



**EXECUTIVE ORDER NO. 055**

Series of 2025

**ESTABLISHING THE YEAR-ROUND BUSINESS ONE-STOP-SHOP (BOSS) IN  
NAGA CITY**

**WHEREAS**, Joint Memorandum Circular No. 01, series of 2016 by the DILG, DTI, and DICT, provides for the revised standards for the processing of business permits and licenses in all cities and municipalities;

**WHEREAS**, the said JMC further provides for the layout of the physical arrangement for the single common site or location that shall be designated for the concerned agencies in the BPLS system which includes both frontline services and backroom operations to receive and process applications for business registration;

**WHEREAS**, the City Government of Naga remains committed to streamlining the processing of business permits and licenses and improving the ease of doing business in the city.

**NOW, THEREFORE, I, MARIA LEONOR G. ROBREDO**, Mayor of the City of Naga 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).**

The Business One-Stop-Shop (BOSS) is hereby established in the City of Naga to be situated at the Naga City People's Hall, City Hall Main Building, City Hall Compound.

**SECTION 2. CO-LOCATION OF OFFICES AND AGENCIES.** The following concerned offices of the City Government as well as pertinent agencies shall co-locate in the designated area for BOSS for the one-time assessment and payment of business-related requirements and fees:

- A. City Treasurer's Office – Business Permit and Licensing Section
- B. City Engineer's Office



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- C. City Planning and Development Office
- D. City Health Office
- E. City Environment and Natural Resources
- F. Public Safety Office
- G. Naga City Cooperatives Development Office
- H. City Veterinary Office
- I. City Events, Protocol, and Public Information Office - i-Serve
- J. Information Technology Office
- K. Investment, Tourism and Promotions Office
- L. Market Enterprises and Promotions Office

**SECTION 3. DURATION.** The BOSS shall provide services to business permit applicants, both new and renewal, all year-round.

**SECTION 4. INTEGRATION OF ISSUANCE OF BARANGAY CLEARANCE.** Pursuant to Ordinance No. 2021-071, the City Treasurer is authorized to issue barangay clearance and collect corresponding fee in the application for any business-related transactions of the 27 barangays of Naga City subject to the remittance of the fees collected to the respective barangays.

**SECTION 5. REPEALING CLAUSE.** All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

**SECTION 6. SEPARABILITY CLAUSE.** If any provision of this Order is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

**SECTION 7. EFFECTIVITY.** This Order shall take effect immediately and shall remain in effect unless otherwise revoked or amended, or until superseded by an ordinance.

**DONE** in the City of Naga, this 8th day of October, 2025.



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**OFFICE OF THE CITY MAYOR**  
City of Naga, 4400



  
**MARIA LEONOR GERONA ROBREDO**  
City Mayor

Attested by: **RAYNOR RODRIGUEZ**  
