is Owned by Applicant 1. Fully accomplished and signed UNIFIED BUSINESS PERMIT APPLICATION FORM 2. Building Permit 3. Occupancy Permit Transfer Certificate of Title under the name of the	





	<p>applicant or his/her predecessor-in-interest</p> <p>If Applicant only Rents the Building or a Part of the Building</p> <ol style="list-style-type: none">1. Fully accomplished and signed UNIFIED BUSINESS PERMIT APPLICATION FORM2. Lease Agreement/ Contract of Lease between applicant and owner of the building3. Transfer Certificate of Title under the name of the owner of the building	<p>applicant or his/her predecessor-in-interest.</p> <p><u>4. Updated Tax Declaration of Building and Land</u></p> <p>If Applicant only Rents the Building or a Part of the Building</p> <ol style="list-style-type: none">1. Fully accomplished and signed UNIFIED BUSINESS PERMIT APPLICATION FORM2. Lease Agreement/ Contract of Lease between applicant and owner of the building3. Transfer Certificate of Title under the name of the owner of the building <p><u>4. Updated Tax Declaration of Building and Land</u></p>	
Mr. San Jose (BPLD)	<p>Section 10. Inspection Period. Inspections of all business establishments that has been issued a provisional business or whose business permits has been provisionally renewed shall be conducted within a non-extendible sixty (60) -day inspection period following the issuance or renewal of the said permit. The fire safety inspectors of the BFP and the duly authorized and trained personnel of the BPLD, the Office of the City Health Service, the Office of the Building Official, the Zoning and Land</p>	<p>Section 10. Inspection Period. Inspections of all business establishments that has been issued a provisional business or whose business permits has been provisionally renewed shall be conducted within a non-extendible 90-day inspection period following the issuance or renewal of the said permit. The fire safety inspectors of the BFP and the duly authorized and trained personnel of the BPLD, the Office of the City Health Service, the Office of the Building Official, the Zoning and Land Development Department, and other departments</p>	





	Development Department, and other departments under the Office of the City Mayor tasked by law or by city ordinances to inspect business premises in relation to the issuance or renewal of business permits shall be conducted within the said <u>60-day period</u> .	under the Office of the City Mayor tasked by law or by city ordinances to inspect business premises in relation to the issuance or renewal of business permits shall be conducted within the said <u>60-day period</u> . <u>Provided that, the said 90-day period shall commence on the first working day of February of every year following the effectivity of this ordinance.</u>	
Engr. Valero (ZLPD)	Section 10.1 Effects of Failure to Inspect. The failure of the BFP, the BPLD, the OCHS, the OBO, the <u>ZLDP</u> and other departments under the Office of the City Mayor to inspect business establishments with a provisional business permit within the <u>60-day</u> inspection period, shall result in the following:	Section 10.1 Effects of Failure to Inspect. The failure of the BFP, the BPLD, the OCHS, the OBO, the <u>ZLDD</u> and other departments under the Office of the City Mayor to inspect business establishments with a provisional business permit within the <u>90-day</u> inspection period, shall result in the following:	
Mr. San Jose (BPLD)	Section 10.1 c) The Filing of the Appropriate and Administrative Case by the Office of the City Legal Service within the thirty (30) working days after the lapse of the said <u>60-day</u> period against the inspectors of the BFP and of the various departments under the Office of the City Mayor who failed to	Section 10.1 c) The Filing of the Appropriate and Administrative Case by the Office of the City Legal Service within the thirty (30) working days after the lapse of the said <u>90-day</u> period against the inspectors of the BFP and of the various departments under the Office of the City Mayor who failed to	





	conduct the requisite inspection.	conduct the requisite inspection	
Ms. Pagasartonga (E-Gov/MIS)	Section 10.3 Any attempt of an inspector to damage or disable DAISY, the body worn camera, or the mobile device issued to him/her shall be deemed a violation of this Ordinance. The failure of the inspector to digitally submit the results of the inspection within the <u>ten (10) minutes</u> after an inspection shall likewise be deemed a violation of this Ordinance.	Section 10.3 Any attempt of an inspector to damage or disable DAISY, the body worn camera, or the mobile device issued to him/her shall be deemed a violation of this Ordinance. The failure of the inspector to digitally submit the results of the inspection within the <u>eight (8) hours</u> after an inspection shall likewise be deemed a violation of this Ordinance.	
Atty. Mendoza (OCLS)	Section 10.4 Any violation of the said data privacy rights such as, but not limited, to the posting online or the sharing with persons not connected to the business permit application process any video, image, picture, audio recording and the like shall be considered a violation of this Ordinance.	Section 10.4 Any violation of the said data privacy rights such as, but not limited, to the posting online or the sharing with persons not connected to the business permit application process any video, image, picture, audio recording and the like shall be considered a violation of this Ordinance <u>or any other applicable law.</u>	
Ms. Ople (HRDMD)	15.3 People-Friendly <u>Tanungan Desks</u> . In recognition of the fact that not all people are aware of the various processes related to the issuance or renewal of business permits or any other permit, certificate, or clearance issued by either the City Government or of	15.3 People-Friendly <u>Public Assistance and Complaints Desks</u> . In recognition of the fact that not all people are aware of the various processes related to the issuance or renewal of business permits or any other permit, certificate, or clearance issued by either the City Government or of	





	<p>any national agency, at least two Help Desk (to be known as <u>"Tanungan Desks"</u>) shall be installed at strategic locations in or near the BOSS. The said <u>Tanungan Desks</u> shall be manned by City Government personnel known for their innate helpfulness, friendliness and courtesy and trained to be adept in explaining the various processes and procedures of various City Government departments and national agencies. At least of the personnel to be assigned at the <u>Tanungan Desks</u> must be adept in sign language in order to assist the hearing impaired. The personnel assigned at the <u>Tanungan Desks</u> shall be authorized to assist and accompany senior citizens, PWDs, and pregnant women to any Government office or department and make sure that the concerns of the said persons are properly addressed by the personnel of the said offices/departments. Specially designed uniforms shall be issued by the City Government to the personnel to be assigned at the <u>Tanungan Desks</u> to make them easily recognized by the public.</p>	<p>any national agency, at least two Help Desk (to be known as <u>"Public Assistance and Complaints Desks"</u>) shall be installed at strategic locations in or near the BOSS. The said <u>Public Assistance and Complaints Desks</u> shall be manned by City Government personnel known for their innate helpfulness, friendliness and courtesy and trained to be adept in explaining the various processes and procedures of various City Government departments and national agencies. At least of the personnel to be assigned at the <u>Public Assistance and Complaints Desks</u> must be adept in sign language in order to assist the hearing impaired. The personnel assigned at the <u>Public Assistance and Complaints Desks</u> shall be authorized to assist and accompany senior citizens, PWDs, and pregnant women to any Government office or department and make sure that the concerns of the said persons are properly addressed by the personnel of the said offices/departments. Specially designed uniforms shall be issued by the City Government to the personnel to be assigned at the <u>Public Assistance and</u></p>	
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		Complaints Desks to make them easily recognized by the public.	
Ms. Pagasartonga (E-Gov/MIS)	Section 16. The Bacoor BOSS Portal. The E-Governance shall develop a website to be known as the Bacoor Business-One-Stop-Shop portal (www.boss.gov.ph) that will host online applications for business permits or for the renewal of business permits. The said portal shall be owned, managed, maintained and operated by the City Government. The heads of all departments of the City Government involved in business permit review and approval process – selected employees assigned to the said departments – shall have access to relevant data related to permits, clearances, and certificates that the said departments issue in relation to the issuance or renewal of a business permit. The Bacoor BOSS portal shall have the following minimum features:	Section 16. The Bacoor BOSS Portal. The E-Governance shall develop a website to be known as the Bacoor Business-One-Stop-Shop portal (www.strikeas1.bacoor.gov.ph) that will host online applications for business permits or for the renewal of business permits. The said portal shall be owned, managed, maintained and operated by the City Government. The heads of all departments of the City Government involved in business permit review and approval process – selected employees assigned to the said departments – shall have access to relevant data related to permits, clearances, and certificates that the said departments issue in relation to the issuance or renewal of a business permit. The Bacoor BOSS portal shall have the following minimum features:	
Ms. Ople (HDRMD)	Section 16.8 Data Privacy Security The portal must have robust data privacy features.		Include: Data Privacy Officer designation and data safeguards.



	<p>Section 16.11 Digital Receipts</p> <p>The portal must enable the issuance and delivery of digital receipts or electronic official receipts in favor of business owners that paid online for a business permit.</p>		
Ms. Ople (HRDMD)	<p>Section 17. <u>Barangay Online Application Help Desks.</u> All barangays in the City of Bacoor are hereby mandated to assist any resident of the said barangays in applying online for the issuance or renewal of a business permit. Selected personnel of the said barangay shall be trained by the Human Resources Development and Management Department on how to apply for a business permit online. The said barangay personnel shall allow the said applicant to use the computer and internet service of the said barangay for free. No fees other than the ones mentioned in Section 7 hereof including cash tips shall be charged, collected, or accepted by the said barangay personnel in exchange, or because, of the assistance he/she extended to any online applicant for a business permit.</p>	<p>Section 17. <u>Barangay Public Assistance and Complaints Desks.</u> All barangays in the City of Bacoor are hereby mandated to assist any resident of the said barangays in applying online for the issuance or renewal of a business permit. Selected personnel of the said barangay shall be trained by the Human Resources Development and Management Department on how to apply for a business permit online. The said barangay personnel shall allow the said applicant to use the computer and internet service of the said barangay for free. No fees other than the ones mentioned in Section 7 hereof including cash tips shall be charged, collected, or accepted by the said barangay personnel in exchange, or because, of the assistance he/she extended to any online applicant for a business permit.</p>	





Ms. Ople (HDRMD)	<p>Section 19. Penalties.</p> <p>A. Administrative Penalties for City Government Employees.</p> <p>B. Closure of Business and Payment of Fines.</p> <p>D. Administrative Liability of Department Heads. <u>The heads of the various departments that has a role in the issuance and/or renewal of business permits, including the head of the BFP in the City of Bacoor, shall be held administratively liable for any violations of this Ordinance committed by their respective personnel pursuant to relevant civil service regulations.</u></p> <p>E. Forfeiture of Unlawfully Acquired Properties by Any City Government Employee in the Favor of the Government.</p>	<p>To be included: <u>Administrative cases shall be filed and resolved in accordance with the 2025 RACSS and existing CS rules.</u></p> <p>Insert: <u>ARTA Section 11-B procedure for notice and compliance.</u></p> <p><u>Department heads may be held administratively liable only upon due finding of negligence or direct participation, in accordance with Civil Service Law.</u></p> <p><u>Recommendation:</u> <u>Limit the City Legal Officer to recommend cases to the Ombudsman or CSC.</u></p>
Ms. Ople (HDRMD)	Section 20. Implementing Rules and Regulations.	<p><u>Include:</u></p> <p><u>All HR-related provisions shall take</u></p>





			<u>effect only upon CS conformity.</u>
Atty. Mendoza (OCLS)	Section 19. B. Closure of Business and Payment of Fines. Businesses within the City of Bacoor that violated various laws and ordinances related to the issuance or renewal of a business permit despite being given sufficient time to comply therewith as provided in the foregoing sections hereof, shall be closed for not less than ten (10) <u>successive days</u> and shall remain closed until the said laws and ordinances have been complied with by the owners of the said business. A fine of P 5,000.00 shall also be paid by the registered owner/s of the said business enterprise.	Section 19. B. Closure of Business and Payment of Fines. Businesses within the City of Bacoor that violated various laws and ordinances related to the issuance or renewal of a business permit despite being given sufficient time to comply therewith as provided in the foregoing sections hereof, shall be closed for not less than ten (10) <u>successive calendar days</u> and shall remain closed until the said laws and ordinances have been complied with by the owners of the said business. A fine of P 5,000.00 shall also be paid by the registered owner/s of the said business enterprise.	

In addition to the aforementioned suggested adjustments, Ms. Ople suggested replacing punitive phrases like "termination," "automatic liability," and "forfeiture" with "subject to proper administrative proceedings" or "upon due finding by the proper authority".

RECOMMENDATIONS:

After careful consideration, the Joint Committee recommends that the proposed ordinance be amended as follows:

Original Provisions	Amended Provisions
WHEREAS , the City Government presently takes days to issue and renew business	WHEREAS , the City Government presently takes days to issue and renew business





permits which lead to <u>massive discontent</u> among the ranks of local entrepreneurs.	permits which lead to <u>discontent</u> among the ranks of local entrepreneurs.
2.2 Act Now. Inspect Later. All applicants for business permit whether done in person or online must be acted upon within one hour or within the same day when an application is submitted. "Act Now" means: (a) disapproving an application within ten (10) minutes after it was received by a BOSS employee with a clear and comprehensive list of the reasons why the application was disapproved, or (b) issuing or renewing a provisional business permit within one hour or within the same day that an application was submitted in person or online by the applicant. "Inspect Later" means inspecting business premises within a non-extendible <u>60-day</u> inspection period and a non-extendible 30-day compliance period after the provisional business permit is received by the applicant using various types of technologies to promote transparency and accountability and prevent the commission of graft and corruption.	2.2 Act Now. Inspect Later. All applicants for business permit whether done in person or online must be acted upon within one hour or within the same day when an application is submitted. "Act Now" means: (a) disapproving an application within ten (10) minutes after it was received by a BOSS employee with a clear and comprehensive list of the reasons why the application was disapproved, or (b) issuing or renewing a provisional business permit within one hour or within the same day that an application was submitted in person or online by the applicant. "Inspect Later" means inspecting business premises within a non-extendible <u>90-day</u> inspection period and a non-extendible 30-day compliance period after the provisional business permit is received by the applicant using various types of technologies to promote transparency and accountability and prevent the commission of graft and corruption.
Section 10.3 Any attempt of an inspector to damage or disable DAISY, the body worn camera, or the mobile device issued to him/her shall be deemed a violation of this Ordinance. The failure of the inspector to digitally submit the results of the inspection within the <u>ten (10) minutes</u> after an inspection shall likewise be deemed a violation of this Ordinance.	Section 10.3 Any attempt of an inspector to damage or disable DAISY, the body worn camera, or the mobile device issued to him/her shall be deemed a violation of this Ordinance. The failure of the inspector to digitally submit the results of the inspection within the <u>eight (8) hours</u> after an inspection shall likewise be deemed a violation of this Ordinance.
Section 10.4 Any violation of the said data privacy rights such as, but not limited, to the posting online or the sharing with persons not connected to the business permit application process any video, image, picture, audio recording and the like shall be considered a violation of this Ordinance.	Section 10.4 Any violation of the said data privacy rights such as, but not limited, to the posting online or the sharing with persons not connected to the business permit application process any video, image, picture, audio recording and the like shall be considered a violation of this Ordinance <u>or any other applicable law.</u>
15.3 People-Friendly <u>Tanungan Desks</u> . In recognition of the fact that not all people are	15.3 People-Friendly <u>Public Assistance and Complaints Desks</u> . In recognition of the fact





aware of the various processes related to the issuance or renewal of business permits or any other permit, certificate, or clearance issued by either the City Government or of any national agency, at least two Help Desk (to be known as "Tanungan Desks") shall be installed at strategic locations in or near the BOSS. The said Tanungan Desks shall be manned by City Government personnel known for their innate helpfulness, friendliness and courtesy and trained to be adept in explaining the various processes and procedures of various City Government departments and national agencies. At least of the personnel to be assigned at the Tanungan Desks must be adept in sign language in order to assist the hearing impaired. The personnel assigned at the Tanungan Desks shall be authorized to assist and accompany senior citizens, PWDs, and pregnant women to any Government office or department and make sure that the concerns of the said persons are properly addressed by the personnel of the said offices/departments. Specially designed uniforms shall be issued by the City Government to the personnel to be assigned at the Tanungan Desks to make them easily recognized by the public.

