



REPUBLIC OF THE PHILIPPINES
Province of Eastern Samar
MUNICIPALITY OF GUIUAN



-OFFICE OF THE SANGGUNIANG BAYAN-

12th SANGGUNIANG BAYAN

Ordinance No. 005, Series of 2026

**AN ORDINANCE
INSTITUTIONALIZING THE BUSINESS PERMIT AND LICENSING SYSTEM IN THE
MUNICIPALITY OF GUIUAN, EASTERN SAMAR**

*Sponsor: Hon. Carlito S. Abrugar, Jr.
Committee on Ways and Means, Legal Matters*

SECTION 1. TITLE. This Ordinance shall be known as “Business and Licensing System Ordinance or the BPLS Ordinance of the Municipality of Guiuan, Eastern Samar”.

SECTION 2. AUTHORITY. This Ordinance is enacted pursuant to Sections 16, 18, 129 and 185 of the Local Government Code of 1991 and the relevant and pertinent circulars and memorandums on the matter.

SECTION 3. PURPOSES. This Ordinance is enacted for the following purposes:

1. To institutionalize the business registration scheme in the Municipality of Guiuan.
2. To streamline the application or renewal processes involved therein.
3. To strengthen the teams composing the Business Permit and Licensing System.
4. To establish penalties for violation of the provisions of this Ordinance.

SECTION 4. DEFINITION OF TERMS. For proper implementation of this Ordinance, the terms hereunder provided shall have the following meaning, to wit.

1. Days - shall refer to calendar days.
2. Member Office - shall refer to the offices that are Members of Joint Inspectorate Team (JIT);
3. Business/ Mayor’s Permit – shall refer to the legal authority granted by the Municipal Government of Guiuan, to all persons, natural or juridical, business establishments, offices, institutions and similar others to operate within the territorial jurisdiction of the Municipality for a given period of time.
4. BUSINESS ONE-STOP-SHOP (BOSS) – refers to an arrangement where all concerned agencies of offices involved in processing and issuance of business permits and license are organized in a single common site or location to receive and process applications for business registrations.
5. Business Permit Registration Plate - shall refer to the permanent business registration plate which will be issued by the Office of the Mayor after compliance with all the requirements for the issuance of a Business Permit, as provided for in this Ordinance.

6. Business establishment - shall refer to any person, natural or juridical, association, partnership or organization that is registered under existing laws i.e. SEC/DTI, and/or was previously granted an authority to operate within the territorial jurisdiction of the Municipality. It shall include all other business establishment that will apply for a Business/ Mayor's Permit after the passage of this Ordinance.
7. Doing business - shall refer to any acts or activities within the Municipality of Guiuan that imply a continuity of commercial dealings or arrangements that create earnings or profits to the owner, operator or manager.
8. Annual Fees - shall refer to the amount required by the Municipality Treasurer's Office (MTO) Prior to the issuance of the said business/ mayor's permit based on the previous year's gross income and payment computed in accordance with the Revenue Code of the Municipality of Guiuan.
9. BPLS - shall refer to the Business Permit Licensing System.
10. BPLO - shall refer to the Business Permit Licensing Officer.
11. JIT - shall refer to the Joint Inspectorate Team defined in Section 6, Paragraph 3;
12. Provisional Permit - shall mean a temporary permit given to the owner, operator or manager of a business establishment for him to conduct business with a condition to comply the lacking permits or clearances. The Municipal Mayor shall have discretion in granting the provisional permit taking into consideration the surrounding circumstances of each case. Subject to the relevant existing laws on the matter, *provided* that no business registration plate/sticker shall be issued to a business establishment with provisional permit until lacking requirements shall be complied.

SECTION 5. THE BUSINESS REGISTRATION PLATE. A Business Registration Plate and sticker, together with the Business Permit shall be issued to all Business Permittee after compliance of all requirements set herein.

The BPLS—Technical Working Group (TWG) as referred to in the succeeding paragraph, is enjoined to secure the design, actual cost of the said registration plate and sticker, as well as its safety features, before the preceding calendar year.

