



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

<http://www.dilg.gov.ph>



GUIDELINES FOR ONLINE MONITORING SYSTEM OF THE IMPLEMENTATION OF BUSINESS PERMITS AND LICENSING SYSTEM (BPLS) AND BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY (BPCO)

Reference Number: 2021-008

Date: 18 JAN 2021

Rev. No. 00

1. BACKGROUND

- 1.1. "Increasing competitiveness and the ease of doing business" are included in President Rodrigo Duterte's 10-point socio-economic agenda, and are also reiterated in the Philippine Development Plan 2017-2022, which espouses "people centered, clean, efficient and effective governance".
- 1.2. On May 28, 2018, the Ease of Doing Business and Efficient Government Service Delivery (EODB-EGSD) Act or Republic Act No. 11032, an amendment of the Anti-Red Tape Act of 2007, was signed into law seeking to make the process of putting up and running a business in the Philippines easier and more efficient.
- 1.3. In compliance with directives on ease of doing business, the Department of the Interior and Local Government (DILG) collaborated with relevant agencies and issued *DILG-DTI-DICT Joint Memorandum Circular (JMC) 2016-01: Revised Standards in Processing Business Permits and Licenses in all Cities and Municipalities* and *DILG-DPWH-DICT-DTI JMC 2018-01: Guidelines in Streamlining the Processes for the Issuance of Building Permits and Certificates of Occupancy*, providing the standards in the processing and issuance of business permits, building permits and certificates of occupancy, respectively.

2. PURPOSE

This issuance is intended to monitor and assess the compliance of local government units (LGUs) to the standards set by above-mentioned laws and guidelines, specifically, this aims to:

- 2.1. To systematically monitor the compliance of LGUs to the Revised Standards on Processing Business Permits and Licenses (JMC 2016-01) and Streamlining the Processes for the Issuance of Building Permits and Certificates of Occupancy (JMC 2018-01) nationwide;
- 2.2. To provide feedback to regions on the results of the report of their respective LGUs for technical assistance if necessary; and
- 2.3. To encourage LGUs to be proactive in improving their services to their constituents and clients.

3. LEGAL COMPLIANCE

- 3.1. Republic Act 11032 also known as *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*.
- 3.2. DILG-DTI-DICT Joint Memorandum Circular (JMC) 2016-01 dated August 31, 2016 titled "*Revised Standards in Processing Business Permits and Licenses in all Cities and Municipalities.*"
- 3.3. DILG-DPWH-DTI-DICT Joint Memorandum Circular (JMC) 2018-01 dated January 4, 2018 titled "*Guidelines in Streamlining the Issuance of Building Permits and Certificates of Occupancy.*"

4. SCOPE/COVERAGE

These guidelines cover all Local Chief Executives (LCEs), Business Permits and Licensing Officers (BPLOs), Building Officials (BOs) of Cities and Municipalities; DILG Regional and Provincial/City Directors; DILG Field Officers and all others concerned.

(Note: Meanwhile, for Building Permit & Certificate of Occupancy, these guidelines only cover LGUs trained by the Department from 2018 up to present.)

5. DEFINITION OF TERMS

For purposes of these guidelines, the following definitions apply, unless otherwise stated:

- 5.1 **Administrator** refers to the person primary responsible for the use of the online monitoring system.
- 5.2 **BPCO** refers to Building Permit and Certificate of Occupancy.
- 5.3 **BPLS** refers to the Business Permit and Licensing System.
- 5.4 **Business Permit and Licensing Office (BPLO)** refers to the Office authorized to issue business permits and regulates the operations of business activities.
- 5.5 **Client or requesting party** refers to any person, firm, partnership, corporation, and head of government or private institution applying for permits or clearances.
- 5.6 **User** refers to an individual who has access to the system.
- 5.7 **BPCO and BPLS Monitoring and Evaluation (M & E) Form 1** refers to the monitoring tool used to determine the compliance of each LGU to the revised standards.
- 5.8 **Office of the Building Official (OBO)** refers to the Office authorized to enforce in the field the provisions of the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations (IRR) as

well as the enforcement of orders and decisions made pursuant thereto (DILG-DPWH-DICT-DTI JMC 2018-01).