Section 16. The Bacoor BOSS Portal. The E-Governance shall develop a website to be known as the Bacoor Business-One-Stop-Shop portal (www.boss.gov.ph) that will host online applications for business permits or for the renewal of business permits. The said portal shall be owned, managed, maintained and operated by the City Government. The heads of all departments of the City Government involved in business permit review and approval process – selected employees assigned to the said departments – shall have

that not all people are aware of the various processes related to the issuance or renewal of business permits or any other permit, certificate, or clearance issued by either the City Government or of any national agency, at least two Help Desk (to be known as "Public Assistance and Complaints Desks") shall be installed at strategic locations in or near the BOSS. The said Public Assistance and Complaints Desks shall be manned by City Government personnel known for their innate helpfulness, friendliness and courtesy and trained to be adept in explaining the various processes and procedures of various City Government departments and national agencies. At least of the personnel to be assigned at the Public Assistance and Complaints Desks must be adept in sign language in order to assist the hearing impaired. The personnel assigned at the Public Assistance and Complaints Desks shall be authorized to assist and accompany senior citizens, PWDs, and pregnant women to any Government office or department and make sure that the concerns of the said persons are properly addressed by the personnel of the said offices/departments. Specially designed uniforms shall be issued by the City Government to the personnel to be assigned at the Public Assistance and Complaints Desks to make them easily recognized by the public.

Section 16. The Bacoor BOSS Portal. The E-Governance shall develop a website to be known as the Bacoor Business-One-Stop-Shop portal (www.strikeas1.gov.ph) that will host online applications for business permits or for the renewal of business permits. The said portal shall be owned, managed, maintained and operated by the City Government. The heads of all departments of the City Government involved in business permit review and approval process – selected employees assigned to the said departments –





<p>access to relevant data related to permits, clearances, and certificates that the said departments issue in relation to the issuance or renewal of a business permit. The Bacoor BOSS portal shall have the following minimum features:</p>	<p>shall have access to relevant data related to permits, clearances, and certificates that the said departments issue in relation to the issuance or renewal of a business permit. The Bacoor BOSS portal shall have the following minimum features:</p>
<p>Section 16.8 Data Privacy Security. The portal must have robust data privacy features.</p> <p>Section 16.11 Digital Receipts. The portal must enable the issuance and delivery of digital receipts or electronic official receipts in favor of business owners that paid online for a business permit.</p>	<p>Section 16.8 Data Privacy Security. The portal must have robust data privacy features <u>in accordance with the Data Privacy Act and its implementing rules and regulations.</u></p> <p>Section 16.11 Digital Receipts. The portal must enable the issuance and delivery of digital receipts or electronic official receipts in favor of business owners that paid online for a business permit <u>with due regard to the data privacy rights of the said persons in accordance with the Data Privacy Act and its implementing rules and regulations.</u></p>
<p>Section 17. <u>Barangay Online Application Help Desks.</u> All barangays in the City of Bacoor are hereby mandated to assist any resident of the said barangays in applying online for the issuance or renewal of a business permit. Selected personnel of the said barangay shall be trained by the Human Resources Development and Management Department on how to apply for a business permit online. The said barangay personnel shall allow the said applicant to use the computer and internet service of the said barangay for free. No fees other than the ones mentioned in Section 7 hereof including cash tips shall be charged, collected, or accepted by the said barangay personnel in exchange, or because, of the assistance he/she extended to any online applicant for a business permit.</p>	<p>Section 17. <u>Barangay Public Assistance and Complaints Desks.</u> All barangays in the City of Bacoor are hereby mandated to assist any resident of the said barangays in applying online for the issuance or renewal of a business permit. Selected personnel of the said barangay shall be trained by the Human Resources Development and Management Department on how to apply for a business permit online. The said barangay personnel shall allow the said applicant to use the computer and internet service of the said barangay for free. No fees other than the ones mentioned in Section 7 hereof including cash tips shall be charged, collected, or accepted by the said barangay personnel in exchange, or because, of the assistance he/she extended to any online applicant for a business permit.</p>





Section 19. Penalties. The following penalties shall be imposed against any person that shall violate this Ordinance:

A. Administrative Penalties for City Government Employees.

City Government Employees who violate any provision of this Ordinance shall be meted the following administrative sanctions pursuant to pertinent civil service regulations:

First Offense: Payment of the fine amounting to P 5,000.00 with written warning reprimand issued by the City Mayor.

Second Offense: Suspension without pay for thirty (30) working days.

Third Offense: Termination from employment.

xxx

C. Administrative Liability of Department Heads.

The heads of the various departments that has a role in the issuance and/or renewal of business permits, including the head of the BFP in the City of Bacoor, shall be held administratively liable for any violations of this Ordinance committed by their respective personnel pursuant to relevant civil service regulations.

Section 19. Penalties. The following penalties shall be imposed against any person that shall violate this Ordinance:

A. Administrative Penalties for City Government Employees.

City Government Employees who violate any provision of this Ordinance shall be meted the following administrative sanctions pursuant to pertinent civil service rules and regulations and compliance with due process requirements:

First Offense: Payment of the fine amounting to P 5,000.00 with written warning reprimand issued by the City Mayor.

Second Offense: Suspension without pay for thirty (30) working days.

Third Offense: Termination from employment.

xxx

C. Administrative Liability of Department Heads.

The heads of the various departments that has a role in the issuance and/or renewal of business permits, including the head of the BFP in the City of Bacoor, shall be held administratively liable for any violations of this Ordinance committed by their respective personnel if they are found -- after undergoing the appropriate administrative proceedings -- to have directly participated, abetted, or tolerated through their own fault or negligence the commission of the said violations pursuant to relevant civil service laws and regulations.





E. Forfeiture of Unlawfully Acquired Properties by Any City Government Employee in the Favor of the Government.

The City Legal Officer is hereby empowered to file a complaint against any City Government employee who unlawfully acquires any real or personal property in the course of violating this Ordinance for the purpose of causing the forfeiture thereof in favor of the Government pursuant to the relevant provisions of Republic Act No. 1379 (otherwise known as the ("Forfeiture Law").

Section 20. Implementing Rules and Regulations.

The City Legal Officer, in consultation with the heads of the various departments involved in the business permits application process including the Fire Marshall of the City of Bacoor, is mandated to submit the implementing rule and regulations of this Ordinance for the review and approval of the City Mayor not later than sixty (60) calendar days following the effectivity date hereof.

E. Forfeiture of Unlawfully Acquired Properties by Any City Government Employee in the Favor of the Government.

The City Legal Officer is hereby empowered to file a complaint before the proper court, tribunal, or agency against any City Government employee who unlawfully acquires any real or personal property in the course of violating this Ordinance for the purpose of causing the forfeiture thereof in favor of the Government pursuant to the relevant provisions of Republic Act No. 1379 (otherwise known as the ("Forfeiture Law").

Section 20. Implementing Rules and Regulations.

The City Legal Officer, in consultation with the heads of the various departments involved in the business permits application process including the Fire Marshall of the City of Bacoor, is mandated to submit the implementing rule and regulations (IRR) of this Ordinance for the review and approval of the City Mayor not later than sixty (60) calendar days following the effectivity date hereof. Provided: that all provisions of the said IRR related to human resources management and development matters shall only take effect upon approval of the Civil Service Commission (CSC).

The Joint Committee respectfully recommends the **APPROVAL** of the proposed ordinance as amended by the Sangguniang Panlungsod on the next regular session.

WE HEREBY CERTIFY that the contents of the foregoing report are true and correct.

Signed this 14th day of November 2025 at the City of Bacoor, Cavite.



Republic of the Philippines
Province of Cavite
CITY OF BACOOR
OFFICE OF THE SANGGUNIANG PANLUNGSOD



Committee on Labor, Trade, Commerce and Industry


HON. REYNALDO M. FABIAN

Chairman

Member, Committee on Rules, Privileges, Laws and Ordinances


HON. ROGELIO NOLASCO

Vice Chairman

Member, Committee on Ethics, Appointments and Government Reorganization


HON. CATHERINE SARINO - EVARISTO

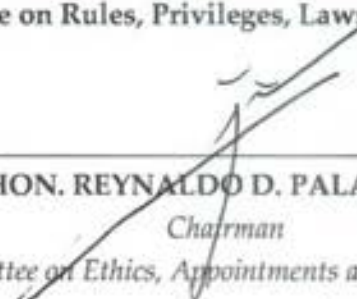
Member

*Member, Committee on Ethics, Appointments and
Government Reorganization*


HON. ROBERTO L. ADVINCULA

Member

Committee on Rules, Privileges, Laws and Ordinances


HON. REYNALDO D. PALABRICA

Chairman

Vice Chairman, Committee on Ethics, Appointments and Government Reorganization


HON. LEVYM M. TELA

Vice Chairman





Republic of the Philippines
Province of Cavite
CITY OF BACOR
OFFICE OF THE SANGGUNIANG PANLUNGSOD



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HON. ADRIELITO G. GAWARAN
Member

Committee On Ethics, Appointments and Government Reorganization



HON. MIGUEL N. BAUTISTA
Chairman





Committee on Labor, Trade, Commerce, and Industry
Committee on Rules, Privileges, Laws and Ordinances
Committee On Ethics, Appointments and Government Reorganization

JOINT COMMITTEE MINUTES
NO. LCTI-027-S-2025

Office of the Sangguniang Panlungsod
Received by: *[Signature]*
Date: *Nov 13, 2025*
Time: *8:30 am*

Subject: **AN ORDINANCE EXPEDITING THE PROCESS OF ISSUING AND RENEWING BUSINESS PERMITS BY THE BUSINESS PERMITS AND LICENSING DEPARTMENT OF THE CITY OF BACOR, CAVITE, PROHIBITING PRACTICES AND PROCESSES THAT UNDULY BURDEN ENTREPRENEURS, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF. (PCO 2025-053 dated September 29, 2025)**

The public hearing was presided over by Chairman of Committee on Labor, Trade, Commerce and Industry, Hon. Reynaldo Fabian held on November 13, 2025 at 2:12 pm at the Sangguniang Panlungsod (SP) Session Hall, 6th Flr. City of Bacoor Legislative and Disaster Resilience Building, Bacoor Government Center. Hon. Miguel Bautista and Hon. Reynaldo Palabrica, the subcommittee chairpersons, were also in attendance.

In attendance were the following City Councilors:

- | | |
|--------------------------|---------------------------|
| • Hon. Adriel Gawaran | • Hon. Rogelio Nolasco |
| • Hon. Ricardo Ugalde | • Hon. Roberto Advincula |
| • Hon. Manolo Galvez Jr. | • Hon. Horacio Brillantes |
| • Hon. Levy Tela | • Hon. Randy Francisco |
| | • Hon. Palm Angel Buncio |

Also, the following resource persons were present:

- Mr. Lawrence San Jose, Mr. Ramil Rabe and Ms. Ms. Laarnie Jolipas – Business Permit and Licensing Department (BPLD)
- Ms. Natividad Ludwig I. Ople – Human Resources Development and Management Development (HRDMD)
- Ms. Lanie Nolasco – City Assesor's Department
- Atty. Marius Sumira – Office of the City Legal Services (OCLS)
- Dr. Ivy Marie Yrastorza – City Health Services (CHO)
- SFO3 Patrick Morales – Bureau of Fire Protection (BFP)
- Mr. Monte Carlo Callado – E-Governance & Management Information System (E-GOV/MIS)





- Engr. Sherwin Valeroso – Zoning and Land Development Department (ZLD)
- Ms. Rona Grace G. Torrijos – City Finance Department

Hon. Fabian: Committee hearing is now called to order. Magandang hapon po sa inyo lahat.

Ito pong ipapaliwanag ko sa inyo, the proposed ordinance aims to expedite the issuance of business permits, both new and renewal. This initiative is part of the City Government of Bacoor, through the leadership of Mayor Strike Revilla's efforts to streamline process and improve the ease of doing business in the city. It is hoped that by reducing hurdles, business can thrive more and contribute to economic growth.