The issuance of the Business Registration Plate shall take effect on January 1, 2026 subject to the following conditions:

- I. There shall only be one uniform and official design for the Business Registration Plate and shall bear the following information:
 - a. Business Plate Design
 - i. Business Plate Number
 - ii. Municipal Government of Guiuan Official seal
 - iii. Year of application of the business
 - b. Sticker design
 - i. Year of issuance
 - ii. Authenticity seal
- II. Any person, natural or juridical, that is except from paying taxes by virtue of an existing law, rules or regulations shall nevertheless be required to secure the Business Registration Plate and shall be required to pay the fees hereunder provided prior to issuance of the corresponding Business Registration Plate.

- III. All persons applying for the issuance of a Business/Mayor's Permit shall be required to pay an additional imposition to cover the actual cost incurred for the fabrication of the Business Registration Plate.
- IV. In the event of loss, destruction or deface of the Business Registration Plate, immediate replacement of the same must be initiated by the grantee subject to payment in the amount charge to every new application.

SECTION 6. NEW BUSINESS REGISTRATION SCHEME. The steps to follow in applying or renewing business permits are as follows:

SECTION 6-A: For New Registrants.

Step 1: Secure from BPLO an application form and submit the filled-out application form together with the following documents:

- a. Locational Clearance for Business Permit
- b. Occupancy Permit
- c. Fire Safety Inspection Certificate
- d. Health Certificate and Sanitary Permit
- e. Environmental Clearance, if applicable
- f. Tax Clearance Certificate or Tax-Exempt Certificate, whichever is applicable, issued to the following:
 - The operator or proprietor, in the case of a sole proprietorship;
 - The partners, in the case of a partnership; or
 - The juridical entity, in the case of a corporation.
- g. Proof of registration of the business entity.
- h. Clearances from Local Economic Enterprises, if applicable.
- i. Community Tax Certificate; and
- j. Other certifications as required by NGAs.

Step 2: Assessment and payment of taxes, fees and charges.

Step 3: Release Business/ Mayor's Permit and the Business Registration Plate & Sticker upon submission of Official Receipt as proof of payment of taxes, fees and charges and all other documentary requirements and clearances.

SECTION 6-B: For business renewals

Step 1: Secure from BPLO an application form and submit the filled-out application form together with the following documents:

- a. Tax Clearance Certificate of Tax-Exempt Certificate/ITR/Audited Financial Statement,
Whichever is applicable of the:
 - Operator/ Proprietor in case of Sole Proprietorship
 - Partners in case of a Partnership
 - juridical entity in case of Corporation
- b. Previous year's statement of Gross Income
- c. Community Tax Certificate

Step 2: Assessment and payment of taxes, fees and charges.

Step 3: Release Business/ Mayor's Permit. Business Registration Plate and sticker upon submission of Official Receipt as proof payment of taxes, fees and charges and all other documentary requirements and clearances

Subject to existing laws and ordinances, all clearances/ permits that may be required for processing of business permits shall be valid for one (1) year and shall be honored by the Business Permit and Licensing Officer and/or BOSS for as long as they have not yet expired.

SECTION 7. Business Renewal Period. The Business Renewal Period shall start from the first working day of January and end on the 20th day of January of every year, with business hours from 8:00 AM- 5:00 PM daily, from Monday to Friday and may be extended by the Sangguniang Bayan upon recommendation of the BPLO/MTO.

SECTION 8. E-Business Permit. Shall have the same force and effect of business permit issued by the LGU.

SECTION 9. Provisional permit. The Municipal Mayor shall have discretion in granting the provisional permit taking into consideration the surrounding circumstances of each case, subject to the relevant existing laws on the matter, *provided* that no business registration plate/sticker shall be issued to a business establishment with provisional permit until compliance to the lacking requirement has already been made.

SECTION 10. Process for Application of a Provisional Business Permit.

