



INSTITUTIONALIZING THE ADVANCE INSPECTION PROCEDURE IN BUSINESS LICENSING, AND PURSUANT THERETO, DIRECTING ALL DEPARTMENTS AND DIVISIONS CONCERNED TO CONDUCT ADVANCE INSPECTION ANNUALLY AND MAINTAIN PROGRESS REPORT:-

WHEREAS, the City Mayor has the power to initiate and maximize the generation of resources under Sec. 455 (b)(3) of the Local Government Code of 1991, as amended,

WHEREAS, there is a need to institutionalize the advance inspection procedure in order to attain an effective revenue-generation for the City and to properly guide the concerned departments/offices on inspection, approval and revocation of business permits;

WHEREAS, the local government acknowledges the importance of expediting the yearly renewal process of business license to accelerate and improve the delivery of services to the public;

WHEREAS, the proper conduct and monitoring of advance inspection is very crucial in the improvement of the entire renewal process of business license; and

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

Section 1. Advance inspection on all existing business establishments shall be conducted by the Bureau of Fire Protection, City Health Office, City Engineer's Office, City Planning and Development Office, and the Market Enterprise and promotions Office within the year from February to November, in preparation for the renewal of business licenses on January 1 to 20 of every year.

Section 2. Each Department or Office is required to issue to the owner of each business establishment an after inspection report (such as Sanitary Permit, Fire Safety Inspection Certificate, Building Inspection Certificate, etc.) indicating therein the result of the inspection, the date and time the inspection was conducted, the name of the owner or representative of the business establishment who was present during the inspection, and the name of the employee/s who conducted the inspection. Should there be non-compliance with pertinent laws and/or ordinances, the inspecting office may likewise issue a Notice of Violation.

Section 3. Employee/s conducting the advance inspection are required to inform the owner or representative of each business establishment they inspect, that the after inspection report is a requirement for the renewal process and should be attached to their Business Application Form during the renewal period.

Section 4. Each Department or Office is required to update in Business Permits and Licensing System (BPLS) Database the status of each business establishment inspected as to whether the same is approved or disapproved, or for re-inspection.

Section 5. Each Department or Office conducting advance inspection must maintain its own REGULAR progress report indicating therein the number of business establishments to be inspected within the year, the schedule for inspection of said business establishments, the status of each business establishment inspected and the number of

business establishments already inspected. Said report shall be furnished the Office of the City Mayor on a monthly basis


Section 6. The advance inspection is without prejudice to the conduct of surprise inspections by any concerned office in response to reports of violation of law/s or ordinance/s, and this procedure shall not apply to operations conducted by task forces or special committees that may be created or have been created to monitor specific violations or to gather data on a class of business.

Section 7. For composite team inspections relative to Section 1 hereof, the budgetary allocation for inspection expenses shall be charged to each respective office.


Section 8. The validity of the Advance Inspection result is for one fiscal year except for food-related business establishment whose inspection result is updated quarterly.

Section 9. This Order shall take effect immediately.

Issued this 2nd day of February 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