Malaki po ang kontribusyon ng ating business sectors sa pag-unlad ng ating lungsod. Amin pong kinikilala ang inyong kahalagahan kaya sa pamamagitan ng proposed ordinance na ito, mas mapapabilis natin ang proseso ng business permit. Ngayon po lamang po ay nagpapasalamat na ako at ang buong committee at aking mga kasamang mga city councilors na naglaan kayo ng inyong oras at panahon upang makibahagi sa public hearing na ito. At sa walang humpay niyong suporta at tiwala, maraming maraming salamat po. Ina-acknowledge ko po ang ating mga councilor at hihingan po lang natin sila ng mga kanilang opening statement. Magmula po sa kanan ang ating councilor Noly Galvez.

Hon. Galvez: Thank you, Mr. Chair. Good afternoon to my fellow city councilors. Good afternoon to all resource persons and visitors. Napakalaking bagay po nito para po sa atin na lalo po tayong umunlad ng siyudad ng Bacoor, sa pagtulong-tulong at pagsama-sama po natin. Sabi nga ho ng ating mayor, As We Strike As One Dahil Sa Bacoor At Home Ka Rito. Maraming pong salamat, Mr. Chair.

Hon. Gawaran: Thank you, Mr. Chair. Good afternoon to my fellow colleagues, city councilors. Good afternoon to my department heads. Sa mga masisipag na mga department heads, magandang hapon po. At sa mga non-government organizations, officers, members, at guests, ladies and gentlemen, mabuhay po tayong lahat.

Hon. Fabian: Ang susunod po natin, ay ang konsehal mula sa District 1, Councilor Bautista.

Hon. Bautista: Thank you, Mr. Chair. Good afternoon to all our honorable councilor present and to all our resource persons. Magandang hapon po, mabuhay.

Hon. Fabian: Ang susunod po, ang aking nasa kaliwa, ang ating konsehal po, Councilor Rey Palabrica.

Hon. Palabrica: Good afternoon, Mr. Chair. Good afternoon to the council members present today and to everyone, good afternoon. Mabuhay. Salamat.

Hon. Fabian: Ang susunod po, ang ating konsehal sa District 2, Konsehaal Advincula, Obet Advincula.

Hon. Advincula: Thank you, Mr. Chair at magandang hapon po sa mga resource persons, magandang hapon po sa ating city councilors, at ating department heads, at ating legal, at ating resource persons. Magandang hapon po sa ating lahat.

Hon. Fabian: Thank you. Ang ating Vice-Chairman ng Committee on Labor, Trade, Commerce, and Industry, ang ating konsehal, Councilor Bok Nolasco.





Hon. Nolasco: Maraming salamat ginoong tagapangulo. Isang pagbati po ng magandang hapon sa ating mga resource persons, at ganun din po sa ating mga department heads na narito po, at sampu ng aking mga kasamang konsehal, isang pagbati po ng magandang hapon at mabuhay.

Hon. Fabian: Ang susunod po, Councilor Levy Tela ng District 1.

Hon. Tela: Good afternoon, Mr. Chair. Good afternoon to all department heads, resource persons, and visitors present for our important public hearing. Thank you.

Hon. Fabian: ang nasusunod naman po SK President, Hon. Palm Buncio.

Hon. Buncio: Maraming salamat po, Mr. Chair. Magandang hapon po sa aming kasamang konsehal, sa ating mga kasamahan, sa City Hall, sa resource speakers po natin. Magandang hapon po, mabuhay po.

Ms. Ople: Mabuhay po. Magandang hapon sa ating lahat, your honors, and to the rest of the Bacoor citizens. If you may, your honors, I have submitted a written comment. Shall I read this or for your eyes only na lang po?

Hon. Palabrica: We understand, Ms. Natty, that subject for the assessment of this honorable committee, those comments you have submitted.

Hon. Fabian: I would like to acknowledge Vice President of Liga ng mga Barangay, Councilor Randy Francisco.

Hon. Francisco: Thank you, Mr. Chair. Good afternoon, my fellow councilor, and magandang hapon po sa ating lahat.

Hon. Fabian: Salamat, Councilor Francisco. Sa ngayon po, kami po ay may ginawang video at ito ay ating papalabas para makita niyo at makuha niyo kung ano ang mga balakin o kung ano ang magiging proposal ng ating hearing. Kaya po kinuha ko ang aking legal staff na i-open ang video. *(Video Playing)*

Hon. Palabrica: May I call the attention of the representative from the BPLD? Who is the representative from the BPLD? There's no representative from the BPLD? Ah, okay. Can you introduce yourself and your representation for the record? You're under Business Permit and Licensing Department? Okay. Sino yung kasama mo? Ngayon, pinapractice na natin yung boss, matagal na eh. Yung business one-stop shop na tinatawag. Tapos in-enhance natin kaya naging e-boss. Pakipaliwanag mga dito sa committee at sa mga nandito ngayon, paano ang present process ninyo para maging mabilis ang application ng business permits or transactions under your office? Please enlighten this honorable committee.

Ms. Jolipas: Sa ngayon po yung process po namin bali, sa amin po unang magpupunta. Checheck po namin yung requirements. After po non, bibigyan po natin siya ng application form. Then, uh, filled out lang po nila yung application form. Pag okay na po siya, magpunta na po siya sa Zoning Department.

Hon. Palabrica: Yung process na? Lahat na ng process? Zoning, health, fire, lahat na? So, first step is from your office. So, ibig sabihin yung applicant pupunta pa rin sa ibang offices. Eh, tinawag natin na business one-stop shop. It should be one, one office lang dapat. Baka pwede mapaliwanag sa amin dito. Congratulations for your appointment. Our newly appointed head of the business permit and licensing department.

Mr. San Jose: Sir, pinadali na po natin yung process. Ang gagawin po natin sa ordinance na, nasa isang office na lang. Hindi na po lalabas ito. So, pagpasok ng papel po nila sa amin, iikot na po ang papel. Andon na po si OBO, si Zoning, andon na po si CHO.





Hon. Palabrica: So, meaning, ang window na lang ang pupuntahan ng applicant and then yung process ng kaniyang papers, ng kaniyang transaction regarding securing business permit diretso na sa loob. Papel na lang ang iikot?

Mr. San Jose: Yes po.

Hon. Palabrica: So, hindi katulad ngayon, katulad ng pinaliwanag ng representative mo kanina. Pag-apply doon sa opisina ninyo, i-check nila requirements, tas pupunta sila sa iba't-ibang offices. This time, isa na lang. Ito na lang. Okay. So, maganda. Kung ganoon, kaya. How many business permits you process annually?

Mr. San Jose: Sa ngayon po meron tayong almost 15,000. New and renew.

Hon. Palabrica: Renewal and new. So, businesses are growing, so pataas ng patas yan?

Mr. San Jose: Yes, po.

Hon. Palabrica: Kayang iprocess?

Mr. San Jose: Kaya po. Kaya po.

Hon. Palabrica: Nabasa nyo ba yung draft ordinance?

Mr. San Jose: Yes, po. Actually, nagkaroon po kami ng meeting tungkol dito.

Hon. Palabrica: Sa inyo ba nang galing ang ano?

Mr. San Jose: Actually, collaborations po ito with different offices.

Hon. Palabrica: So, meaning pag ako may magtatayo ako ng kunyari ng negosyo, isa lang ang pupuntahan ko ay ang opisina mo lang?

Mr. San Jose: Yes, po.

Hon. Palabrica: Then, antayin ko na. How many... How much time ang kailangan para matapos ang ano?

Mr. San Jose: Actually, po. Last year, we are... Baka dito saglit lang, saglit lang po. Kasi kailangan naman yung time and motion study para sa bagong ordinance. Pero mas mabilis na rin po talaga siya.

Kasi mag-issue na po tayo na provisional permit. Kaya na siya natin... Dito po sa inyo lang po. Sa inyo lang po. So, provisional permit po, pagpasok po nila, una naming kailangang malaman sa application of permit po, is kung papayagan siya sa Zoning, yung type ng negosyo niya, kung ka-approve o hindi. So, pag naka-approve naman po, mag-issue po nung provisional permit, they have until 90 days to comply sa mga requirements natin.

Hon. Palabrica: Paano yung ano? Kasi syempre kasama sa requirement dyan yung fire. May fire clearance ba ang tawag doon?

SFO3 Morales: Good afternoon, Mr. Chair. I am Senior Fire Officer 3, Patrick Morales, Chief FCIS of Bacor City Fire Station. Ang nangagaling po sa Bureau of Fire, ang katumbas po ng building permit ay fire safety evaluation clearance. Ang katumbas naman po ng Mayor's permit ay fire safety inspection certificate.

Hon. Palabrica: So, dalawa ang kinukuha sa inyo, depende sa application?

SFO3 Morales: Meron pa rin pong ano, yung po kasing FSIC, yung inspection certificate for new and renewal of business, meron din pong for occupancy. So, meron po kaming fire safety evaluation clearance, fire safety inspection certificate for occupancy.

Hon. Palabrica: In case of new applicant, business applicant, ano nare-require ninyong kunin sa inyo?

SFO3 Morales: Ano po yan, Mr. Chair? Yung fire safety inspection certificate for new business.

Hon. Palabrica: Okay. Iyan ang particular requirement para sa new business. (21:57) Paano yan? Kasi siyempre, it requires inspection bago sila bigyan ng clearance. Paano nyo





ma-implement ng mapabilis ang ano? Kaya nyo ba inspection-in ang 15,000 establishments in one day (a year)? I doubt. Di kaya. So, what is the strategy? Can you please enlighten us?

Mr. San Jose: Magkakaroon po kami ng joint inspection team.

Hon. Palabrica: Ang tanong ko, okay yan, may joint inspection team. Kaya nga lang siyempre, lalo na on the month of January, marami applicants. So, halos sabay-sabay na yan. Actually, to be realistic, during the month of January until the whole month of January, hindi na nga natin ginagawa ang opisina ninyong doon na ang transaction. Ginagawa natin sa gym because of the volume of applicants. Ngayon, paano mapapabilis yan? Kasi, I doubt kung makakapag-inspection kayo ng 100 establishments in a day. So, what is the remedy? What is your strategy so that the proposed e-boss or boss be implemented efficiently by your office?

Mr. San Jose: Actually, your honor different po kasi new at renewal.

Hon. Palabrica: Ang pinag-usapan natin is new. New lang.

Mr. San Jose: Sa new naman po, continuous lang. Ito pa rin yan sa main office natin.

Hon. Palabrica: Ang new? Okay. Ngayon, it will require inspection ng mga clearances from other offices. Katulad yan, pati sa Office of the City Health Services, may requirement din. Di ba may sanidad naman. So, ang gusto namin malaman, paano ang process ninyo? Kasi siyempre, there is a proposed ordinance. Meron ditong nilagay na kung pa paano. Pero, we want some information for us to craft this ordinance perfectly. Para yung mga negosyante natin, hindi sila talaga mahirapan. Pag ginawa namin yung ordinance, that is the perfect version para ma-meet natin yung goal natin na mabilis ang proseso. Katulad ng target natin, we have presented earlier an AVP. Sinasabi natin na within an hour or within the day, labas ang kanilang business permit. So, ang naglalaro lang sa isip ko, Mr. San Jose, kung may mga requirement na ganyan from fire, from OCHS and other offices, pa paano nyo ma-meet yung timeline within the day na may issue niyo business permit? Because before the issuance of the business permit, it requires clearances from other offices. So, what is your strategy?

Mr. San Jose: Ayon po sa ordinance na draft, they will have Undertaking.

Hon. Palabrica: So, parang may provisional clearance sila from fire and the OCHS. Tapos kapag hindi nila na-comply yun after inspection, after inspection hindi nila na-comply, revoke ang permit.

Mr. San Jose: An undertaking. Notarized undertaking.

Hon. Palabrica: An undertaking. Notarized undertaking. So, for the purpose of expedition of the approval of a business application, new, there will be a provisional permit to be issued.

Mr. San Jose: Yes po.

Hon. Palabrica: Ayan ang gusto namin malaman.

Hon. Gawaran: Mr. Chair, can I have the floor? Ano lang, duduktungan ko lang yung sinabi ni Coun. Rey Palabrica. Sir, Mr. San Jose, congratulations. Aalamin ko lang yung proseso, para mabilis ang proseso natin. Una, pag sinabing one stop shop, diba? So, sa inyo, unang mang gagaling, business permit. Dapat to, ipaliwanag natin sa ating mga kukuha ng business permit. Pagkatapos ng inyo, anong proseso? So, uunahin sa departamento, lahat to yan na ipipirman yan eh. May engineering,





may health, may fire, may sanitation, lahat niya kompleto yun, diba? Dapat to, in order, para hindi yung papalik-palik, pumunta dito, tapos hindi nga niya, punta ka dito, punta ka dito. Dapat dere-derecho. Kasi one stop tayo, sayang ang oras. Lalo-lalo na yung mga taxpayer, kasi yan, mahalaga ang araw nila at oras. Dapat may proseso. Alam, sasabihin nila, pagkatapos, dito agad ang dadaan, sa isang departamento, dito, dito, dito, dito, dito. E yun lang pa gusto ko para klaruhin natin ang mga ganyang bagay. Thank you.

Hon. Palabrica: So Mister San Jose, malinaw na with this ordinance you will be creating a business one-stop shop or e-boss section in your or-- in your department. Ah, s-sino pa yong i-cater natin dito? New applicants lang or even renewal?

Mr. San Jose: Lahat po.

Hon. Palabrica: Okay.

Hon. Nolasco: Okay, Mister Chair.

Hon. Palabrica: With your kind indulgence, Councilor Nolasco, tapusin ko lang. Kung lahat, paano influx ng mga applicants? Marami to? Kaya niyo lahat yun?

Mr. San Jose: Kaya po natin yan. We will make use of the strike gym.

Hon. Palabrica: So sabi mo kanina, isa lang window ang pupuntahan. So kapag during the time of renewal of businesses, particular in the month of January, ano tayo? Dyan tayo sa Strike Gym. Kasi para comfortable ang mga tao, both the employees and the applicants, mga businesses. Ngayon, sabi mo kanina, with the implementation of this BOSS business one-stop shop, so doon sa strike gym, isa na rin lang ang pupuntahan ng applicant? And then iikot nalang ang papel, ituturo nyo nalang kung saan magbabayad, and then finish?

Mr. San Jose: Yes po.