- I. Minimum requirements: The following shall constitute compliance with the minimum requirements in the issuance of a provisional permit to wit:
 - a. Business Name Registration;
 - b. Health Certificate;
 - c. Tax Identification Number (TIN);
 - d. Declaration of Gross Income/Audited Financial Statement/BIR Tax Clearance;
 - e. Affidavit of Undertaking.
- II. Application for Provision Permit. The applicant shall submit for review the essential requirements to the Business Permits and Licensing Office.
 - a. Authority. Upon the endorsement of the Business Permits and Licensing Office, the Municipal Mayor through an expressed consent, shall have the exclusive discretion in granting provisional permit.
 - b. Assessment and Payment. Upon submission of the minimum requirements, BPLO shall issue an assessment of fees and collect payment through the Treasurer's Office.
 - c. Issuance of Provisional Permit. The BPLO shall issue the permit with specific stipulations bearing the physical signature of the Municipal Mayor.
- III. Validity. Failure to comply with the complete requirements within the specified time, may cause the revocation of the provisional authority.

SECTION 11. TEAMS. The four (4) teams comprising the BPLS shall have the following composition and functions:

I. OVERSIGHT TEAM

A. Function/s:

It shall monitor the various Teams in the BPLS and shall initiate, review, recommend and/or approve developments therein, including the grant of honorarium to the Team Members thereof, *if deemed necessary*

- B. Composition:
- | | | |
|---------------|---|--|
| Chairman | : | Municipal Mayor |
| Vice Chairman | : | Vice Mayor or his/her representative preferably
Chairperson of the Economic Affairs Committee of the Sangguniang Bayan |
| Members | : | Municipal Fire Marshal
Municipal Legal Officer or its equivalent
Representative from the Local Chamber of
Commerce and Industry duly authorized as such |

II. TECHNICAL WORKING GROUP (BPLS TWG)

A. Functions:

1. To continuously study, initiate, pilot and cause the implementation of development and changes needed to further enhance the Business Permit and Licensing System;
2. Coordinate with national government agencies and organizations, such as the Social Security System, Philhealth, BIR and Home Mutual Development Fund (Pag-Ibig) in integrating their services during the BOSS;
3. Formulate and implement an effective system for the proper monitoring of the business establishments;
4. Conduct a series of consultation with relevant stakeholders for the improvement of the System and conduct information dissemination to the concerned, if necessary; and
5. Performs such other tasks and functions necessary for and incidental to the pursuance of the System.

B. Composition:

- | | | |
|---------------|---|--|
| Chairman | : | Municipal Treasurer |
| Vice Chairman | : | Municipal Administrator |
| Secretary | : | Business Permit Licensing Officer |
| Members | : | Executive Assistant to the Mayor
Public Information Officer
Chairperson, Committee on Health of the
<i>Sanggunian</i> or his/her representative
Chairperson, Committee on Finance and
Appropriation of the <i>Sanggunian</i> or his/her
representative |

III. JOINT INSPECTORATE TEAM (JIT)

A. Functions:

1. The forefront of ensuring public safety and protecting public welfare in the Municipality of Guiuan through the conduct of inspections of business establishment at prescribed intervals in a year, and thorough verification of the information declared by the business operator in the application for business permit.
2. Ensure compliance of business operations to existing laws and ordinances through information dissemination.
3. Prepare inspection report which would serve as recommendation to the Municipal Mayor in its business decision-making policies.
4. Monitor developments and changes in business activity.

- B. Composition:
- | | | |
|-------------|---|---|
| Team Leader | : | Business Permit and Licensing Officer (BPLO) |
| Members | : | Municipal Building Official |
| | : | Municipal Planning and Development Officer |
| | : | Municipal Fire Marshal or Representative |
| | : | Municipal Treasurer or Representative |
| | : | Municipal Health Officer and Sanitary Officer; and |
| | : | Municipal Environment and Natural Resources Officer |

- C. Governing laws:
- Member Offices shall be governed by the appropriate laws mandating the Function of their respective offices, i.e.
1. Office of the Building Official—National Building Code and Accessibility Law
 2. Municipal Planning and Development Council—Zoning Ordinance
 3. Bureau of Fire Protection – Fire Safety Code of the Philippines
 4. Municipal Treasurer’s Office—Municipality of Guian Revenue Code and the Revenue Code of the Philippines
 5. Municipal Health Office—Sanitation Code of the Philippines, and the Sanitation Code of the Municipality of Guian
 6. Municipal Environment and Natural Resources—Various Environmental laws and relevant city ordinances.

