



Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF TRINIDAD

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 01**  
Series of 2023

**"ESTABLISHING THE BUSINESS ONE STOP SHOP (BOSS) IN THE MUNICIPALITY OF TRINIDAD, BOHOL"**

**WHEREAS**, pursuant TO Republic Act No. 11032 otherwise known as "Anti-Red Tape Act of 2007" all government instrumentalities are mandated to provide efficient delivery of services to the public by reducing bureaucratic red tape and preventing graft and corruption and providing penalties thereof;

**WHEREAS**, the government through the said Act is mandated to set standards for processing business permits and licenses issued by LGUs aimed improving efficiency in the business registration system and reducing the cost of doing business in the country;

**WHEREAS**, the business permit renewal and registration are housed in one roof with every participating department and other national agencies converged for easy and speedy process;

**WHEREAS**, there is need to implement a service delivery system in business permit processing for the convenience of business and investors sector and to attract even more business locators in the municipality;

**WHEREAS**, the Business One-Stop Shop is among the leading strategies being pursued by this Municipality to improve its business and investment climate, which seeks to shorten, simplify and create a business-friendly permit process, thus raising the satisfaction level of the applications' and generating local revenue for the Municipality;

**WHEREAS**, there is a need to institutionalize the said program to ensure the continuous implementation of the process.

**NOW, THEREFORE, I, Atty. ROBERTO C. CAJES, Ph.D., Mayor, Municipality of Trinidad, Bohol, by virtue of the powers vested in me by law, do hereby order the following:**

**Section 1.** Establishment of the Business-One-Stop-Shop (BOSS) for January 18, 19 and 20, 2023. It is hereby established a Business-One-Stop-Shop (BOSS) to be located at the lobby of Municipal Hall, Poblacion, Trinidad, Bohol.

**Section 2.** Duration. The BOSS shall provide service to business permit application for the period of January 18, 19, and 20, 2023.

**Section 3.** Manning. The representatives from the following offices shall be present in the BOSS, such as: Municipal Treasurer's Office, Business Permit and Licensing Office, Municipal Engineering Office, Municipal Planning and Development Office, Rural Health Unit, Municipal Agriculturist Office, Municipal Environment and Natural Resources Office, Zoning Officer, Sanitary Inspector, Bureau of Fire, DTI, BIR and SSS.





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**Section 4. Duties, Functions and Responsibilities.** The Business One-Stop-Shop (BOSS) members shall have the following duties and responsibilities:

1. Facilitate the preparation, coordination and execution of the Business One-Stop-Shop;
2. Provide basic information about the process flows of the Business One Stop Shop;
3. Establish a database containing all relevant information, facts and figures;
4. Coordinate with others, specifically the Municipal Treasurer's office, Municipal Health Office, Municipal engineering Office, Municipal Planning and Development Office, Bureau of Fire Protection and Business Permit and Licensing Office of this municipality; and
5. Performs such other related functions.

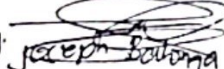
**Section 5. Repealing Clause.** All other orders, rules, regulations and issuances or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.


### Section 6. Effectivity

This order takes effect immediately upon issuance of the order. Let ~~the~~ copies of this order be furnished to the Sangguniang Bayan, MTO, DTI, DILG, MEO, MHO, BFP, MPDC and others concerned for their information.


Issued this 3<sup>rd</sup> day of January, 2023, at Trinidad Municipal Hall, Trinidad, Bohol, Philippines

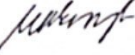
  
Atty. ROBERTO C. CAJES, Ph.D.  
Municipal Mayor


SB - Received by:  1/3/2023

DILG.  01/03/23

MPDO received by: ANNA MARA A. GONZALEZ 01/03/23

MEO -   
by: ROMULO R. MARQUEL 1/3/22


BFPW - 

MHO - by:  MARLYN S. MANTE 1/3/23


MASSO -  1/3/2023


MCRD - by:  A. SISON 1/3/23

Accounting  1/3/23

MOWDO - by:  1/3/23

MHO - by:  1/3/23

MEMRO - by:  01/03/23

GSD - by:  01/03/23

MTO - by:  01/03/23

Municipal Hall, Poblacion, Trinidad, Bohol, Philippines, 6324 Tel. No. (038) 544-0366; Cell No. 09171063466  
Email Add.: trinidad@trinidad-bohol.gov.ph Website: www.trinidad-bohol.gov.ph