Hon. Palabrica: How much time ang ikot nun?

Mr. San Jose: Isang applicant po, is ah, one hour. One hour. With the new ordinance, we have to make a time and motion study. Sinusubukan naming ialis ang ibang process.

Hon. Palabrica: I am asking about the time, ang realistic time. Kasi lalagay namin sa ordinance yan. And pag nagkaroon ng violation dyan, mananagot ang dapat mananagot. Kaya tinatanong ko kung ilang minutes o ilang oras ang isang business application, may it be new or renewal. Mr. San Jose: 30-45 minutes.

Hon. Palabrica: 30-45 minutes. Kahit isagad na namin sa 1 hour siguro. Kasi baka mamaya di maka-ihi ang empleyado, magkasakit pa. Thank you. Thank you.

Hon. Nolasco: Okay, Mister Chair. Mister Chair, okay. May tatanong lang ako sa ating Mister BPLO. So, um, separate ba po iyong window ng new applicant sa renewal? Kasi po pag pumila ang tao oh, meron, meron new applicant, meron renewal. Ah, separate ba po iyong windows?

Mr. San Jose: Isa lang.

Hon. Nolasco: Ano din? Sa lang? So, ah, di ba mas better na magawa natin dalawang window para pila ng new applicant at pila ng-Renew. ... ah, renewal?

Mr. San Jose: Actually, with our experience na po, ah, your honor here. Ah, dito namang po kasi sa Strike Gym isa lang ang pipilahan na talaga. Pero pag balik na po sa office, isa lang po kasi ang pagfill-upan ng application form. If there's an, ah, need po na lahat ng window na yan pwede kang mang-issue ng, ah, renewal at new. Pwedeng po nila i-cater yun. O kailan po yung window namin sa BPLO? O pwede po un.





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Hon. Nolasco: Okay, thank you. Actually, kayo naman ang may experience eh. Maganda. Thank you.

Hon. Fabian: Ah, hingan po naman natin ang, uh, comment ang ating, uh, Councilor Galvez.

Hon. Galvez: Thank you, Mr. Chair. Uh, linawin ko lang baka kasi nagkakamali rin ako. So mangyayari dito, sa office mo, nando nang Zoning na isang empleyado?

Mr. San Jose: Opo, Opo. Okay.

Hon. Galvez: So pagbigay ni Zoning ng clearance okay yung negosyo na yun. Bibigyan mo na rin siya agad ng business permit within the twenty-four hours.

Mr. San Jose: Yes.

Hon. Galvez: Okay. So yung lahat ng makulang nya, sixty days nya to comply.

Mr. San Jose: Sixty to ninety days.

Hon. Galvez: Sixty to ninety days. Then re-- revokable yung business permit pagka hindi siya naka-comply.

Mr. San Jose: Yes.

Hon. Galvez: So ganun ka-easy itong, uh, ordinance na ito para sa ating mga mamamayan.

Mr. San Jose: Yes.

Hon. Galvez: So napakaganda po 'to Mr. Chair. Nilinaw ko lang po at medyo na-lito lang po ako kanina. Pero ngayon po ay mas malinaw na, na agaran naman po pala mag-iissue rin and, uh, pwede naman pala ma-revoke yung business permit once na di nakapag-comply. Thank you po, Mr. Chair.

Hon. Fabian: I would like to acknowledge Councilor, uh, Eric Ugalde.

Hon. Ugalde: Thank you, Mr. Chair. Uh, good afternoon, everyone. Mabuhay!

Hon. Palabrica: Um, again, Mr. San Jose, I'm back. (laughs) Pasensya ka na, this is your department. Kayo yung magpo-process talaga. So, we want to make sure na yung ordinance na 'to beneficial to our business owners. Kasi alam nyo naman ang business owners and taxpayers are, ay, iyan ang heart and soul of a one-- of the government. Kaya kailangan yung kapakanan nila, kailangan yung kanilang negosyo hindi na pipervision ng gobyerno mismo kundi ang gobyerno mismo ang tumutulong sa kanila for their business to prosper. And, and, uh, one way of taking care-- taking, taking good care of them ay sa proseso pa lang ng permits na ku-uni nila from the-- from the government. Dapat komportable, mabilis, walang abala, walang perwisyo, walang fixer, wala lahat. Kailangan sila yung hari natin dyan at mga reyna. Kung para nga pag dumating sila dyan, hindi naka-pila eh, kung maari eh. Kaya lang sa influx ng applicants, hindi naman maiwasan. Pero yung naka-pila man, make sure na hindi sila nahihirapan. Kung maari naka-upo sila, hindi sila nakatayo. Kung baga kasi sila yung buhay talaga ng gobyerno eh. Kahit naman ang national government, it is the businesses na siyang nagiging, uh, nagiging, uhm, buhay ng kahit ano ang gobyerno. Anyway, so sabihin mo kanina. Magkasama ang-- so sa isang window. Although maraming window yan. Yung first step, maraming window. Pwedeng, pwedeng ano, pwedeng new or renewal. So wala kang separate na this windows are for new applicants. This windows-- halimbawa window one to five for new applicants. Window number six to so on and so forth for renewal. Wala nang ganun. Basta pagpasok sa window, process na sa loob.

Hon. Palabrica: Yes, sir.





Mr. San Jose: Maganda yun eh. Pag nagawa mo yun, bibigyan ka namin ng medalya ng kagitingan. Actually, ang best naman ay ginagawa natin. Alam ko naman yun. Kaya lang gusto lang natin na i-- mas enhance pa natin para sa, para komportable yung mga kliyente natin. Yung tungkol sa online application. Meron kasing proposal dito sa ordinance sa-- na, na online application. Sa ngayon ba, meron na kayong, meron na kayong transactions via online?

Mr. San Jose: Meron, meron din po.

Hon. Palabrica: So anyone could apply a business permit, new or renewal through online?

Mr. San Jose: Yes, sir.

Hon. Palabrica: And also their payment paperless?

Ms. Torrijos: Yes, po. Good afternoon, po. With regards naman po sa payment nila, uh, meron na--

Hon. Plabrica: Uh, please introduce yourself for the benefit of the, the business sector.

Ms. Torrijos: Rona Torrijos po, from the City Finance Department. Uh, with regards naman po sa online payment nila, ang makukuha po nila is physical OR pa rin dito po sa, uh, office natin. Usually po, tinatransmit po namin yung resibo na- office po ng BPLD.

Hon. Palabrica: Halimbawa, nag-ano ako, nag-apply akong ng business via online. Na-approved ako, na-process, nagbayad ako through GCash. Ano bang mga min-- ang mga ano niyo, GCash, PayMaya- PayMaya, GCash po. Meron din po tayong- Bank transfer, pwede? O, pwede rin po bank transfer. Okay. In case nagbayad ako through, ano, through electronic payment, sabihin mo yung physical receipt ay matatanggap ko bilang applicant. Papano mo mapapadala sa'kin yun or I will pick it up my schedule?

Ms. Torrijos: Kasi po sa ngayon po, yung mga ORs po na nagbayad through online, uh, tinatransmit namin sa BPLD then sila na po yung kumokontakt sa taxpayer kung ready for pick up na po yung kanilang-receipt.

Hon. Plabrica: Kasi- Ah, so ipi-pick up din?

Ms. Torrijos: Yes po. Kasi sa ngayon po, wala pa po tayong electronic OR, sir, eh.

Hon. Palabrica: Okay. Di, naiintindihan natin yun. And the council will require-- of course, we-- the council requires an issuance of official receipt for every payment made by any-- through any-- by any transactions. Hindi pwedeng walang resibo. Kailangan may resibo as much as possible yung official receipt at hindi pwedeng ibang receipt kundi yung official receipt. Kasi lahat ng collections natin, lahat ng ano natin ay kailangan by virtue of a revenue ordinance. Hindi pwedeng bayad tapos kung ano no'ng resibo lang. Hindi pwede. Kailangan OR mismo. But anyway, kasi kukunin nila yung physical na-- yung business plate?

Ms. Torrijos: Yes, po.

Hon. Palabrica: Kasama yan diba? Kasama na po yun. Business plate, yung OR

Ms. Torrijos: Opo. Tapos yung- ... yung Mayor's permit po nila. ...

Hon. Palabrica: Mayor's permit. Pero yung electronic, electronic copy ng business permit 'pag online na isesend na rin kaagad yun?

Ms. Torrijos: Sa ngayon po, wala pa po tayong electronic order-- ah, ano po? Business permit.

Hon. Palabrica: Ah, so online payment pa lang tayo ngayon?

Ms. Torrijos: Yes, po.





Hon. Palabrica: Wala pa tayong online application and issuance? Meron na ba tayo? Sabi mo kanina meron.

Mr. San Jose: We already issued some. Meron na po tayo.

Hon. Palabrica: Sample. Para medyo mas anu? Mas malinawa naming lahat.

Mr. San Jose: Meron-- meron na po tayo.

Hon. Palabrica: Nag-apply ako via online. Nagpatayo ako ng isang-- ng isang restaurant kunyari. Nag-apply ako ng online sayo. Ano ang makukuha kong proof na approved na yung aking, uh, business permit, uh, application?

Mr. San Jose: We already issued, po, business certificate online na may e-signature na po ni Mayor.

Hon. Palabrica: And pwede pa-- pwede ko pang pick up-in mismo, physical na.

Mr. San Jose: Yes, po. Yes, po.

Hon. Palabrica: Ah yun naman pala.

Mr. San Jose: Uh, Your Honor, uh, nasa ordinance po na magkakaroon din po tayo na ipapadala na rin natin sa courier.

Hon. Palabrica: Courier. Meron dito eh. Kapag, ah, if-- if we-- if we propose a-- a-- ano? An option na ipadadala sa kanila parang nag-apply ako ng-- ng ano? Ng passport, di ba? Pwedeng pick up. Pwedeng- Mail-in. ... tatawag dun? Courier. Courier. Door-to-door delivery? (laughs) Ganun din ang style ninyo? Pag nag-apply ako-- sa pag-apply ko ng passport, nung sinabi kong delivery, may- may additional fee ako for delivery fee. Is it the same with your process? Hindi siya kasama dun sa fee na binayaran. Additional fee for delivery.

Mr. San Jose: Yes, po. Para din po sa passport at so hganito din po.

Hon. Palabrica: Ay yun nga. Ni-lilina lang natin. Kasi baka mamaya, nag-apply kami, na-approve kami. Pasabi namin delivery, tapos hindi malinaw kung may bayad ang delivery o wala. So mas mainam na during this public hearing, clearly, uh, stated na kapag ka delivery, may-- may delivery charge. May delivery fee.

Mr. San Jose: Yes, po.

Hon. Palabrica: Oh, ganda. Okay. Ayun, Mr. Chair- Mr. Chairman. ... malinaw na naman siguro? Napakaganda nitong para sa-

Hon. Fabian: Uh, thank you Councilor Palabrica.

Hon. Francisco: I would like to- Uh, Sir Lawrence, uh, yung itong ordinance naman ito ay buong suporta ang Liga ng Barangay. So bakit hindi pa po natin, para wala namang bayaran ang ating mga business-- businesses, bakit hindi na lang po natin ipadala sa barangay? Para wala na po silang, uh, kumbaga additional charge pa. And then barangay na po ang ko-contact sa mga businesses na pwede nilang i-pick up sa barangay yung kanilang physical na, uh, business permit.

Hon. Palabrica: We will take note of that suggestion. Thank you. Kasi ang isang problema kasi dyan, uh, yung efficiency. Pero wala naman tayo doubt sa kakayahang ng mga barangay. Kaya kaya naman nila. And also a-- an-- a business permit application requires barangay clearance, barangay business clearance. Although, dito na natin ini-issue, di ba?

Mr. San Jose: Yes, po.

Hon. Palabrica: Uh, Treasury, uh, yung bang mga nakokolekta para sa barangay clearance, uh, properly remitted to the accounts of the barangays concerned?





Ms. Torrijos: Yes, po, your Honor. Quarterly po, ni-re-remit po namin together with the ano po, share po sa CTC tsaka sa ano po, sinasabay na po ang RPT.

Hon. Palabrica: Ah, okay. Thank you. Mr. Chair, may question dito.

Hon. Fabian: Go ahead po.

Hon. Palabrica: Pakigbigyan po ng microphone.

Ms. Ilisan: Hi, sir. Uh, your Honor. Good afternoon. My name is Melanie Ilisa. I just would like to share lang yung experience ko kunyari ung iba na business permit because I was really one- ... who owned a business. So- ... yung process kasi nila ng business permit last year, okay naman actually. Nag-release without problem eh, except may mga tables of fees na nadagdag kasi, nagdagdag kayo ng insurances. So doon kasi pinopost nila yung score keepers. Eh doon po experience ko, um, and then ang binigay nila is malaking, ano, malaking area. So nagbigla ako kasi it's a standard, sir, according to the score keepers that we have. So ang ginagawa kase sa last year is, parang bine-base kasi nila doon sa, sa halimbawa, ang- ang counter mo is malaking lahat doon sa labas mo medyo malaki. Parang as additional. So doon po nadagdagan to pay. Ngayon pumag-electronic tayo, wala na tayong ano eh, wala na tayong, um, face to face na co-ops na papayuhan pa. At the same time, you have to be also for the, ano? For the adding, uh, what do you call this? Um, chamber. Right? So ang chamber natin din dito di kasi ire-release yung ating plaka pag di nagbayad sa kanila. Are you aware of that, Your Honor?

Hon. Palabrica: Is- is that- is that our practice? Bakit- ano kinalaman ng chamber? Po? Dapat walang kinalaman ang chamber sa process ng- ng government transaction.

Ms. Ilisan: Yes po, Your Honor. That's why we don't have

Hon. Palabrica: Uh, thank you very much for that information. We will look into that. Uh, uh- Yes, yes, sir. Of course, sir. Thank you. Thank you. But are you willing to join the chamber? Are you willing to join the chamber?

Ms. Ilisan: I'm already, uh, I'm- Member? Vice President of the Chamber.

Hon. Palabrica: Sorry? You're the Vice President of the Chamber of Commerce of Cavite?