The above shall not prelude the application of special laws, memorandums, circulars, local Ordinances and/or Resolutions that may from time to time be enacted upon by competent authority.

- D. Mission Order.
- The Municipal Mayor shall issue a mission order for every inspection that will be conducted by the JIT which shall contain the date, mission order number, the names of the inspectors and their ID Number, the area that will be subject to inspection conducted without a mission order.

- E. Conduct of Inspection:
- Upon inspection, the JIT shall observe the following:
- i. Wearing of appropriate uniform and proper identification card
 - ii. Use of the prescribed inspection containing therein the following, to wit:
 1. Name of inspectors, their position, and signature.
 2. Time and date of Inspection.
 3. Acknowledged by the owner, operator or manager of the applicant business establishment.
 4. If there is/are negative finding(s), such fact must be properly explained and the period to remedy the same must be indicated.
 5. The proof that a copy of the record of inspection was provided to the owner, operator or manager of the applicant business establishment.

- iii. Prioritize inspection of establishments which were granted provisional permits

F. Local Assistance

The JIT, if the circumstances require, may call upon the assistance of the Guiuan Enforcement Team (GET) and/or the Philippine National Police through the Municipality of Guiuan Police Office in the conduct of its inspection activities.

IV. GUIUAN ENFORCEMENT TEAM (GET)

A. Function/s

It shall be responsible in carrying out the penalties imposed upon to the non-compliant business operator.

B. Composition

Team Leader:	Municipal Administrator
Asst. Team Leader:	Municipal Legal Officer or its equivalent
Members:	Business Permit and Licensing Officer
	Building Official
	Municipal Treasurer
	Municipal PNP Chief, and
	Municipal Fire Marshall

SECTION 12. REMEDIES AND CORRESPONDING PENALTIES.

1. For Business establishment determined to have violated any terms and conditions to which the Permit has been issued, the concerned Member of Office shall issue Notice of Violation through its owner, operator or manager, copy furnished (cc) the Business Permit Licensing Office (BPLO), indicating therein reasonable period to remedy such violation, which period shall in no case be less than ten (10) calendar days nor more than thirty (30) calendar days.

The Member Office shall immediately notify the BPLO the fact/s of compliance or non-compliance. In the latter case, the BPLO shall indorse the matter to the Municipal Legal Office for appropriate action.

In such event, the following penalties shall be imposed:

- a. FIRST OFFENSE: fine of Php 100.00;
- b. SECOND OFFENSE: fine of Php 1,500 and/or suspension to operate for 15-day period;
- c. THIRD OFFENSE: fine of Php 2,000 and revocation of business permit and closure of business establishment;
- d. FOURTH OFFENSE: fine of Php 2,500 and disqualification of the owner, operator or manager to operate a business of any kind within the jurisdiction of the Municipality for a period of two (2) years.

Should there be compliance with the terms and conditions indicated in the Notice of Violation after the revocation of permit and closure of the

establishment, the owner may re-apply for a new business permit for the continuance of its business operation in the remaining period of the year.

- 2. For business establishments operating without a business permit, the BPLO shall issue a Notice to that effect indicating a period of 15 days from Notice thereof, to apply and secure a Mayor's/ Business Permit.

In case of non-compliance in the given period, the business establishment shall be padlocked and the items used in the operation of the business shall be confiscated. Padlocking and confiscation shall be executed by the GET.

The BPLO shall then indorse the matter to the Municipal Legal Office or its equivalent for appropriate action.

If the owner commits the same violation referred to herein in a period of two (2) years, a disqualification for him to operate a business of any kind within the jurisdiction of the Municipality for a period of two (2) years shall also be imposed provided, if the owner commits for the third time the violation referred to herein, a *perpetual disqualification* to operate a business in the Municipality shall be imposed against him.

- 3. Should there be operation of the business establishment despite the imposition of suspension to operate; or revocation of Mayor's Business Permit and/or closure of business establishment; or padlock, as the case may be, the owner, operator or manager shall be subjected to 1 to 30 days imprisonment upon the discretion of the appropriate Court.
- 4. The foregoing provisions shall, however, not apply to completely prohibited or illegal businesses as the same be subject for total closure.

SECTION 13. PROHIBITED ACTS.

