



Republic of the Philippines  
Province of Benguet

**MUNICIPALITY OF LA TRINIDAD**  
**OFFICE OF THE MUNICIPAL MAYOR**

**ADMINISTRATIVE ORDER**  
**No. 066B-2016**

**AN ADMINISTRATIVE ORDER DESIGNATING MR. LAWRENCE B. BALUD, ADMINISTRATIVE OFFICER IV OF THE MUNICIPAL TREASURY OFFICE AS BUSINESS AND PERMIT LICENSING OFFICER FOR THE MUNICIPALITY OF LA TRINIDAD, PROVINCE OF BENGUET.**

**WHEREAS**, Section 16 of the Local Government Code of 1991 provides that the local government units shall pursue undertakings to enhance economic prosperity, among other concerns;

**WHEREAS**, Republic Act No. 9485 or the Anti-Red Tape Act of 2007 was issued mandating all government instrumentalities and local government units to promote transparency and take appropriate measures adopting simplified procedures that will reduce red tape and expedite transactions in government;

**WHEREAS**, DTI-DILG-DICT Joint Memorandum Circular No. 01, series of 2016 provides the revised standards in processing business permits and licenses in all cities and municipalities. To effectively implement this in the municipality, a designated Business Permits and Licenses Officer is necessary;

**NOW THEREFORE, I, ROMEO K. SALDA**, duly elected Municipal Mayor and by the powers vested in me by law, hereby designate Mr. Lawrence B. Balud, Administrative Officer IV under the Municipal Treasury Office, as the Business Permits and Licensing Officer (BPLO) and to perform the following duties and responsibilities in addition to his present function as AO IV;

- 1. Implement the enhanced and simplified La Trinidad-BPLS Standards;*
- 2. Supervise the conduct of and/or inspect all business establishments to determine compliance with the Revenue Code of La Trinidad, regulatory ordinances and other pertinent laws and ordinances;*
- 3. Enforce provisions of ordinances or other pertinent orders or laws relating to the BPLS, municipal tax, fees and charges, verify request of reinvestigation, reinspection, or reassessment;*
- 4. Update and maintain records of business establishments operating within the municipality;*
- 5. Report to the Municipal Mayor list of business establishment owners without mayor's permit;*
- 6. Assist business establishment owners in their application for mayor's permit; and*
- 7. Perform other duties and functions necessary for the proper implementation of his designation as BPLO.*

This Administrative Order shall take effect immediately and shall be in full force until amended, revoked or modified accordingly.

Issued this 17<sup>th</sup> day of November, 2016 at La Trinidad, Benguet,

**ROMEO K. SALDA**  
Municipal Mayor

Copy furnished:

- The Provincial Governor, Benguet Province
- The Sangguniang Panlalawigan, Benguet Province
- The DILG through the MLGOO
- The Sangguniang Bayan, La Trinidad, Benguet
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