Ms. Ilisan: Yes, Cavite Chamber.

Hon. Palabrica: Ah, thank you very much, ma'am, um.

Ms. Ilisan: Halimbawa, halimbawa, pag online, kasi online tayo. Ah. Uhm, e-bill, meron po kayong tech? Halimbawa, uh, anong service na kung hindi pa nag push through yung application niyo, ano ang magiging sistema natin? Tapos, meron ba kayong number pwedeng gamitin, "Sir, na-upload ko po, bibigay po siya ng push through because you have like this, like that." So, iyon po yung problema sa akin po. Ano pa? I mean, time. Halimbawa, yung na-process po, di ba sabi naka-one day? So one day, eto yung mga problema na along the way. So, yun nga. Papaano? Asan yung creating ng badge po, paano?

Hon. Palabrica: Madam Vice President. Uh, meron po tayong hotline if I'm not mistaken. May hotline po tayo na kung kunwari hindi mag-push through yung inyong, uh, uh, application online. You could call a person, uh- San namin makikita yung hotline?

Mr. Rabe: Nasa website po. Sa website. Yes po. Okay. Uh, ang gagawin nalang po namin dahil nga di po sa bagong ordinance, kumbaga talagang lalakihan na lang po natin yung information para mabiglang-





Hon. Palabrica: Siguro linawin. Linawin mabuti. Uh, siguro doon pa lang sa bago mo iclick yung application sa website pa lang, claro na na andudun yung hotline, andun yung process kung paano para guided yung applicants.

Mr. Rabe: Actually, nandoon naman po, Your Honor.

Hon. Palabrica: Ah, para ano... Tapos ah, ang, ang ka-isa pang tanong kanina, uh, papano kung... Kasi mag-la-login, kailangan ng password? Is it, is it, uh, is it required?

Mr. Rabe: Yes po. Kasi sa safety po nila yun eh.

Hon. Palabrica: Sa nila kukunin ang password?

Mr. Rabe: Sila po ang magke-create ng password.

Hon. Palabrica: Sila mag-ke-create ng password. So doon sa... May information na kung paano?

Mr. Rabe: Yes po.

Hon. Palabrica: Ayos ma'am. Okay.

Ms. Ilisan: Anong klaseng file po ang iupload sa BOSS?

Hon. Palabrica: Paki-sagot na. Paki-sagot.

Mr. Rabe: PDF po, PDF. So, PDF file po.

Hon. Palabrica: Anyway ma'am, there's an option. Pwede pa rin naman mag, uh, mag, mag-apply over the counter or online. To those who can apply online, online. Those who cannot, they can go to— go... and there will be a business one-stop shop section under the BP, Business Permit and Licensing Department. So pa, so kung anong, kung saan tayo comfortable doon tayo.

Ms. Ilisan: Ah, di yun pa din ang sinasabi niyo. Sige, okay.

Hon. Palabrica: Hindi po, hindi po sinasabing electronic. Uh, there is an option na mayroong online. Ah. Mayroon, yung old school, meron pa din. Hindi mawawala po yun. So, still paperless na. Pero anyway, we will, ano, magtutulungan po tayo para lalong mas mapagaang ang paghahanapbuhay. That's why we are conducting public hearing for us to get some inputs from the participants and also, nagre-research kami sa ibang LGU din na successful lang ang e-boss like Baguio, Quezon City, Manila. So, they, inaaral po namin yun sa... So, this, this proposed ordinance is a draft ordinance, um, subject to be perfected.

Ms. Ilisan: Okay sir, thank you very much, sir. Thank you.

Mr. Santos: Uh, good afternoon po everyone. Uh, Darnel Santos po from, uh, Bacoor Internet Distributors Association and NDO po. Uh, I would like to, uh, on top of the discussion, I would like to, uh, suggest a, a, uh, additional system just like, uh, we discussed the, uh... uh, manual in the pace, pace-to-pace one and then the electronic. If we can do a hybrid for that, uh, we, we acquire or we do the, the online ap- application, but we pay and we go to the here in city, city hall to, to pay and to get the plate or whatever- what everything else they, we can get for the, the renewal and then the, the, the new applicants.

Hon. Fabian: Okay, po. Thank you. Thank you, Sir. Noted, po. Uh, Councilor Noly Galvez.

Hon. Galvez: Thank you, Mr. Chair. Mr. San Jose, uh, na sabi nating kanina diba, 60 to 90 days pag di nagaka- nakaka-comply, irrevocable yung business permit.

Hon. Galvez: Paano mo naman mamonitor yung hindi pa nakaka-comply tsaka yung nakaka-comply? Ano yung magiging basis nyo, ah?

Mr. San Jose: Ah, we have a certain department, po, na talaga mag-handle lang ng, uh, application forms. So, we will closely monitor, po, talaga yung mga permits,





business permits nyan. Kasi nakalagay din po sa ordinance, kapag di po namin napuntahan yan, automatic pasado na sila.

Hon. Galvez: So ibig sabihin, kayo pa rin ang, uh, magmo-monitor, hindi other department?

Mr. San Jose: Hindi po.

Hon. Galvez: So paano mo malalaman ang di siya nakaka-comply sa to- to other department? Halimbawa sa Bureau of Fire, sa business, ah, building permit. So paano mo malalaman ang di siya nakaka-comply doon?

Mr. San Jose: Sir,, dyan po papasok yung joint inspection team kasi paglabas po namin, pupuntahan na namin yung mga business establishments sila one by one.

Hon. Galvez: How many staff you have now?

Mr. San Jose: Ah, we have 22, po. And, um, as I ano, po, magdagdag po kami ng staff.

Hon. Galvez: So hindi ka- ... hindi ka kulang sa staff para hindi- Hindi po, kasi po, ah- Kasi ang iniwasan din atin dito yung ma-delay yung inyong, ah, inspection then lumampas na, na 60 days pero ang naging error yung sa time nyo.

Mr. San Jose: Yes, po. And, uh, we also, uh, diyan po rin sa ordinance, we requested, uh, the help from our HRD, our, na sila po yung magku-train ang mga bagong staffs namin.

Hon. Galvez: HR ang magtrain ng bagong staff para sa inspection?

Mr. San Jose: Yes, training. Training, po. May training module, po, na gagawin, po, ang, uh, HR po natin.

Hon. Galvez: So Ma'am, Ma'am Ople, kayo po ang magtrain para sa inspection, po, ng team nila, tama? Di ba dapat kayo BPLD ang magturo?

Hon. Palabrica: Uh, Mr. Chairman, may I interject? Ang pinag-uusapan kasi dito kung hindi mainspect within 60 days, uh, malinaw naman sa proposal nang ordinance, if ever there is a failure on the part of the city government to inspect, kahit anong offices kayo or CHS, lahat yan na nagre-require, kapag hindi niyo na-inspect within 60 days, it will be deemed approved. Approve ang application. So hindi kasalanan ng business, ng business owner kung hindi sila na-inspect. It is the failure, it is the, the consequences will be on the part of the, the personnel of the city government. Ganun po yon. So kelangan religiously mag-amanpan nyo yan within the 60-day period. Dahil kung hindi, deemed approved yon. Kahit may violation sila, approved na rin yon.

Hon. Galvez: Yun, yun po yung point ko, Councilor Rey Palabrica. Baka kulang sila sa staff. So sinasabi po naman nila ay madadagdagan sila. So kasi yun po yung, ah, main objective nung akin pong question, is yung staff nyo. Dapat be sure na enough. Thank you, Mr. Chair. Thank you, Councilor Rey Palabrica.

Hon. Fabian: Ah, walang na pong? Last question na po.

Mr. Esconde: Good afternoon to everyone. Ah, I am from Bacoor City Organization of Private Schools, I am Ruther Esconde. Ah, the, the topic that we're discussing is about how can we improve the system and how can we make it faster by doing what they do over there, that's just for me. Ah, this is my generalization because for 18 years, I've been having my business in the Bacoor City. We've experienced difficulty during the first two years, but when we talked with the licensing department, they provided everything that we needed. Naging maayos po. For the last five years, even though we experienced pandemic, ah, it was a great help on the part of sa licensing from Sir Henry, sir San Jose, naging maayos po. There are certain suggestions I'd like to share with everyone. It is called among Filipinos, last minute cramming. Ah, lahat po okay during the first few weeks, but





the thing is during the last week, nandoon yung 7,800, 9,000 naga-apply. So how can we remedy this? Na hanggang alas dos ng madaling araw, pagod na pagod yung mga taga licensing. We kept on talking on how can we remedy it, but the problem is, nandoon yung attitude. So, on our part sa school, since we are teaching character at the same time morals sa mga students, this is what we're doing. It is a common practice for us so that we will not have the difficulty of asking applications from parents. We set schedules. Meron pong tayo different businesses, restobar, private schools, hospitals, drug stores, hair or parlor. Meron pong mga junk shops, hotels. Meron po kaming GC and we are informed. Lagi pong may notices. But konti lang ang nagrereply. Konti lang ang nagrerespond. So, we need to strengthen that one. By what then by how? Kasi ulit lang po next year you'll have the same problem. What we need to do is this one. Share ko lang po.

Hon. Palabrica: Uh, it's okay, it's okay. It's okay. Okay po yan. Uh, any suggestion, welcome po yan dito sa atin.

Mr. Esconde: Heto po. One common problem is the availability of funds. Wala kaming pera kaya kaya di kami agad, nag-aapply ng permit. If ever our licensing will give during the second quarter, third quarter, fourth quarter of the preceding year, 2025 o heto na yang magiging amount ang mabayaran ng 2026. Six months preparation is enough for them to comply with the schedule to be given to them. Example, there are 30 businesses. We divide it into groups. January 1 to January 3, meron pong sub-- uh, meron pong tatlong, tatlong, uh, businesses. Magkakasama yung restobar, private schools, hospitals. Tatlong araw, heto yung schedule. Pumunta kayo. We expect common problems. Sa private schools, ah, ano yung un-- uh, ano po ba yun? Sa building, yung ka-- ano ba? Classification ng yun tungkol sa institution. Ang dapat, alam nyo yung problema. Kapag junk shop, ano ba yung problema? Meron ba kayong katabi na ah, eh, creek. Common na po yung anong problems. At nasagot na yun six months ago, magkano ang babayaran?

Hon. Palabrica: Tama. So- So your suggestion is i-schedule natin according to classification of business. Thank you very much for that suggestion. Pero i-i-revisit lang namin yung mga existing ordinances, guidelines and other laws implement-- uh, um, existing laws para kung papano namin. Pero napakaganda ng suggestion mo. Napakaganda nun. It is a very good suggestion to decongest. May, may isang option din dyan, once last day is last day. Until 5:00 PM, until 5:00 PM para madisipline na lahat. Pero pwede rin naman yung sinasabi niyo. We will consider your suggestion.

Hon. Fabian: Noted. Uh, sino yung nagtaas ng kamay kanina? Last question po, pwede. Uh, wala na po? Last question?

Hon. Palabrica: Mr. Chair, there being no more issues raised, I respectfully move to adjourn this hearing.

Hon. Fabian: Public hearing adjourned.

The public was adjourned at 3:17 p.m. since there was nothing else to discuss.





Republic of the Philippines
Province of Cavite
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Prepared by:

ARMILEEN LEGASPI-RED
Local Legislative Staff Assistant I

Attested by:

HON. REYNALDO M. FABIAN
Chairman





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NOTICE OF PUBLIC HEARING
(PROOF OF RECEIPT)

November 13, 2025 at 2:00 PM

Sangguniang Panlungsod (SP) Session Hall, 6th Flr. City of Bacoor Legislative and
Disaster Resilience Building, Bacoor Gov't Center

Office of the Sangguniang Panlungsod
Received by: Janet P. Pong
Date: 11/13/2025
Time: 1:14 pm

Subject: **AN ORDINANCE EXPEDITING THE PROCESS OF ISSUING AND RENEWING BUSINESS PERMITS BY THE BUSINESS PERMITS AND LICENSING DEPARTMENT OF THE CITY OF BACOR, CAVITE, PROHIBITING PRACTICES AND PROCESSES THAT UNDULY BURDEN ENTREPRENEURS, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF. (PCO 2025-053 dated September 29, 2025).**

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DR. IVY MARIE C. YRASTORZA	CHO		11-11-25 10:13 AM
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HON. MIGUEL BAPTISTA	SP		11/11/25
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01/20/2025



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ASPER HYENDE			asper hyende
Flowering Consumers	Good Trading		flowering consumers
LEE APULO	Kay Kay kay		lee apulo
ANTHONY BAUTISTA	FOUR M		anthony bautista
Lilian Bautista	luis luigo		lilian bautista
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Hope D. Legaspi	DOHNOZ Water repairing station		hope d. legaspi
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CHARLIE Ivan Mascardo	Tapioka Bar		charlie ivan mascardo
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VELASQUEZ, JIMMYA	RFC MOLINO MAIL INC.		velasquez jimmya
ANSELMO S. LONHEJAL	SOMO ULTRAMAR	FRONT ROCK	anselmo lonhejal
ledulle BOWEN	SM CITY MOLINA		ledulle bowen
Bacoor Maritime Association			bacoor maritime association
Bacoor City Org. of Private schools			bacoor city org. of private schools
Bacoor City Union of Water Vendor			bacoor city union of water vendor
Bacoor Junkshop owners Assoc.			bacoor junkshop owners assoc.
Bacoor Private Drugstore Owners			bacoor private drugstore owners
Bacoor City food & beverage Assoc.			bacoor city food & beverage assoc.
Bacoor City Resort Assoc.			bacoor city resort assoc.
Private Airline & flying club			private airline & flying club
Bacoor City Hotel & Apartment			bacoor city hotel & apartment
Bacoor City Gasoline Station			bacoor city gasoline station
Bacoor City Hospital, Laboratory			bacoor city hospital, laboratory
Bacoor City Catering			bacoor city catering
Bacoor City Salon & Barber Shop			bacoor city salon & barber shop
Bacoor City Supermarket & groceries			bacoor city supermarket & groceries
Bacoor City Aircon & Refrigeration			bacoor city aircon & refrigeration
Bacoor City Bakery / Baking Shop			bacoor city bakery / baking shop
Bacoor City Hardware Assoc.			bacoor city hardware assoc.
Bacoor City Book Dealer			bacoor city book dealer
Bacoor City San-San Store			bacoor city san-san store
Bacoor City Security Agency			bacoor city security agency
Bacoor City Manpower			bacoor city manpower
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Bacoor City Vape Store			bacoor city vape store
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ATTENDANCE OF PUBLIC HEARING

November 13, 2025 at 2:00 PM

Sangguniang Panlungsod (SP) Session Hall, 6th Flr. City of Bacoor Legislative and
Disaster Resilience Building, Bacoor Gov't Center

Office of the Sangguniang Panlungsod
Received by: *[Signature]*
Date: *14 Nov 2025*
Time: *1:50 PM*

Subject: **AN ORDINANCE EXPEDITING THE PROCESS OF ISSUING AND RENEWING BUSINESS PERMITS BY THE BUSINESS PERMITS AND LICENSING DEPARTMENT OF THE CITY OF BACOOD, CAVITE, PROHIBITING PRACTICES AND PROCESSES THAT UNDULY BURDEN ENTREPRENEURS, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF. (PCO 2025-053 dated September 29, 2025).**

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4R-51. Michael Medical Hospital Inc.



