



**EXECUTIVE ORDER NO. 27 - 2022**

**“ORGANIZING THE JOINT INSPECTORATE TEAM (JIT) OF THE MUNICIPALITY FOR ITS COMPOSITION, FUNCTIONS AND OTHER PURPOSES”**

**WHEREAS**, Republic Act 9485, otherwise known as the “Anti-Red Tape Act (ARTA) of 2007”, provides for the basis of re-engineering current business processing systems at the local level and sets benchmarks for processing simple and complex transactions in government;

**WHEREAS**, Joint Memorandum Circular (JMC) No. 01, series of 2016, issued by the Department of the Interior and Local Government (DILG), Department of Trade and Industry (DTI), and the Department of Information and Communication Technology (DICT) provides guidelines in implementing the Revised Standards in Processing Business Permits and Licenses in all cities and municipalities;

**WHEREAS**, the JMC encourages all Local Government Units (LGU) to provide the enabling power environment for Business Permits and Licensing System reforms to include, but not limited to legal framework, logistical support, manpower, creation of Business One Stop Shop (BOSS), organization of a Joint Inspectorate Team (JIT) and conduct of Information and Education Campaign (IEC);

**WHEREAS**, the JIT will facilitate cooperation and collaboration among various regulatory offices and speed-up the conduct of inspection to ensure sustained compliance of business establishments to existing laws and issuances in the locality;

**WHEREAS**, it is the aim of the Local Government of Santa Ana to continuously introduce innovations that promote economic development and good governance;

**NOW THEREFORE;**

I, **NELSON P. ROBINION**, Municipal Mayor of Sta. Ana, Cagayan by virtue of the power vested in me by law do hereby direct the organization of the JIT as follows:

**Section I. Composition.** The JIT shall be composed of the following:

|           |                              |   |
|-----------|------------------------------|---|
| Head :    | Harold R. Rabano             | BPLO- Designate                         |
| Members : | Josephina D. Baltazar        | Municipal Treasurer                     |
|           | Romeo A. Asuncion, EnP       | MPDO                                    |
|           | Michael G. Villamin          | MLGOO                                   |
|           | Engr. Edmunrey V. Tabilisima | Municipal Engineer                      |
|           | Engr. Nasario S. Baclig      | Municipal Assessor                      |
|           | Dr. Cesar Cating             | MHO                                     |
|           | John-Rey C. Maximo, EnP      | MENRO-Designate                         |
|           | SFO4 Mauricio N. Bumatay     | BFP-Municipal Fire Marshal              |
|           | Jonathan S. Poblete          | PDA/eBPLS Encoder-Designate             |
|           | Baby A. Corpuz               | Market Supervisor-Designate             |
|           | PMaj Manuel L. Vitoria       | Chief of Police                         |
|           | Jezarene Victor B. Ibus      | LNB President                           |
|           | Mylene A. Domingo            | DTI-Negosyo Center Coordinator          |
|           | Estrelita L. Borja           | BIR District Revenue Collection Officer |





**Section II. Functions.** The JIT shall:

1. Inspect establishment of renewal and new business permit applications;
2. Monitor compliance of businesses;
3. Prepare monthly and annual consolidated inspection reports;
4. Recommend issuance of new, renewal or non-renewal of business permit; and
5. Perform such other functions as may be provided by law or competent authority.

**Section III. Schedule and Frequency of Inspection.** Schedule and frequency of Inspection shall be:

NEW BUSINESS: Within 5 (days) upon application  
EXISTING BUSINESS: Quarterly, Every 3<sup>rd</sup> week of the quarter or as the need arises

**Section IV. Inspection Guides.** A manual to facilitate the smooth conduct of the inspection shall be prepared by the JIT.

**Section V. Implementing Rules and Regulations.** The Municipal Mayor shall promulgate the Implementing Rules and Regulations for the smooth and proper implementation of this Executive Order.

**Section VI. Repealing Clause.** All Executive Orders inconsistent to the provisions of this order are hereby repealed and/or amended accordingly.

**Section VII. Effectivity.** This Order shall take effect immediately and policies hereof shall be furnished to all concerned for their information and reference.

Done this 2<sup>nd</sup> day of September 2022 at Santa Ana, Cagayan.

**NELSON P. ROBINION**  
Municipal Mayor