- 1. Unauthorized removal of the NOTICE of suspension to operate or revocation of Mayor's/Business Permit and closure or no permit, as the case may be, posted in
- 2. Use of the Business Registration Plate and/or the Mayor's/ Business Permit by another person or business.
- 3. Unauthorized fabrication of the Business Registration Plate, and/or the Mayor's Business Permit alteration or destruction thereof:
- 4. Fraudulently misrepresenting the information of the business operator/ proprietor.

The commission of any aforementioned acts shall cause the imposition of a fine of not exceeding Php1,500.00

SECTION 14. APPLICABILITY. The penalties imposed under this Ordinance shall not bar the Municipal Government from imposing other penalties provided under existing local and national laws in addition hereto:

SECTION 15. IMPLEMENTING RULES. shall be issued by the BPLS-TWG within sixty (60) days from the enactment of this Ordinance.

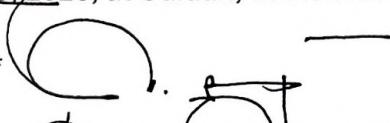
SECTION 16. REPEALING CLAUSE. All Ordinances, rules and regulations found inconsistent with any of the foregoing provisions of this Ordinance are hereby repealed or amended accordingly.

SECTION 17. SEPARABILITY CLAUSE. If for any reason, any part of provision of this Act is declared invalid or unconstitutional by an appropriate Courts of Guiuan, any part or provision not affected thereby shall remain in full force and effect.

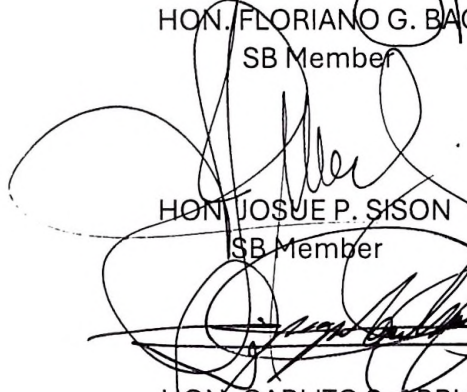
SECTION 18. EFFECTIVITY. This Ordinance shall take effect fifteen (15) days after its publication.

ENACTED AND APPROVED: February 18, 2026, at Guiuan, Eastern Samar.

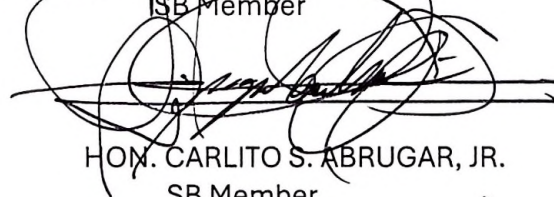

HON. KINNA MAE G. KWAN
SB Member

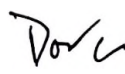

HON. FLORIANO G. BAGRO, JR.
SB Member

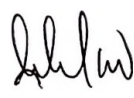

HON. FRANCIS ALDOUS B. SISON
SB Member

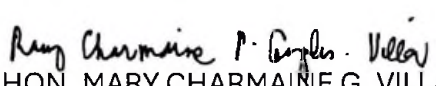

HON. JOSUE P. SISON
SB Member


HON. ROGELIO O. CABLAO
SB Member


HON. CARLITO S. ABRUGAR, JR.
SB Member

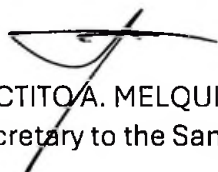

HON. DOMINADOR G. CHUA, JR
SB Member


HON. ANTONIA R. CABLAO
SB Member


HON. MARY CHARMAINE G. VILLAR
SB Member
President – Liga ng mga Barangay


HON. ULDRICK FRANZDALE C. SOMORAY
SB Member
President – SK Federation

I certify to the correctness of the foregoing Ordinance which was duly enacted by the Sanggunian during its 34th regular session held on February 18, 2026:


RECTITO A. MELQUIADES
Secretary to the Sangguniang Bayan

Attested by:

HON. VERONICA C. RAMIREZ
Municipal Vice-Mayor & Presiding Officer

Approved:


HON. ANNALIZA P. GONZALES – KWAN
Municipal Mayor