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Bacoor Blvd., Brgy. Dayasad, City of Bacoor, Cavite
Trunkline: (046) 417 0727
Website: www.bacoorcity.gov.ph



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Republic of the Philippines
Province of Cavite
CITY OF BACOOR
OFFICE OF THE SANGGUNIANG PANLUNGSOD



CGBR-SPBac-F01.02
01/20/2025

AWARDEE
8 years
in a row!

25	JANE H. LUCILLO	PETER-A/c Service	0963606771	
26	COMA MANDO CARRERA			
27	Rena Grace C. Tullio	CEO	09179191302	
28	RAYMIL RAGE	Brill	0949493058	
29	CRISTINA R. ESPERITA	Bacoor Chamber	0916-982-7144	
30	JOAN LUNA	Bacoor Chapter	09547123534	
31	Melanie Tison	SPDOA- PICS	09175307990	
32	JERONIMO / JERONIMO MANABALA	BRCA	09124032241	
33	IV / JERONIMO MANABALA	BRCA	09124032241	
34	MIRRO / JERONIMO MANABALA	BRCA	09052001505	
35	MIRRO / JERONIMO MANABALA	BRCA	09065034057	
36	JOSEPH B. FRANCISCO	SARI-SARI STORE	0916846572	
37	SALLY FABIANIA	SSS	09168465538	
38	JUDIE PEARL SANCHEZ	TOYOTA BACOR CAVITE, INC	09554518636	
39	Jemca Pearl Atienza	Toyota Bacoor CAVITE, INC	09152815769	
40	Loures Advincula	BAYANAN BACOR	09164493353	
41	GRACE ESMERU	BAKERY ASSH.	09773444515	
42	MYLEN TICALO	BACOR JUNKSHOP	09277920945	
43	EVERN TOWEN	JUNKSHOP	09454477286	
44	Ma Luisa Daylian	H20 station	09685516628	
45	MA FLUPUA SANTANA	— 0 —	09674519570	
46	EDUARDO TESARI	MOLIN I	0914990520	
47	EVA S. GRENALLO	SARI-SARI STORE	0908433968	
48	Cony Raymond Blex	Hardware	09511617255	
49	JOHN DULFO	Saloon	09604561788	
50	Danielle Tobije	NOMO	09171571401	
51	Shana Cusay	SOMO	09455027957	
52	DEBBI J. STAN MIGUEL	ATF IMAGE MORTGAGE	09166391343	
53	Ruthie Esconde	Private School	09157019472	
54	HARELLE A. AMORES	MOLINO / TAPISKA BAR	09933801530	
55	Loris Belle S. Bugalla	Molino / Tapiska Bar	09619359210	
56	MONTE CARLO R. CHUAO	BEVERANCE	0920079685	
57	ABDUL MADID PIPATAN	BPM	09452736566	
58	AmRicordo F. Ugald	MAVILLO 1 BACOR		
59	Paquito Francisco			
60	MAN. HENRICO ANILANTES			
61	GERMA GARCIA	BACOR PUBLIC MARKET	09173141126	
62	PALM ANGEL S. BUNCIO	CK PROS		
63	Lacnic Toling	APLID		
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E-BIZ ORDINANCE OF BACOR

Page 2



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PROPOSED CITY ORDINANCE NO. 2025 - 053
Series of 2025

AN ORDINANCE EXPEDITING THE PROCESS OF ISSUING AND RENEWING BUSINESS PERMITS BY THE BUSINESS PERMITS AND LICENSING DEPARTMENT OF THE CITY OF BACOR, CAVITE, PROHIBITING PRACTICES AND PROCESSES THAT UNDULY BURDEN ENTREPRENEURS, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF.

Proposed by:

Hon. Strike B. Revilla

Sponsored by:

WHEREAS, a robust business sector boosts the competitiveness of a nation and pulls people out of the iron grip of poverty by providing jobs to the jobless, products and services that lead to the growth of an economy, and revenues that serve as the lifeblood of a democracy.

WHEREAS, Republic Act No. 11032 (the "Philippine Ease of Doing Business Act") and its implementing guidelines mandate local government units to institutionalize reforms that will speed up the process of starting a new business or in running an existing business.

WHEREAS, Section 8 (b) (1) of Republic Act No. 10450 (the "Charter of the City of Bacor") authorized the City Mayor to exercise those powers expressly granted to him by law, those necessarily implied therefrom, as well as powers necessary, appropriate or incidental for the efficient and effective governance of the City, and those which are essential to the promotion of the general welfare.

WHEREAS, the City Government presently takes days to issue and renew business permits which lead to massive discontent among the ranks of local entrepreneurs.

WHEREAS, after a series of consultative meetings with various stakeholders, the City Mayor, Honorable Strike B. Revilla, proposed to the Sangguniang Panlungsod to pass an ordinance that will enable the Business Permits and Licensing Department (BPLD) to issue or renew business permits within one hour or within the same day that an application is submitted by a business owner.

WHEREAS, the said proposed ordinance was submitted to the Sangguniang Panlungsod and was subjected to a series of public hearings attended by local entrepreneurs and other stakeholders.

WHEREAS, after thorough deliberation on the said proposed ordinance, the members of the 6th Sangguniang Panlungsod unanimously decided to approve the same and usher in a new era of efficient public service for the benefit of the people of Bacor.

NOW THEREFORE, be it ordained by the 6th Sangguniang Panlungsod that:

Section 1. Title. This ordinance shall be known as "Express Business Permit Ordinance of the City of Bacor" or the "E-Biz Ordinance of Bacor".

Section 2. Policy Guidelines. In implementing this Ordinance, all of the departments of the City Government — including the Bureau of Fire Protection (BFP) — that will have a role in the process of issuing or renewing business permits shall be guided by the following guidelines:

2.1. The Client is King (or Queen). The applicant for the issuance or renewal of a business permit shall be treated with utmost courtesy and deference by all city employees and officials because the growth of the City of Bacor is in the hands of local entrepreneurs and other taxpayers.

58 2.2. **Act Now, Inspect Later.** All applications for business permits whether done in person or
59 online must be acted upon within one hour or within the same day when an application is submitted. "Act
60 Now" means: (a) disapproving an application within ten (10) minutes after it was received by a BOSS
61 employee with a clear and comprehensive list of the reasons why the application was disapproved, or (b)
62 issuing or renewing a provisional business permit within one hour or within the same day that an
63 application was submitted in person or online by the applicant. "Inspect Later" means inspecting business
64 premises within a non-extendible 60-day inspection period and a non-extendible 30-day compliance
65 period after the provisional business permit is received by the applicant using various types of
66 technologies to promote transparency and accountability and prevent the commission of graft and
67 corruption.

68
69 2.3. **The Truth Shall Set You Free.** Good governance is a shared responsibility of the
70 government and the governed. The submission of truthful data and valid documents shall ensure the
71 lightning quick and efficient issuance and/or renewal of business permits. On the other hand, the
72 submission of false data or fake documents or the unjust refusal of a business owner to obey existing laws
73 and ordinances shall lead to the closure of a business establishment or even the incarceration of a
74 wrongdoer upon conviction by a court of law.

75
76 2.4. **No Pain, All Gain.** If business owners find the process of applying for a business permit
77 relatively easy — the city government, the general public, the employees of the said business owner, and
78 the said business owner shall be benefited. Thus, it is the duty of all employees of the City Government
79 to make the process of applying for, or renewing, a business permit easy because doing so redounds to
80 the common good.

81
82 **Section 3. Definition of Terms.** As used in this Ordinance,
83

84 3.1. **Bacoor E-Biz Portal (BEBiz)** is the website (www.strikeast.bacoor.gov.ph) to be
85 created by the City Government for the purpose of hosting online applications and accepting electronic,
86 cashless payments for the issuance or renewal of business permits.

87
88 3.2. **Business-One-Stop-Shop (BOSS)** is the office located on the upper ground floor of the
89 Bacoor City Hall that serves as the central processing center for all in-person applications for the issuance
90 or renewal of business permits.

91
92 3.3. **BOSS employee** refers to employees of the City Government that are assigned at the
93 BOSS to review the completeness of various documents submitted in relation to a business permit
94 application.

95
96 3.4. **Body Worn Cameras** are small, wearable recording devices that capture audio and video
97 from an inspector's perspective, serving as a tool for law enforcement and government regulation
98 purposes.

99
100 3.5. **Bureau of Fire Protection** is the national government agency created by Republic Act
101 No. 9514 (the "Fire Code of the Philippines of 2008") to implement the said law and create fire safety
102 regulations.

103
104 3.6. **Business Permits and Licensing Department** is the department under the Office of the
105 City Mayor primarily tasked to implement this Ordinance and other business regulation ordinance of the
106 City of Bacoor.

107
108 3.7. **Data Privacy** is an individual's right to control when, how, and to what extent is personal
109 information his/her personal information is collected, used, stored, or shared with others as defined and
110 mandated under the Data Privacy Act of 2012 (Republic Act No. 10173).

111
112 3.8. **Digitally Assisted Inspection System (DAISY)** is a software to be developed, managed,
113 maintained, operated, and owned by the City Government that will be used by fire safety inspectors and

City Government inspectors in the course of inspecting business premises in relation to the business permit application, issuance and renewal processes provided in this Ordinance.

3.9. **E-Governance Department** is the department under the Office of the City Mayor tasked to lead e-governance initiatives of the City Government.

3.10. **Mobile Devices** are portable electronic devices that can connect to the internet such as laptops, smartphones, and tablets.

3.11. **Office of the Building Official** is the department under the Office of the City Mayor primarily tasked to inspect the structural integrity and design of privately owned buildings and residences in relation to the issuance of building permits.

3.12. **Office of the City Health Service** (formerly known as the City Health Office) is the department under the Office of the City Mayor primarily tasked to inspect business enterprises in order to determine if the latter complies with sanitation and public health laws and ordinances.

3.13. **Predecessor-in-interest** is the former owner of the building where the business establishment is—or will be—located.¹

3.14. **Zoning and Land Development Department** is the department under the Office of the City Mayor primarily tasked to implement the Zoning Ordinance of the City of Bacoor and various city ordinances related to land development activities.

Any word or phrase not defined in this Section that is used in this Ordinance shall be interpreted in the context of how it was used and in accordance with the policy guidelines mentioned above.

Section 4. Prohibited Practices and Processes. The following practices and processes related to the issuance and/or renewal of business permits and other permits, clearances, and certificates related to the business permit application, issuance, or renewal process are hereby prohibited and shall be prosecuted to the fullest extent of the law:

a) Any act by any person (commonly known as a "fixer") regardless if the perpetrator is an employee of the City Government or not that involves undue facilitation of transactions for pecuniary gain or any other advantage or consideration (also known as "fixing") with the exception of acts done to assist an applicant for any permit, certificate, or clearance with the written permission of any elected city official or any department head/acting department head of the City Government.

b) The disclosure on separate occasions of alleged violations of existing policies, regulations, laws or city ordinances to applicants for business permits and for other permits, clearances, and certificates issued by the City Government or any national agency. All legal requirements that an applicant for a business permit failed to comply with must be explained or disclosed to him/her within ten (10) minutes after an application is submitted.

c) Making applicants for business permits think that they violated a law, ordinance, policy or regulation when in fact they have not for the purpose of making them accept the assistance of a fixer or to coerce them to pay for the services of a licensed engineer, architect, electrician, or master plumber who has not been previously involved in the construction or renovation of the building, commercial space or business premises of the applicants or whose services are not needed or preferred by the said applicants.

d) Requiring applicants for business permits pay for items, processes, procedures, or security features that are unnecessary, not required by law, or can be provided for free by the City Government.

e) Rudeness, discourtesy, lewd or inappropriate behavior, ignoring or showing disinterest to any applicant for a business permit or to any person who legally facilitates such applications regardless of the circumstances.

f) Posting online or sharing with persons not connected to the business permit application process any video, image, picture, audio recording, document, business or trade secret and the like that was obtained by an inspector in the course of an inspection related to the business permit application, issuance, and renewal process.

g) Demanding, charging, collecting, or accepting any fee, tip, food item, goods, gifts, or other types of valuable consideration from the business owner or from any person at any business establishment before, during, or after an inspection.

h) Damaging or attempting to damage the Digitally Assisted Inspection System (DAISY) software, the body worn camera, or the mobile device issued to an inspector by the said inspector or by another person.

i) Unjustified failure of an inspector to digitally submit the results of an inspection within eight (hours)⁴ after an inspection.

j) Failure of any elected or appointed City Government official to act on and resolve any complaint against any City Government employee charged of violating this Ordinance or any law or city ordinance within the periods mandated under the Anti-Red Tape Act and the Philippine Ease of Doing Business Act; and

k) Any other act, process, or procedure that unduly burden applicants for business permits or any other person applying for or legally facilitating the issuance or renewal of a business permit or any other permit, certificate, or clearance being issued by the City Government or any national agency.

