



Republic of the Philippines
Batangas City
Office of the City Mayor

EXECUTIVE ORDER NO. 63, S. 2022
December 28, 2022

PROVIDING FOR THE AMMENDMENT OF EXECUTIVE ORDER NO. 31-A (S.2019) "ADOPTING THE CONCEPT OF STREAM LINED ELECTRONIC BUSINESS PERMIT AND LICENSING SYSTEM (eBPLS) AND ESTABLISHING THE ELECTRONIC BUSINESS-ONE-STOP-SHOP (eBOSS) IN BATANGAS CITY

WHEREAS, Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 was enacted on May 28, 2018, amending Republic Act No. 9485, to provide a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and non-business related transactions in the government,

WHEREAS, the City Government of Batangas has further implemented improvements and reforms on the business registration processes, procedures and requirements as part of the streamlining efforts,

WHEREAS, the City Government provided further improvements on the implementation of the end-to-end online business registration and renewal process to put easeto the Business Owners/Entrepreneurs in Batangas City,

NOW, THEREFORE, I, BEVERLEY ROSE A. DIMACUHA, Mayor of the City of Batangas, by virtue of the powers vested upon me by law, hereby order:

Section 1. BPLS Manual. The attached comprehensive BPLS Manual detailing the revised and updated procedures for new applications and renewal of business permits, and corresponding requirements and roles of and responsibilities of concerned offices, is hereby adopted.

Section 2. Unified Form. As per the BPLS Manual, submission of a physical application form will no longer be required for new applications and renewal of permits

Section 3. Steps. The city government shall adopt the streamlined business registration process for new applications and renewal of business permits as detailed in the BPLS Manual. The steps will be reviewed on an annual basis to identify areas for enhancements.

Section 4. Signatories: As per the BPLS manual, there will only be two signatories in the issuance of the business permits – the Business Permits and Licensing Officer and the City Mayor.

Section 5. Processing Time: The city government will strive to limit the processing time of business permits in less than two hours per transaction which include waiting and processing time.

Section 6. Requirements: The requirements of the city government are as follows:

- (a) New Business Permit Application
1. Contract of Lease (if Lessee)
 2. Market Clearance (Market Stall Holders)
 3. Special Power of Attorney (if applicant is not connected to the business)
 4. Authorization Letter from the Owner (if applicant is an employee of the business)
- (b) Renewal of Business Permit
1. Original Market Clearance (Market Stall holders)/Barangay Clearance (Integrated at the BOSS)
 2. Any of the following:
 - a. **If Non-VAT Registered**
 - Quarterly Percentage Tax Returns (Form 2551Q)
 - Quarterly Income Tax Returns (Form 1701Q)
 - Annual Income Tax Return (Form 1701)
 - b. **If Value-Added Tax (VAT) Registered**
 - Monthly Percentage Tax Declarations (Form 2550M)
 - Quarterly VAT Returns (Form 2550Q)
 - Annual Income Tax Return (Form 1702)
 - c. **Certification of gross receipts (only for businesses that have main offices elsewhere)**
 3. Special Power of Attorney (if applicant is not connected to the business)
 4. Authorization Letter (if applicant is an employee of the business)

Section 7. Tagging System: The city government concerned offices and other national agencies shall submit to BPLO the list of non-compliant business establishments on or before December 15, each year with the corresponding reason for tagging. A tagging sheet shall be issued to businesses with outstanding non-compliances to the city department/office and national agencies.


Section 8. Online Business Registration: The Batangas City online portal aims to put ease for businesses and entrepreneurs to operate in Batangas City both for new and renewal. In addition, business applicants may use the **Enhanced Appointment Systems** for New, Renewal, and Other Transactions.

Section 9. Effectivity of this Order: This Executive order shall take effect immediately and shall remain enforce unless otherwise amended.

Done in Batangas City this 28th December on the year of our Lord Two Thousand and Twenty-Two.


BEVERLEY ROSE X. DIMACUHA
City Mayor

Attested:


ATTY. VICTOR REGINALD A. DIMACUHA
Secretary to the Mayor

cc: All offices concerned