6. POLICY CONTENT, GUIDELINES AND PROCEDURES

6.1. Online Monitoring of BPLS and BPCO

6.1.1. Filling-out/Accomplishing the BPLS and BPCO M & E Form 1

6.1.1.1. The LGU, through its BPLO and OBO, shall accomplish the BPLS and BPCO M&E Form 1 by encoding the data to the system and upload the same after.

6.1.2. Validation of Data

6.1.2.1. The Highly Urbanized City (HUC) focal person/ City/Municipal Local Government Operations Officer (C/MLGOO) shall validate the correctness and completeness of the data encoded in the system based on the M&E Form 1 which is accomplished and uploaded in the system by the BPLO and OBO.

6.1.2.2. The Provincial Office shall be notified after the submission of validated data by the C/MLGOO. The provincial focal person shall verify the submitted data and submit to regional office.

6.1.2.3. The Regional Office shall be notified after the data validation by the HUC/Provincial focal person. The regional focal person shall then conduct further verification and submit the same to central office.

6.1.3. Frequency of Monitoring Reports

6.1.3.1. The BPLO shall submit the BPLS M&E Form 1 on a weekly basis. Pursuant to advisory dated December 03, 2020, BPLS compliance report shall be submitted by the DILG Regional Offices every Thursday until 12 noon.

6.1.3.2. The OBO shall submit the BPCO M&E Form 1 on a quarterly basis with schedule below:

Table 1: Report Submission

Report to be submitted	Frequency
1 st Quarter Report	2 nd week of April
2 nd Quarter Report	2 nd week of July
3 rd Quarter Report	2 nd week of October
Annual Report	2 nd week of the succeeding year

6.2. Online Client Satisfaction Survey using the Rate my LGU Service System

The Department will be developing an online client satisfaction survey to (i) validate the report of LGUs' compliance through a direct client feedback online survey, and (ii) encourage LGUs' constituents and clients to be proactive on improving the services of their LGU. Further guidelines will be issued.

6.3. Monitoring and Data Processing of BPLS and BPCO Reports

- 6.3.1. The Bureau of Local Government Development (BLGD), through the DILG regional offices, shall monitor the submission of BPLS and BPCO reports every week/quarter or as required by the higher officials.
- 6.3.2. The BLGD and Information Systems and Technology Management Service (ISTMS) shall process the data collected from the LGUs and provide significant information and recommendations for possible policy development.
- 6.3.3. The BLGD shall submit a report from the processed data gathered to the Secretary of the Interior and Local Government through the Undersecretary of Local Government.

7. ROLES AND RESPONSIBILITIES

7.1. Local Government Units (LGUs)

- 7.1.1. BPLO and OBO to accomplish the BPLS and BPCO M&E Form 1 on a weekly/quarterly basis.

7.2. Department of the Interior and Local Government (DILG)

7.2.1. Regional Office (RO)

- 7.2.1.1. Verify the correctness and completeness of the data submitted by the HUC/Provincial focal.
- 7.2.1.2. Cause the widest dissemination of this Memorandum Circular to all local government units within their area of jurisdiction.

7.2.2. Provincial Office (PO)

- 7.2.2.1. Validate the correctness and completeness of the data validated by the C/MLGOO.

7.2.3. City and Municipal Local Government Operations Officer (C/MLGOO) / Highly Urbanized City (HUC) Focal Person

- 7.2.3.1. Validate the correctness and completeness of the data submitted by the BPLO and OBO.