Section 5. Where to File Application. An applicant for a business permit or for the renewal of a business permit has the option of: (a) filing an application in person at the Business-One-Stop-Shop (BOSS) at the Bacoor City Hall or (b) online through the official Bacoor Business-One-Stop-Shop Portal (www.strikeass.bacoor.gov.ph).⁵

Section 6. What Documents to Submit; Effect of Failing to Submit Documents. The following documents shall be submitted in person or online by the applicant for a business permit or for the renewal of a business permit:

For Issuance of Business Permit		For Renewal of Business Permit ⁶
If the Building is Owned by Applicant	If Applicant only Rents the Building or a Part of the Building	
1. Fully accomplished and signed UNIFIED BUSINESS PERMIT APPLICATION FORM 3. Building Permit 3. Occupancy Permit 4. Transfer Certificate of Title under the name of the applicant or his/her predecessor in interest	1. Fully accomplished and signed UNIFIED BUSINESS PERMIT APPLICATION FORM 2. Lease Agreement/Contract of Lease between applicant and owner of the building 3. Transfer Certificate of Title under the name of the owner of the building	1. Fully accomplished and signed BUSINESS PERMIT RENEWAL APPLICATION FORM 2. Valid Business Permit/Mayor's Permit 3. Business Tax Order of Payment and Official Receipt from Treasurer's Office 4. Certified Breakdown of Sale from previous or current year (if there is more than one line of business or more than one branch in the City of Bacoor) 5. VAT returns, income tax return or percentage tax returns whichever is applicable from previous or current year with proof of payment 6. Audited financial statement with proof of receipt by the SEC/BIR/DTI from previous or current year 7. Secretary's Certificate or Special Power of Attorney authorizing applicant to transact with BPLD (not needed if applicant is the registered business owner)

208 The failure of an applicant to submit any of the said documents, or the submission of the wrong
 209 documents, or the submission of any document that is obviously falsified shall result in the disapproval
 210 of the application for a business permit or of an application for the renewal of a business permit within
 211 the first ten (10) minutes after the said documents are shown to a BOSS employee or within a few seconds
 212 after the said documents are uploaded online.

213
 214 **Section 7. What Fees To Pay; Where To Pay Fees.** The following fees shall be paid by the
 215 applicant for a business permit or for the renewal of a business permit in person at the Office of the City
 216 Treasurer, at any Bayad Center or at any Development Bank of the Philippines or Landbank branch or
 217 online thru Pisopay, Gcash, PayMaya, PayPal, at the link.biz portal of landbank.com.
 218

Table of Business Related Fees^a

Fees	Amount to be Paid (In Person)	Fees	Amount to be Paid (Online)
Mayor's Permit Fee (for all businesses)	Fees provided in Section 118 of Revenue Code	Mayor's Permit Fee (for all businesses)	10% less than Fees provided in Section 118 of Revenue Code
Sanitary Inspection Fee (for all businesses and practice of profession)	Fees provided in Section 165 of Revenue Code	Sanitary Inspection Fee (for all businesses and practice of profession)	10% less than Fees provided in Section 165 of Revenue Code
Environmental Inspection Fee (for all businesses and practice of profession)	Fees provided in Section 238 of Revenue Code	Environmental Inspection Fee (for all businesses)	10% less than Fees provided in Section 238 of Revenue Code
Garbage Collection Fee (for all businesses and professional practices)	Fees provided in Section 160 of Revenue Code	Garbage Collection Fee (for all businesses and professional practices)	10% less than Fees provided in Section 160 of Revenue Code
Zoning Clearance Fee (only for buildings with pending Building Permit application)	Fees provided in Section 134 of Revenue Code	Zoning Clearance Fee (only for buildings with pending Building Permit application)	10% less than Fees provided in Section 134 of Revenue Code
Building Permit Fee (only for buildings with pending Building Permit application)	Fees provided in Section 134.3 of Revenue Code	Building Permit Fee (only for buildings with pending Building Permit application)	10% less than Fees provided in Section 134.3 of Revenue Code
Electrical Inspection Fee (only for buildings with pending Building Permit application)	Fees provided in Section 168.5 of Revenue Code	Electrical Inspection Fee (only for buildings with pending Building Permit application)	10% less than Fees provided in Section 168.5 of Revenue Code
Plumbing Inspection Fee (only for buildings with pending Building Permit application)	Fees provided in Section 168.7 of Revenue Code	Plumbing Inspection Fee (only for buildings with pending Building Permit application)	10% less than Fees provided in Section 168.7 of Revenue Code
Signboard Fee (only for businesses and professional practices with signboards)	Fees provided in Section 168.12 of Revenue Code	Signboard Fee (only for businesses and professional practices with signboards)	10% less than Fees provided in Section 168.12 of Revenue Code

Table of Business Related Fees²

Barangay Clearance Fee (for businesses)	Fees provided in Section 126 of Revenue Code	Barangay Clearance Fee (for businesses)	10% less than Fees provided in Section 126 of Revenue Code
Fire Safety Inspection Fee (for businesses only)	Fees provided in Section 209 of Revenue Code	Fire Safety Inspection Fee (for businesses only)	10% less than Fees provided in Section 209 of Revenue Code
Business Permit Fee (only for businesses; not for practice of profession)	Fees provided in Section 148 of Revenue Code	Business Permit Fee (only for businesses; not for practice of profession)	10% less than Fees provided in Section 148 of Revenue Code
Sealing and Licensing of Weights, Measures, and Gas Pumps Fee (for all businesses that sell products that are weighed or measured)	Fees provided in Section 135 of Revenue Code	Sealing and Licensing of Weights, Measures, and Gas Pumps Fee (for all businesses that sell products that are weighed or measured)	10% less than Fees provided in Section 135 of Revenue Code
Subdivision Inspection and Verification Fee (for subdivision projects with pending Development Permit applications)	Fees provided in Section 188 of Revenue Code	Subdivision Inspection and Verification Fee (for subdivision projects with pending Development Permit applications)	10% less than Fees provided in Section 188 of Revenue Code
Tricycle Operations Permit Fee	Fees provided in Section 273 of Revenue Code	Tricycle Operations Permit Fee	10% less than Fees provided in Section 273 of Revenue Code
Pedicab Operations Permit Fee	Fees provided in Section 278 of Revenue Code	Pedicab Operations Permit Fee	10% less than Fees provided in Section 278 of Revenue Code
Cockpit Licensing Fee	Fees provided in Section 302Q of Revenue Code	Cockpit Licensing Fee	10% less than Fees provided in Section 278 of Revenue Code
Occupation Permit Fee (only for occupations not requiring a government license)	Fees provided in Section 143 of Revenue Code	Occupation Permit Fee (only for occupations not requiring a government license)	10% less than Fees provided in Section 278 of Revenue Code
Sidewalk or Street Vending Fee	Fees provided in Section 180 of Revenue Code	Sidewalk or Street Vending Fee	10% less than Fees provided in Section 278 of Revenue Code
Large Cattle Registration and Transportation Fee	Fees provided in Section 216 of Revenue Code	Large Cattle Registration and Transportation Fee	10% less than Fees provided in Section 216 of Revenue Code
Piggery Operation Fee	Fees provided in Section 134 of Revenue Code	Piggery Operation Fee	10% less than Fees provided in Section 134 of Revenue Code

Table of Business Related Fees²

Fighting Cock Breeding Fee	Fees provided in Section 134 of Revenue Code	Fighting Cock Breeding Fee	10% less than Fees provided in Section 134 of Revenue Code
Swine Registration and Transportation Fee	Fees provided in Section 216 of Revenue Code	Swine Registration and Transportation Fee	10% less than Fees provided in Section 216 of Revenue Code
Machinery and Heavy Equipment Permit Fee	Fees provided in Section 168.6 of Revenue Code	Machinery and Heavy Equipment Permit Fee	10% less than Fees provided in Section 168.6 of Revenue Code
Machinery and Heavy Equipment Inspection Fee	Fees provided in Section 168.6 of Revenue Code	Machinery and Heavy Equipment Inspection Fee	10% less than Fees provided in Section 168.6 of Revenue Code
Flammable and Combustible Materials Storage Fee	Fees provided in Section 209 of Revenue Code	Flammable and Combustible Materials Storage Fee	10% less than Fees provided in Section 209 of Revenue Code
Excavation Permit Fee	Fees provided in Section 174 of Revenue Code	Excavation Permit Fee	10% less than Fees provided in Section 174 of Revenue Code
Utility Pole Placement and Maintenance Fee	Fees provided in Section 112 of Revenue Code	Utility Pole Placement and Maintenance Fee	10% less than Fees provided in Section 112 of Revenue Code
Cable Stringing/Removal Fee	Fees provided in Section 112 of Revenue Code	Cable Stringing/Removal Fee	10% less than Fees provided in Section 112 of Revenue Code
Concert Fee	Fees provided in Section 66 of Revenue Code	Concert Fee	10% less than Fees provided in Section 66 of Revenue Code
Movie, Television Show, or Podcast Filming Fee (only if the filming is done in public places)	Fees provided in Section 30 of Revenue Code	Movie, Television Show, or Podcast Filming Fee (only if the filming is done in public places)	10% less than Fees provided in Section 30 of Revenue Code
Alcoholic Beverages Sales Fee	Fees provided in Section 100 of Revenue Code	Alcoholic Beverages Sales Fee	10% less than Fees provided in Section 100 of Revenue Code
Tobacco, Cigarettes, and Vape Sales Fee	Fees provided in Section 156 of Revenue Code	Tobacco, Cigarettes, and Vape Sales Fee	10% less than Fees provided in Section 156 of Revenue Code
Outdoor Digital Advertising Fee	Fees provided in Section 100 of Revenue Code	Outdoor Digital Advertising Fee	10% less than Fees provided in Section 100 of Revenue Code

Table of Business Related Fees⁸

Signpost Advertising Fee (per signpost)	Fees provided in Section 168.g of Revenue Code	Signpost Advertising Fee (per signpost)	50% less than Fees provided in Section 168.g of Revenue Code
Streetlight or Utility Pole Advertising Fee	Fees provided in Section 168.g of Revenue Code	Streetlight or Utility Pole Advertising Fee	50% less than Fees provided in Section 168.g of Revenue Code
Advertising Billboards Fee	Fees provided in Section 100 of Revenue Code	Advertising Billboards Fee	50% less than Fees provided in Section 100 of Revenue Code

Aside from the above-mentioned fees, no other fees shall be collected from any applicant for a business permit or for the renewal of a business permit.

Section 8. Express Issuance or Renewal of Provisional Business Permits. The BPLD, in cooperation with the E-Governance Department, is hereby mandated to develop, use and maintain a system that will enable the issuance or renewal of a provisional business permit in favor of applicants who have submitted all of the documents mentioned in Section 6 hereof within one hour or within the same day when the fees provided in the statement of account generated by the system were paid in person or online by an applicant. All departments under the City Mayor including personnel of the Bureau of Fire Protection assigned at the City of Bacoor shall strictly adhere to the provisions of this Ordinance and shall ensure that the policy guidelines in Section 2 hereof are consistently observed.

Section 9. Email Delivery of Business Permits. All provisional business permits to be issued or renewed by the BPLD shall be sent via email to the email address provided by the applicant regardless of whether the application was made in person or online. The BPLD, in cooperation with the E-Governance Department, must develop a One-Time Password (OTP)⁹ email verification process to ensure that the email address provided by an applicant is authentic and is truly owned by the applicant. All business permits issued or renewed by the BPLD must be sent via email within one hour from the time the application was submitted or within the same day when the application was submitted in person or online by an applicant. The provisional business permits to be issued by the BPLD must have the following minimum security features:

1. QR (quick response) Code
2. One-Time Password Validation
3. Philippine National Public Key Infrastructure (PNPKI) validated signature of the head of the BPLD¹⁰

Provided that: a provisional business permit may be printed and handed to an applicant who applies for the said permit in person upon the request of the said applicant at the BOSS.¹¹

Section 10. Inspection Period. Inspections of all business establishments that has been issued a provisional business permit or whose business permit has been provisionally renewed shall be conducted within a non-extendible sixty (60)-day inspection period following the issuance or renewal of the said permit. The fire safety inspectors of the BFP and the duly authorized and trained personnel of the BPLD, the Office of the City Health Service, the Office of the Building Official, the Zoning and Land Development Department, and other departments under the Office of the City Mayor tasked by law or

⁸ The OTP validation process was inserted upon the suggestion of Lodgene Asuncion in his 12 September 2025 letter to KAJ

⁹ Security features provision inserted as per the suggestion of Lodgene Asuncion in his 12 September 2025 letter to KAJ

¹¹ In his letter dated 12 September 2025, Lodgene Asuncion suggested to KAJ that a "temporary business permit valid for seven (7) days" be issued to the applicant to give the City Finance Department time to confirm the payment made by the applicant. The said suggestion was not inserted by KAJ in the draft as the said 7-day period can already be included within the 60-day inspection period after the provisional permit has been issued.

by city ordinances to inspect business premises in relation to the issuance or renewal of business permits shall be conducted within the said 60-day period.

Section 10.1. Effects of Failure to Inspect. The failure of the BFP, the BPLD, the OCHS, the OBO, the ZLDP and other departments under the Office of the City Mayor to inspect business establishments with a provisional business permit within the 60-day inspection period, shall result in the following:

(a) automatic approval of the Fire Safety Inspection Certificate, Sanitary Permit, Building Permit, Zoning Clearance, and of other permits, certificates, and clearances related to the operation of a business enterprise within the City of Bacoor,

(b) lifting of the provisional nature of a business permit that has been issued or renewed; and

(c) the filing of the appropriate administrative case by the Office of the City Legal Service within thirty (30) working days after the lapse of the said 60-day period against the inspectors of the BFP and of the various departments under the Office of the City Mayor who failed to conduct the requisite inspection.

Section 10.2. Effect of Passing Inspection. If a business enterprise passes inspection by the BFP and by all of the departments above-mentioned, a **Notice of Compliance** shall be issued in favor of the registered owner of the said business. In the said notice, the registered owner of the business enterprise shall also be informed that the provisional nature of the business permit issued to him has been automatically lifted.

