



EXECUTIVE ORDER NO. 056
Series of 2025

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

WHEREAS, a self-reliant and caring city must have businesses that operate in strict compliance with laws, ordinances, rules, and regulations;

WHEREAS, in case of violations, it is expected that effective and swift corrective measures shall be enforced;

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. NOTICE OF VIOLATION. During inspection of a particular establishment, when a violation has been noted, the concerned office shall issue a Notice of Violation, along with the Inspection Report. A period of fifteen (15) days shall be given to the owner of the establishment to institute corrective measures and to comply with pertinent laws or ordinances.

SECTION 2. FINAL NOTICE. If the aforesaid period has expired and the establishment has not yet instituted necessary rectifications, a Final Notice will be prepared, signed, and caused to be sent by the City legal Office. Upon receipt of the said notice the establishment is given ten (10) days to comply with pertinent laws or ordinances.

SECTION 3. NOTICE OF CANCELLATION/REVOCATION OF BUSINESS AND MAYOR'S PERMIT. Should there still be non-compliance to the Final Notice, a Notice of Cancellation/Revocation of Business and Mayor's Permit shall then be issued by the City Legal Office.

The establishment shall also be padlocked and the items used in the operation of the business shall be confiscated. Padlocking and confiscation shall be executed by representatives from the City Treasurer's Office, City Legal Office, Public Safety



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City of Naga, 4400



Office, and the concerned office which issued the Notice of Violation. For this purpose, the Public Safety Office is hereby directed to closely coordinate with and, if warranted, immediately request the assistance of the Naga City police Office to peacefully and promptly effect the closure.

Removal of the Notice of Closure and/or the padlock without prior approval from the City Government of Naga shall subject the establishment, its owner/s and the persons who removed said notice and padlock to necessary legal action.

SECTION 4. RE-APPLICATION. A closed establishment may re-apply for issuance of a new business permit after it has stringently complied with all the relevant laws, ordinances, rules, and regulations; provided that, if it commits a violation for the second time, no re-application shall be allowed and the establishment shall be blacklisted and barred from operating within the jurisdiction of the City of Naga.

SECTION 5. ILLEGAL AND PROHIBITED BUSINESS. These guidelines shall not apply to unlawful businesses. Such businesses shall be subject to immediate and total closure.

SECTION 6. REPEALING CLAUSE. All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

SECTION 7. 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 8. 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.


MARIA LEONOR GERONA ROBREDO
City Mayor



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Attested by: *Raynor Rodriguez*
RAYNOR RODRIGUEZ