

EXECUTIVE ORDER NO. 01
Series of 2005

**"ENCHANCING THE SIMPLIFICATION PROCEDURE IN THE
PROCESSING OF BUSINESS PERMITS"**

WHEREAS, the city of Mandaue has adopted business-friendly policies and seek to continue the initiatives;

WHEREAS, upon review of the existing systems and procedures in the processing of Business Permit, some steps can still be done away with thus reducing the number of steps in the processing of the same;

WHEREAS, simplifying the systems and procedures in the processing of Business Permits will result to lesser cost of doing business in the city and could and encourage more investment in the city;

NOW, THEREFORE, I, THADEO Z. OUANO, City Mayor, Mandaue City, by the powers vested in me by law, do hereby direct the concerned offices to adopt the following systems and procedures in the processing of Business Permits:

SECTION 1. BUSINESS PERMIT RENEWAL

THREE MAJOR STEPS

- A. RECEIVING AND PROFILING
- B. EVALUATION AND ASSESSMENT
- C. PAYMENT, INSPECTION AND APPROVAL

DOCUMENTARY REQUIREMENTS

- 1. SWORN STATEMENT
- 2. BARANGAY LOCATIONAL CLEARANCE & REALTY TAX CLEARANCE
- 3. COPY OF MAYOR'S PERMIT OF PREVIOUS YEAR OR QUARTER
- 4. LATEST INCOME STATEMENT/INCOME TAX RETURN/QUARTERLY REPORT DULY RECEIVED BY THE BIR
- 5. COMPANY PROFILE (PRE-FORMATTED)
- 6. SELF-ADDRESSED BROWN ENVELOPE (BIG) WITH STAMP

PROCESSING STEPS

1. OBTAIN FORM/S FROM THE CUSTOMER SERVICE UNIT OR DOWNLOAD FROM <http://www.mandauecity.gov.ph>
2. ACQUIRE REALTY TAX CLEARANCE FROM THE REALTY TAX DIVISION
3. SUBMIT ALL FILLED-UP DOCUMENTARY REQUIREMENTS TO THE CUSTOMER SERVICE UNIT
4. TAX ASSESSMENT
5. PAY TAX ASSESSMENTS AND OTHER FEES
6. PRINTING OF BUSINESS PERMIT AND INSPECTION (SANITARY AND FIRE)
7. APPROVAL AND MAILING OF BUSINESS PERMIT AND BUSINESS PLATE/BUSINESS PLATE STICKER

OTHER DOCUMENTS FOR SUBMISSION WITHIN SIXTY DAYS FROM APPROVAL OF BUSINESS PERMIT

1. SSS CLEARANCE
2. DTI CERTIFICATE OF REGISTRATION (SOLE PROPRIETORSHIP)
3. SEC REGISTRATION (CORPORATION/PARTNERSHIP)
4. PHILHEALTH CLEARANCE
5. PAG-IBIG CLEARANCE
6. ENVIRONMENTAL CLEARANCE

SECTION 2. NEW BUSINESS APPLICATION

MAJOR STEPS

- A. CLEARANCE FROM HOST BARANGAY AND ZONING
- B. RECEIVING AND PROFILING
- C. EVALUATION AND ASSESSMENT
- D. PAYMENT, INSPECTION, APPROVAL

DOCUMENTARY REQUIREMENTS

1. APPLICATION FORM FOR BUSINESS PERMIT
2. BARANGAY LOCATIONAL CLEARANCE
3. ZONING CLEARANCE
4. ARTICLES OF INCORPORATION/PARTNERSHIP
5. COMPANY PROFILE (PRE-FORMATTED)

PROCESSING STEPS

8. OBTAIN FORM/S FROM THE CUSTOMER SERVICE UNIT OR DOWNLOAD FROM <http://www.mandauecity.gov.ph>
9. ACQUIRE REALTY TAX CLEARANCE FROM THE REALTY TAX DIVISION
10. SUBMIT ALL FILLED-UP DOCUMENTARY REQUIREMENTS TO THE CUSTOMER SERVICE UNIT
11. TAX ASSESSMENT
12. PAY TAX ASSESSMENTS AND OTHER FEES
13. PRINTING OF BUSINESS PERMIT AND INSPECTION (SANITARY AND FIRE)
14. APPROVAL AND MAILING OF BUSINESS PERMIT AND BUSINESS PLATE/BUSINESS PLATE STICKER

OTHER DOCUMENTS FOR SUBMISSION WITHIN SIXTY DAYS FROM APPROVAL OF BUSINESS PERMIT

7. SSS CLEARANCE
8. DTI CERTIFICATE OF REGISTRATION (SOLE PROPRIETORSHIP)
9. SEC REGISTRATION (CORPORATION/PARTNERSHIP)
10. PHILHEALTH CLEARANCE
11. PAG-IBIG CLEARANCE
12. ENVIRONMENTAL CLEARANCE

SECTION 3. INSPECTION OF ESTABLISHMENTS.

A regular inspection shall be conducted by the concerned city offices to ensure the safety, welfare, and interest of the public. Offices such as the City Health Office, the City Engineer Office, the City Treasurer Office, the City Assessor Office, the City Fire Department, the City Zoning Office and various Task Forces organized to conduct regular inspections of the business establishments are directed to submit regular reports to the undersigned

SECTION 4. EFFECTIVITY

This order shall take effect immediately.

Signed this 3rd day of January 2005, Mandaue City, Cebu, Philippines.

THADEO Z. OUANO
City Mayor