Section 10.3. Creation of the Digitally Assisted Inspection System (DAISY). The City Government shall create and use a software, within thirty (30) calendar days from the effectivity date of the Implementing Rules and Regulations (IRR) of this Ordinance, to be known as the Digitally Assisted Inspection System (or "DAISY" for short) that will enable fire inspectors and inspectors of the various departments under the Office of the City Mayor to:

(a) know in real time the exact location of a business establishment that has been issued a provisional business permit,

(b) conduct an inspection using a digital checklist and other inspection tools downloaded in mobile devices with geographic position system (GPS) trackers to be issued by the City Government to the said inspectors; and

(c) digitally submit the results of the said inspection within minutes after the said inspection was done.

DAISY should also enable the City Mayor and the heads of the said departments to know in real time:

(a) the location of an inspector,

(b) the date/time when an inspection was made, and

(c) the feedback of a business owner against or in favor of the inspector.

DAISY should also enable the City Mayor and the heads of the said departments to gain access to the video/audio recording generated by the body worn camera to be used by inspectors and to securely store the said video/audio recording for at least three (3) months from the time the recording was made for evidentiary purposes pursuant to pertinent provisions of the Rules of Court.

The inspector/s shall not demand, charge, collect, or accept any fee, tip, food item, goods, gifts, or other types of valuable consideration from the business owner or from any person at the business premises before, during, or after an inspection.

Any attempt of an inspector to damage or disable DAISY, the body worn camera, or the mobile device issued to him/her shall be deemed a violation of this Ordinance. The failure of the inspector to digitally submit the results of the inspection within ten (10) minutes after an inspection shall likewise be deemed a violation of this Ordinance.

Section 10.4. Data Privacy During Inspections. The data privacy rights of individuals shall be protected and respected by the said inspectors during and after the conduct of inspections. Fire inspectors and inspectors of the City Government shall require a business owner to sign a **Data Recording Notice** before the conduct of an inspection. The Data Recording Notice shall state that:

(a) the inspection process shall be video and audio recorded for the mutual protection of the inspector/s and of the business owner,

(b) the data privacy rights of the business owner and of all persons in the business premises to be inspected shall be protected under the Data Privacy Act; and that

(c) all data, videos, images, and other types of information recorded by the body worn camera and mobile devices being used by the inspector/s during the said inspection may only be used for legitimate government regulation and law enforcement purposes.

Any violation of the said data privacy rights such as, but not limited, to the posting online or the sharing with persons not connected to the business permit application process any video, image, picture, audio recording and the like shall be considered a violation of this Ordinance.

Section 11. Suspension of Provisional Business Permit. A provisionally issued or renewed business permit shall be suspended if it is discovered during the 60-day inspection period that:

(a) the application for business permit contains material falsehoods or if any or all of the official documents submitted to the BPLD are no longer valid or are fake; or

(b) the business premises contain features that are in violation of any law or city ordinance; or

(c) the business owner refused to allow fire safety inspectors or inspectors of the City Government to inspect the business premises for no justifiable reason.

Section 12. Notice of Violation; Period of Compliance. Upon the date of suspension of a provisional business permit, a **Notice of Violation** shall be sent via email to the registered owner of the business establishment that has a suspended permit. In the said Notice of Violation, the business owner concerned shall be notified about the suspension of his/her provisional business permit as well as the reason for the said suspension and shall be given thirty (30) calendar days within which to comply with the law/s or city ordinance/s that has been violated.

Section 13. Lifting of Suspension and Provisional Nature of Business Permit. If within the said 30-day period of compliance, a business owner manages to comply with the law/s or city ordinance/s that have been violated, the suspension and provisional nature of the business permit shall be lifted by the BPLD. A **Notice Lifting Suspension/Provisional Nature of Business Permit** shall be sent via email to the registered owner of the business enterprise concerned within five (5) working days after the said compliance was confirmed by the BFP and or by the various departments under the Office of the City Mayor.

Section 14. Revocation of Business Permit; Closure of Business. If the registered owner of a business enterprise with a provisional business permit fails to comply with the various law/s or city ordinance/s mentioned in the Notice of Violation within the 30-day compliance period for no justifiable reason, the said provisional business permit shall be revoked and the said business enterprise shall be closed by the BPLD. To formalize the revocation of the provisional business permit and the closure of the business enterprise, a **Notice of Revocation and Closure of Business** shall be delivered in person to the registered owner of the said business.

Section 15. The Business-One-Stop-Shop. The operation of the Business-One-Stop-Shop (BOSS) situated on the upper ground floor of the Bacor City Hall shall be directly managed by the BPLD

372 under the direct control and supervision of the City Mayor. The BOSS shall serve as the processing center
373 of all in-person applications for business permits in the City of Bacoor. The following reforms in the
374 operation of the BOSS shall be fully implemented not later than thirty (30) working days from the
375 effectivity date of this Ordinance:

376
377 **15.1. Improved Customer Experience and Funding.** The City Government shall
378 construct a customer lounge located within the BOSS or anywhere within the Bacoor
379 Government Center where business permit applicants shall wait in relative comfort and shall be
380 given free snacks, refreshments, and other services while they wait for the issuance or renewal
381 of their business permit/s. The funds to be used for the said improvements and for the free
382 snacks, refreshments, and other services to be given to business permit applicants shall come
383 from the available funds of the Office of the City Mayor or of any of the departments under the
384 Office of the City Mayor.

385
386 **15.2. The "Documents Move, Applicant Waits" Policy.** The said policy means that,
387 once an application for a business permit is received by the BOSS and has been found to be
388 complete, the documents submitted by the applicant shall be processed by the BOSS and by the
389 various departments involved in the business permit application process while the applicant
390 waits at the customer lounge of the BOSS. All employees of the City Government shall adhere
391 to the said policy.

392
393 **15.3. People-Friendly Tanungan Desks.** In recognition of the fact that not all people
394 are aware of the various processes related to the issuance or renewal of business permits or any
395 other permit, certificate, or clearance issued by either the City Government or of any national
396 agency, at least two Help Desks (to be known as "Tanungan Desks") shall be installed at strategic
397 locations in or near the BOSS. The said Tanungan Desks shall be manned by City Government
398 personnel known for their innate helpfulness, friendliness, and courtesy and trained to be adept
399 in explaining the various processes and procedures of various City Government departments and
400 national agencies. At least one of the personnel to be assigned at the Tanungan Desks must be
401 adept in sign language in order to assist the hearing-impaired. The personnel assigned at the
402 Tanungan Desks shall be authorized to assist and accompany senior citizens, PWDs, and
403 pregnant women to any City Government office or department and make sure that the concerns
404 of the said persons are properly addressed by the personnel of the said offices/departments.
405 Specially designed uniforms shall be issued by the City Government to the personnel to be
406 assigned at the Tanungan Desks to make them easily recognizable by the public.

407
408 **15.4. Transitory Power of the City Mayor to Assign Personnel at the BOSS.** The
409 City Mayor shall have the transitory power to assign to the BOSS such number of personnel from
410 various departments under the Office of the City Mayor including those assigned at the
411 Sangguniang Panlungsod and the Office of the Vice Mayor who are adept at explaining to
412 applicants the various processes and procedures related to the issuance or renewal of business
413 permits as well as other permits, clearances, and certificates being issued by the City
414 Government. Such assignments shall not exceed six (6) months and shall only be done while
415 BOSS employees or Tanungan Desk personnel are undergoing training subject to compliance to
416 pertinent civil service regulations.

417
418 **15.5. Detailing of Various Personnel at the BOSS.** To facilitate the speedy release of
419 business permits, personnel of the various departments that plays a role in the business permit
420 issuance and renewal process, including personnel of the BFP, shall be detailed every working
421 day at the BOSS. The said personnel shall work side-by-side inside the BOSS to ensure the quick
422 and immediate review, approval, or disapproval of all applications for the issuance or renewal of
423 business permits."

424
425
426 **Section 16. The Bacoor BOSS "Portal.** The E-Governance Department shall develop a
427 website to be known as the **Bacoor Business One-Stop-Shop** portal (www.boss.bacoor.gov.ph) that will
428 host online applications for business permits or for the renewal of business permits. The said portal shall

be owned, managed, maintained and operated by the City Government. The heads of all departments of the City Government involved in business permit review and approval process — and selected employees assigned to the said departments — shall have access to relevant data related to permits, clearances, and certificates that the said departments issue in relation to the issuance or renewal of a business permit. The **Bacoor BOSS** portal shall have the following minimum features:

16.1. **User-Friendly Interface:** it must be easy to use even for senior citizens, persons with disabilities, or technologically challenged persons.

16.2. **Paperless Application:** access to the portal should not require the use of any piece of paper.

16.3. **Digital Document Upload:** the portal should enable the uploading of documents in support of an application for a business permit or for the renewal of a business permit.

16.4. **Online Payment Portal:** users of the portal should have the option of paying all fees provided in this Ordinance online through various payment platforms.

16.5. **Real Time Tracking:** users must be able to track the progress of their application from the time all documents were uploaded up to the point when the provisional business permit is approved.

16.6. **Comprehensive FAQ and Customer Resource Section:** the portal must have a section that answers all commonly asked questions and provides an easy-to-follow guide on how to apply for a business permit, what documents to submit, and how to comply to various laws/ordinances related to the issuance of permits, clearances, and certificates related to the business permit application process.

16.7. **Departmental Integration:** all departments involved in the business permit application process should have access to relevant data needed by the said departments in the legally mandated issuance of certificates, permits, or clearances.

16.8. **Data Privacy Security:** the portal must have robust data privacy features.

16.9. **Mobile Devices Responsiveness:** the portal must function seamlessly regardless of the type of mobile device or personal computer being used by a customer.

16.10. **Cross Platform Internet-Operability:** the portal must function properly regardless if a user's mobile device runs on iOS or Android.

16.11. **Digital Receipts:** the portal must enable the issuance and delivery of digital receipts or electronic official receipts in favor of business owners that paid online for a business permit.

16.12. **Data Analytics:** the portal must enable the City Mayor and the Sangguniang Panlungsod to analyze various data related to the business permit application and issuance process for the formulation or revision of this Ordinance or of any ordinance, regulation, policy, procedure, or process being implemented or intended to be implemented by the City Government.

Section 17. Barangay Online Application Help Desks. All barangays in the City of Bacoor are hereby mandated to assist any resident of the said barangays in applying online for the issuance or renewal of a business permit. Selected personnel of the said barangay shall be trained by the Human Resources Development and Management Department on how to apply for a business permit online. The said barangay personnel shall allow the said applicant to use the computer and internet service of the said barangay for free. No fees other than the ones mentioned in Section 7 hereof including cash tips shall be charged, collected, or accepted by the said barangay personnel in exchange, or because, of the assistance he/she extended to any online applicant for a business permit.

488 **Section 18. Authority to Accept Digital Payments and Issue Digital Receipts.** Pursuant to
489 the relevant provisions of Republic Act No. 8792 (the "E-Commerce Act"), Executive Order No. 122
490 (issued by President Rodrigo R. Duterte in 2012), and OILG Memorandum Circular No. 2015-042 directing
491 local government units to adopt an Electronic Payment and Collection System (EPCS), the City
492 Government is hereby authorized to accept cashless and electronic payments and to issue digital receipts
493 in relation to all applications for business permits and for other permits, certificates, and clearances.
494 **Provided that:** business owners shall also be sent hard copies of official receipts by mail, courier, or with
495 the assistance of the barangay where the business premises are located.

496
497 **Section 19. Penalties.** The following penalties shall be imposed against any person that
498 shall violate this Ordinance:

499
500 **A. Administrative Penalties for City Government Employees.** City Government
501 employees who violate any provision of this Ordinance shall be meted the following
502 administrative sanctions pursuant to pertinent civil service regulations:

503
504 First Offense: Payment of fine amounting to ₱5,000.00 with written reprimand issued by
505 the City Mayor.

506
507 Second Offense: Suspension without pay for thirty (30) working days.

508
509 Third Offense: Termination from employment.

510
511 **B. Closure of Business and Payment of Fines.** Businesses within the City of Bacoor
512 that violated various laws and ordinances related to the issuance or renewal of a business permit
513 despite being given sufficient time to comply therewith as provided in the foregoing sections
514 hereof, shall be closed for not less than ten (10) successive days and shall remain closed until the
515 said laws and ordinances have been complied with by the owners of the said business. A fine of
516 ₱10,000.00 shall also be paid by the registered owners of the said business enterprise.

517
518 **C. Criminal Prosecution.** The imposition of the said fines/penalties shall not
519 preclude the filing of the appropriate criminal case against any person who violates any provision
520 of this Ordinance or any related law or city ordinance.

521
522 **D. Administrative Liability of Department Heads.** The heads of the various
523 departments that has a role in the issuance and/or renewal of business permits, including the
524 head of the BFP in the City of Bacoor, shall be held administratively liable for any violation of this
525 Ordinance committed by their respective personnel pursuant to relevant civil service
526 regulations.¹⁶

527
528 **E. Forfeiture of Unlawfully Acquired Properties by Any City Government**
529 **Employee in Favor of the Government.** The City Legal Officer is hereby empowered to file a
530 complaint against any City Government employee who unlawfully acquires any real or personal
531 property in the course of violating this Ordinance for the purpose of causing the forfeiture thereof
532 in favor of the Government pursuant to the relevant provisions of Republic Act No. 1379
533 (otherwise known as the "Forfeiture Law").¹⁷

534
535 **Section 20. Implementing Rules and Regulations.** The City Legal Officer, in consultation
536 with the heads of the various departments involved in the business permits application process including
537 the Fire Marshall of the City of Bacoor, is mandated to submit the implementing rules and regulations of
538 this Ordinance for the review and approval of the City Mayor not later than sixty (60) calendar days
539 following the effectivity date hereof.

540
541 **Section 21. Repeal.** All ordinances, resolutions, executive orders, and other local issuances
542 that are inconsistent with the provisions of this Ordinance are hereby repealed or amended accordingly.
543

