OFFICIAL RELEASED
SIGNATURE
DATE: 4/11/25
TIME:

EXECUTIVE ORDER NO. 008 – 2025

AN ORDER RECONSTITUTING THE BUSINESS ONE STOP SHOP (BOSS) TEAM OF THE MUNICIPALITY OF SANTA MARIA, BULACAN

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers Local Government Units (LGUs) to exercise powers essential to the promotion of the general welfare, including the establishment of efficient and effective systems that enhance service delivery;

WHEREAS, pursuant to Joint Memorandum Circular No. 01, Series of 2019, issued by the Department of the Interior and Local Government (DILG), Department of Trade and Industry (DTI), Department of Information and Communications Technology (DICT), and the Bureau of Fire Protection (BFP), which provides guidelines for the implementation of standards in processing business permits and licenses in all cities and municipalities, the Local Government Unit is mandated to conform to the prescribed standard forms, patterns, and procedures;

WHEREAS, Rule IX of the aforementioned memorandum circular entrusts the implementation of the Business Permits and Licensing System (BPLS) to the Local Chief Executive within their respective jurisdictions;

WHEREAS, in compliance with Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, which amended Republic Act No. 9485 or the Anti-Red Tape Act of 2007, there is a mandate for the streamlined implementation of business permits and licensing processes for both new and renewal applications;

WHEREAS, the recent appointment of the new Municipal Environment and Natural Resources Officer, Mr. Mario N. Alfaro, and the designation of FSINSP Adrian L. Sarto as the Municipal Fire Marshal necessitate an update to Executive Order No. 027 – 2022 to reflect the current leadership of the Business One Stop Shop (BOSS) Team;

NOW, THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Bulacan, by virtue of the powers vested in me by law, do hereby order the reconstitution of the Business One Stop Shop (BOSS) Team of this municipality, to wit:

SECTION 1. COMPOSITION. The Business One Stop Shop (BOSS) Team of this Municipality shall be composed of the following:

CHAIRPERSON	:	**BARTOLOME R. RAMOS** Municipal Mayor

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VICE CHAIRPERSON	:	**MYRNA V. LOPEZ** Licensing Officer III
MEMBERS	:	**ALELIE B. RAMOS** Municipal Treasurer
	:	**ENGR. CARMELITA G. GUEVARRA** Municipal Engineer
	:	**ENGR. RICHARD P. STO. DOMINGO** Zoning Officer III
	:	**MARIO N. ALFARO** Municipal Environment and Natural Resources Officer
	:	**DRA. MA. CONSUELO G. FELICIANO** Municipal Health Officer
	:	**FSINSP ADRIAN L. SARTO** Municipal Fire Marshal
SECRETARIAT	:	**Business Permit and Licensing Office**

SECTION 2. DUTIES AND RESPONSIBILITIES. The Business One Stop Shop (BOSS) Team shall:

1. Facilitate the streamlined and unified process for the issuance of business permits and licenses in accordance with the prescribed standards set by DILG, DTI, DICT, and other concerned national government agencies.

2. Enforce and adhere to the provisions of Republic Act No. 11032 and other applicable laws, policies, and circulars on business permitting and licensing.

3. Foster collaboration among departments and agencies involved in the BOSS process to ensure fast, transparent, and customer-oriented service delivery.

4. Regularly assess the effectiveness and efficiency of the BOSS operations and recommend necessary improvements to streamline procedures.

5. Hold regular meetings at least once every quarter or as needed to discuss BOSS performance, operational issues, updates on regulations, and proposed enhancements.

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6. Assist applicants and departments in understanding and complying with requirements, procedures, and process flows related to business permitting.

7. Prepare and submit periodic reports and recommendations to the Office of the Municipal Mayor and other relevant oversight agencies as required.

8. Carry out other tasks and responsibilities as may be assigned by the Municipal Mayor in pursuit of the objectives of the Business One Stop Shop (BOSS).

SECTION 3. EFFECTIVITY. This Executive Order takes effect immediately and shall remain valid until revoked, amended, or repealed by subsequent issuance.

SECTION 4. REPEALING CLAUSE. Orders, regulations, and other issuances or parts thereof that are inconsistent with this order are hereby repealed or modified accordingly.

DONE this 10th day of April 2025, here at the Municipal Hall of Santa Maria, Bulacan.

BARTOLOME R. RAMOS
Municipal Mayor

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