



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF SAN NICOLAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE FOURTH REGULAR SESSION OF THE 11TH
SANGGUNIANG BAYAN OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE HELD
AT THE MUNICIPAL SESSION HALL ON THE 28TH DAY OF MARCH, 2022
AT 10:30 O'CLOCK IN THE MORNING.

PRESENT:

Hon. Edistio P. Valdez	Vice-Mayor/Presiding Officer;
Hon. Angel Miguel L. Hernando	Member;
Hon. Moera Joy N. Galing-Luna	Member;
Hon. Joseph Lister B. Butay	Member;
Hon. Norberto D. Dadiz, Sr.	Member;
Hon. Erico R. Ruiz, Jr.	Member;
Hon. Luciano R. Caraang	Member;
Hon. Jessie Julito P. Pumaras, Sr.	Member;
Hon. Juanito P. Ulep, Jr.	Member/Liga ng mga Barangay President;
Hon. Inno Ma. Angelo Paulo O. Hernando	Member/PPSK President.

ABSENT:

None.

“MUNICIPAL ORDINANCE NO. 2022-12

AN ORDINANCE PRESCRIBING THE PROCEDURES IN SECURING BUSINESS PERMIT IN THE MUNICIPALITY IN CONFORMITY WITH RA 11032 OTHERWISE KNOWN AS THE EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE ACT OF 2018 AND OTHER GOVERNMENT REGULATIONS AND ISSUANCES, THEREBY AMENDING THE 2018 SAN NICOLAS CITIZENS' CHARTER.

WHEREAS, it is anchored on Article XI of the 1987 Philippine Constitution which states that a "public office is a public trust and that public officers and employees must be at all times accountable to the people, serve them with utmost responsibility, integrity, loyalty and efficiency, act with patriotism and justice and lead modest lives";

WHEREAS, pursuant to RA 9485, otherwise known as the Anti-Red Tape Act of 2007, it is imperative for a Local Government Unit to improve efficiency in the delivery of services to the public by reducing bureaucratic red tape, preventing graft and corruption and providing penalties thereof;

WHEREAS, the Citizens' Charter of the municipality includes the vision and mission of the municipality, pledge of municipal official and employees, frontline services offered by every department, clients step-by-step procedure to obtain a particular service, officer or employee responsible for each step, maximum time to conclude the process, documents to be required to clients and why they are needed, amount of fees, allowable period for extension due to unusual circumstances, standard complaint/redress and feedback mechanism, program on awards and incentives for service excellence (PRAISE), and contact numbers to call for recommendations, inquiries, suggestions as well as complaints;

WHEREAS, this ordinance is in compliance with the guidelines provided for in the Joint Memorandum Circular (JMC) 2016-01 of the Department of the Interior and Local Government, Department of Trade and Industry, and Department of Information and Communications Technology in promoting automation or computerization of processing business permits and licenses;

WHEREAS, there is a need to amend to the Citizens' Charter in order to cope up with new procedures and mechanism that would reduce the burden of the public in transacting business with the municipal government. This primarily is aimed to improve the government's delivery of frontline services for the satisfaction of the public.

NOW, THEREFORE, be it **ENACTED** by the Sangguniang Bayan of San Nicolas, Province of Ilocos Norte, in session duly assembled, that:

SECTION 1. Title. - This ordinance shall be known as the “An Ordinance prescribing the procedures/steps in Securing Business Permit in the Municipality of San Nicolas, thereby amending the 2018 Citizens’ Charter of San Nicolas”.

SECTION 2. Purpose. - This ordinance is enacted to reduce the requirements and processing of business permits and licenses with the introduction of Electronic Business Permit and Licensing System. And with the its implementation, tax payers will have the option to file and pay through online or walk-in mechanism.

SECTION 3. Definition of Terms. – As used in this ordinance, the following terms are herein defined:

- a. Citizens Charter – refers to an official document, service, standard or pledge that communicates information on the services provided by the government; step by step procedure for availing a particular service;
- b. Frontline Service - refers to the process or transaction between clients and government offices or agencies involving applications for any privilege, right, permit, reward, license, concession, or for any modification, renewal or extension of the enumerated applications and/or requests which are acted upon in the ordinary course of business of the agency or office concerned; and
- c. Officer/employee – refers to a person employed in the municipal government required to perform responsibilities related to the application or request.

SECTION 4. Information Dissemination. – Copy of the amendment of the Citizens’ Charter shall be posted in the conspicuous places of the municipal hall and in the municipal website (www.sannicolasilocosnorte.gov.ph).

SECTION 5. Amended section of the Citizens’ Charter. – Amendment to Frontline Service: Processing of Business Permit – New and Renew under Executive Services (Permits and Licensing Services) of the Citizens’ Charter of the Municipality of San Nicolas, Province of Ilocos Norte is hereto attached as **Annex 1** and form an integral part of this Ordinance.

SECTION 6. Separability Clause. - Should any portion of this Ordinance be declared unconstitutional or illegal by any court of competent jurisdiction, the portions not so declared shall remain in full force and effect.

SECTION 7. Repealing Clause. - All ordinances, executive orders and administrative issuances, or parts thereof which are inconsistent with this ordinance are hereby repealed or modified accordingly.

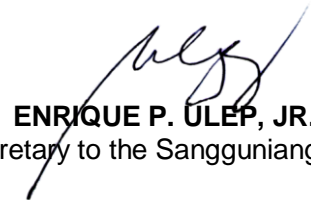
SECTION 8. Effectivity. - This Ordinance shall take effect upon its approval.

UNANIMOUSLY APPROVED.”

Voting on the foregoing ordinance was as follows:

AYES	:	Members Hernando, A., Galing-Luna, Butay, Dadiz, Sr., Ruiz, Jr., Caraang, Pumaras, Sr., Ulep, Jr. and Hernando, I.
NAYS	:	None.
ABSTAINED	:	None.

I hereby certify to the correctness of the foregoing ordinance.



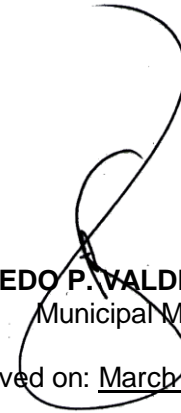
ENRIQUE P. ULEP, JR.
Secretary to the Sangguniang Bayan I

ATTESTED:



EDISTIO P. VALDEZ
Vice-Mayor/Presiding Officer

APPROVED:



ALFREDO P. VALDEZ, JR., M.D.
Municipal Mayor

Approved on: March 30, 2022