

EXECUTIVE ORDER NO. 2011 - 003

**PRESCRIBING GUIDELINES ON REVOCATION OF MAYOR'S PERMIT AND/OR CLOSURE OF BUSINESS ESTABLISHMENTS:-**

**WHEREAS**, the Local Government Code of 1991 (Sec. 16), as amended, provides, that local government units shall, in the interest of the general welfare of its citizens, improve public morals, enhance economic prosperity, maintain peace and order, and preserve the comfort and convenience of the general public;

**WHEREAS**, in order to operate business in the city, strict compliance with laws, ordinances, rules and regulations must be adhered to by its owners;

**WHEREAS**, there is a need to set guidelines to properly guide the concerned departments in the enforcement of orders on revocation of Mayor's Permit and/or closure of business establishments found to be in violation of existing laws and regulations;

**NOW THEREFORE, I, JOHN G. BONGAT**, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

**Section 1.** During the inspection of an establishment, there shall be a determination of violations committed by the business establishment.

**Section 2.** The concerned office shall issue a Notice of Violation along with the Inspection Report. A period of fifteen (15) days shall be given for the owner or establishment to comply with pertinent laws or ordinances.

**Section 3.** A Final Notice will be prepared by the City Legal Office to be signed by the City Mayor, giving the establishment another ten (10) days to comply.

**Section 4.** Should there be non-compliance within the given periods, the concerned office shall recommend the cancellation of the permit. A Notice of Cancellation/Revocation of Business Mayor's Permit and/or a Notice of Closure shall then be issued by the City Mayor thru the City Legal Office.

**Section 5.** If the establishment continues to operate despite the issuance of the Notice, such establishment will be padlocked and the items used in the operation of the business will be confiscated. Padlocking and confiscation shall be executed by representatives from the City Mayor's Office, PNP Naga, Public Safety Office, City Legal Office and the concerned office which recommended the revocation.

**Section 6.** If a padlocked establishment removes the NOTICE without prior approval from the Office of the City Mayor, the same shall be reported to the City Legal Office for appropriate legal action.

**Section 7.** Should there be compliance with the Inspection Report and/or the Notice of Violation after the revocation of permit and closure of the establishment, the owner/establishment may re-apply for a new business permit, provided however that, if he commits the same violation for the second time, no re-application shall be allowed and the establishment shall cease and desist from operating within the jurisdiction of the City of Naga.

**Section 8.** These guidelines, however, shall not apply to completely prohibited or illegal businesses as the same shall be the subject for total closure.

**Section 9.** This Executive Order shall be effective immediately

Issued this 31<sup>st</sup> day of January, 2011 at the City of Naga, Philippines.

**JOHN G. BONGAT**  
City Mayor

Attested by:

**FLORENCIO T. MONGOSO, Jr. CSEE**  
Department Head II and Acting City Administrator