7.2.3.2. Ensure the submission of the LGUs on the required forms and documents needed.

7.2.4. Regional Information and Communications Technology Unit (RICTU)

7.2.4.1. Responsible for providing users access to the online monitoring system for their respective regions.

7.2.4.2. Provide technical assistance to LGUs on the implementation of the online monitoring system, if necessary.

7.2.5. Information Systems and Technology Management Service (ISTMS)

7.2.5.1. Responsible for the development and maintenance of the online monitoring system.

7.2.5.2. Secure a database backup for the said system.

7.2.6. Bureau of Local Government Development (BLGD)

7.2.6.1. Initiate and lead the nationwide implementation and advocacy of the BPLS and BPCO online monitoring system.

7.2.6.2. Administer the system and protect the integrity of the data.

7.2.6.3. Monitor the compliance of LGUs thru the BPLS and BPCO online monitoring system.

7. REFERENCES

8.1. Republic Act 11032 also known as *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, all offices and agencies improve their transaction system and procedures and reengineer as deemed necessary.

8.2. DILG-DTI-DICT Joint Memorandum Circular (JMC) 2016-01 dated August 31, 2016 titled "*Revised Standards in Processing Business Permits and Licenses in all Cities and Municipalities.*"

8.3. DILG-DPWH-DTI-DICT Joint Memorandum Circular (JMC) 2018-01 dated January 4, 2018 titled "*Guidelines in Streamlining the Issuance of Building Permits and Certificate of Occupancy.*"

9. ANNEXES

Annex 1: BPLS M & E Form 1
Annex 2: BPCO M & E Form 1


10. MONITORING

The DILG Regional and Provincial/HUC Office shall monitor the submission of the LGUs in their respective areas of jurisdiction. While, BLGD shall monitor the overall compliance of LGUs to the revised standards.

11. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

12. APPROVING AUTHORITY


UNDERSECRETARY BERNARDO C. FLORECE, JR.
Officer-in-Charge
Department of the Interior and Local Government

13. FEEDBACK

For more information or related queries, kindly visit DILG Website at www.dilg.gov.ph or contact the Bureau of Local Government Development at Telephone Nos. (02) 8925-0356 or (02) 8927-7852, or email at lfrdd.official@gmail.com.



DILG-OSEC 01182021-015



BPLS COMPLIANCE MONITORING REPORT

(per DILG-DTI-DICT JMC No. 01, Series of 2016)

As of _____

LGU: _____

Province: _____

I. Compliance to Revised BPLS Standards

Parameter	New Business Permit	Business Permit Renewal	Remarks, if any
1. Use of unified form (Y or N)			
2. Number of steps (involving business applicants)			
3. Number of signatories			
4. Processing time (number of days)			

II. Implementation of LGU Complementary Reforms

1. Documentary Requirements attached to the Unified Form:			
a. Proof of Business Registration			<input type="checkbox"/> Y <input type="checkbox"/> N
b. Basis for computing taxes, fees and charges			<input type="checkbox"/> Y <input type="checkbox"/> N
c. Occupancy permit (If local laws require post-audit, occupancy permit shall not be required prior to registration)			<input type="checkbox"/> Y <input type="checkbox"/> N
d. Lease of Contract (if business is leasing space)			<input type="checkbox"/> Y <input type="checkbox"/> N
e. Barangay Clearance			<input type="checkbox"/> Y <input type="checkbox"/> N
f. Other documents required, please specify _____			<input type="checkbox"/> Y <input type="checkbox"/> N
2. Setting-up/Establishment of Business-One-Stop-Shop (BOSS)			
<input type="checkbox"/> BOSS for frontline services dealing with clients			<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Backroom operations hidden from public			<input type="checkbox"/> Y <input type="checkbox"/> N
3. Conduct of Joint Inspection Team (JIT)			<input type="checkbox"/> Y <input type="checkbox"/> N
If Yes, what are the local departments and NGAs involved in the joint inspection? _____			
4. Automation/Computerization of business permitting and licensing system			<input type="checkbox"/> Y <input type="checkbox"/> N
If Yes, please indicate extent of automation/computerization			
<input type="checkbox"/> Online application			<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Electronic means (e-mail, etc.) of providing business with Tax of Payment (TOP)			<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Online payments/online means of accepting payments			<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Online means or via courier service transmitting business permit and other clearances			<input type="checkbox"/> Y <input type="checkbox"/> N

III. LGU support of BPLS Streamlining

1. Issuance of legal framework in support of BPLS streamlining	<input type="checkbox"/> Y <input type="checkbox"/> N
2. Creation of TWG on BPLS streamlining	<input type="checkbox"/> Y <input type="checkbox"/> N
3. Budget allocation of BPLS streamlining and automation	<input type="checkbox"/> Y <input type="checkbox"/> N
4. Other reforms, if any _____	<input type="checkbox"/> Y <input type="checkbox"/> N

IV. Data on business population and revenue from business

1. Total number of business establishment registered _____
No. of business establishment registered: Small _____ Medium _____ Large _____
2. Total amount of collections from business taxes, fees and charges P _____

V. Structure of BPLO

1. Employment Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Non-permanent
2. Structure Level: <input type="checkbox"/> Department Head <input type="checkbox"/> below Department Head

VI. Attested by:

Prepared/Submitted by: BPLO Name and Signature	Noted by: Mayor
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BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY (BPCO) COMPLIANCE MONITORING REPORT

(per DILG-DPWH-DICT-DTI JMC No. 01, Series of 2018)

As of _____

LGU : _____

Province : _____

I. Compliance to the BPCO Standards

Parameter	Building Permit	Certificate of Occupancy	Remarks, if any
1. Use of unified application form (Y or N)			
2. Number of steps			
3. Number of signatories			
4. Processing Time (number of days)			

II. Implementation of LGU Complementary Reforms (Check if applicable)

Building Permit	Certificate of Occupancy
1. Complete Checklist of Procedures and Requirements <input type="checkbox"/> Available in conspicuous places <input type="checkbox"/> Downloaded from the LGU website	2. Complete Checklist of Procedures and Requirements <input type="checkbox"/> Available in conspicuous places <input type="checkbox"/> Downloaded from the LGU website
2. Setting-up/Establishment of One Stop Shop for Construction Permit (OSCP) <input type="checkbox"/> OSCP for frontline services dealing with clients <input type="checkbox"/> Backroom operations hidden from public	2. Setting-up/Establishment of One Stop Shop for Construction Permit (OSCP) <input type="checkbox"/> OSCP for frontline services dealing with clients <input type="checkbox"/> Backroom operations hidden from public
3. Conduct of Joint Inspection <input type="checkbox"/> Yes, agencies involved: _____ _____ <input type="checkbox"/> No	3. Conduct of Joint Inspection <input type="checkbox"/> Yes, agencies involved: _____ _____ <input type="checkbox"/> No
4. Automation/Computerization of Building Permits and Certificates of Occupancy <input type="checkbox"/> Online Evaluation of Plans <input type="checkbox"/> Online means of providing Order of Payment <input type="checkbox"/> Online payments/online means of accepting payments <input type="checkbox"/> Online means or via courier service transmitting Building Permit and other clearances	4. Automation/Computerization of Building Permits and Certificates of Occupancy <input type="checkbox"/> Online Evaluation of Plans <input type="checkbox"/> Online means of providing Order of Payment <input type="checkbox"/> Online payments/online means of accepting payments <input type="checkbox"/> Online means or via courier service transmitting Certificate of Occupancy and other clearances

III. LGU support of BPCO Streamlining

Building Permit	Certificate of Occupancy
<input type="checkbox"/> Issuance of legal framework in support of BPCO streamlining (e.g. EO) <input type="checkbox"/> Creation of TWG on BPCO Streamlining <input type="checkbox"/> Budget allocation of BPCO streamlining <input type="checkbox"/> Other reforms if any, _____	<input type="checkbox"/> Issuance of legal framework in support of BPCO streamlining (e.g. EO) <input type="checkbox"/> Creation of TWG on BPCO Streamlining <input type="checkbox"/> Budget allocation of BPCO streamlining <input type="checkbox"/> Other reforms if any, _____

IV. Structure of BPCO

- | | | |
|--|------------------------------------|-------------------------------------|
| 1. Separate Office from the City/Municipal Engineer's Office | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Nature of Appointment of Building Official | <input type="checkbox"/> Permanent | <input type="checkbox"/> Designated |

V. Attested by:

Prepared/Submitted by: _____ Building Official Name and Signature	Noted by: _____ Mayor
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