



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Sangguniang Panlungsod ng Muntinlupa



CONCURRED:

ORDINANCE NO. 2025-**302**

DISTRICT 1:

COUN. ATTY. RAUL R. CORRO

COUN. ATTY. ALEXSON V. DIAZ

COUN. PATY KATY C. BONCAYAO

COUN. ATTY. RACHEL C. ARCIAGA

COUN. IVEE RHIA ARCIAGA-TADEFA

COUN. ALLAN REY A. CAMILON

COUN. JEDIDIAH R. PRESNEDI, LPT

COUN. TING D. NIEFES

DISTRICT 2:

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COUN. ENGR. MAMERTO T. SEVILLA, JR.

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COUN. ENGR. ARLENE D. HILAPO

COUN. CORNELIO M. MARTINEZ

COUN. RODOLFO W. MOLDEZ, JR.

COUN. ALLEN F. AMPAYA
LPB President

COUN. JONAS ANGELO L. ABADILLA
SK Federation Chairman

AN ORDINANCE ESTABLISHING A BUSINESS ONE-STOP SHOP (BOSS) AND PROVIDING STREAMLINED PROCEDURES FOR THE ISSUANCE OF UNIFIED HEALTH AND OCCUPATIONAL PERMIT, PURSUANT TO REPUBLIC ACT NO. 11032, OTHERWISE KNOWN AS THE "EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018" AND FOR OTHER PURPOSES

Sponsored by: Hon. Coun. Atty. Raul R. Corro
Hon. Coun. Atty. Alexson V. Diaz
Hon. Coun. Paty Katy C. Boncayao
Hon. Coun. Atty. Rachel Katriel Ann C. Arciaga
Hon. Coun. Ivey Rhia A. Tadea
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Jedidiah R. Presnedi, LPT
Hon. Coun. Ting D. Niefes
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Francis Ian T. Bagatsing
Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
Hon. Coun. Engr. Marissa C. Rongavilla
Hon. Coun. Engr. Arlene D. Hilapo
Hon. Coun. Cornelio M. Martinez
Hon. Coun. Rodolfo W. Moldez, Jr.
Hon. Coun. Allen F. Ampaya
Hon. Coun. Jonas Angelo L. Abadilla

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as "The Local Government Code of 1991", mandates local government units to promote the general welfare, enhance economic prosperity, and persevere the comfort and convenience of their inhabitants;

WHEREAS, Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" amended Republic Act No. 9485, otherwise known as the "Anti-Red Tape Act of 2007";

WHEREAS, Section 2 of Republic Act No. 11032, provides that, "the State shall maintain honesty and responsibility among its public officials and employees, and shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and non-business related transactions in government";

WHEREAS, Section 11 (a) and (b) of Republic Act 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) states that a single or unified application form



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shall be used and a Business One-Stop Shop or BOSS shall be established for the city's related business permitting and licensing process or system;

WHEREAS, the City of Muntinlupa hereby adopts measures to streamline the process of securing Health and Occupational Permit, consistent with and supportive of the provisions of pertinent national and local policies to ensure ease, comfort, and convenience to applicants; and

WHEREAS, with the above premises, there is an urgent need for the City to adopt guidelines for the streamlining of the issuance of the above-mentioned permits and be compliant with the national directives regarding the promotion of the policy of the Ease of Doing Business.

NOW THEREFORE, BE IT ORDAINED by the 10th City Council in session assembled, to enact:

Section 1. Title. This Ordinance shall be known as "An Ordinance Establishing a Business One-Stop Shop (BOSS) and Providing Streamlined Procedures for the Issuance of Health and Occupational Permit, Pursuant to Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and for other purposes".

Section 2. Declaration of Policy. It is declared a policy of the City of Muntinlupa to enhance government transparency and competency in pursuing economic development and ensure business-friendly environment through dedicated compliance with the Republic Act No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018".

Section 3. Objectives. This Ordinance aims to adopt streamlined procedures for the issuance of Unified Health and Occupational Permit and is enacted for the following objectives:

- To simplify the process for obtaining health and occupational permits by minimizing the time spent on multiple steps or visits to different offices;
- To combine various health and occupational permits into a single, unified document, reducing the need for multiple applications and separate approvals; and
- To ensure that individuals and businesses comply with local health, hygiene, and occupational safety standards to protect the well-being of employees and the general public.



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Section 4. Scope/Coverage. The City Health Office (CHO) and the Business Permits and Licensing Office (BPLO) shall establish a Business One-Stop Shop (BOSS) and adopt streamlined procedures for the issuance of Unified Health and Occupational Permit to individual applicants and to representatives securing permits in behalf of business entities in the City of Muntinlupa.

Section 5. Definition of Terms. For purposes of this Ordinance, the following terminologies are defined as follows:

- a. Applicant - refers to any person or individual, firm, partnership, corporation, government or private institution/organization applying or requesting for the issuance of permits, licenses, and certificates;
- b. Business One-Stop Shop (BOSS) for the Issuance of Unified Health and Occupational Permit - a single common site or location designated by the City Government of Muntinlupa to receive and process applications, receive payments and issue approved Health and Occupational Permits;
- c. Streamlined Procedures - a simplified procedure in place to shorten the term of processing of permit in accordance with the provisions of this Ordinance;
- d. Unified Health and Occupational Permit Application Form (UHOPAF) - a single common document used by any person or individual in applying for Health and Occupational Permit in the City of Muntinlupa that contains the information and approvals needed to complete the application process and facilitate exchange of information among CHO and BPLO for data gathering, sharing, and for other purposes; and
- e. Unified Health and Occupational Permit - a document that must be secured from the City Government, through the CHO and BPLO, granting a person or individual the privilege to legally work in any business entity in the City of Muntinlupa.

Section 6. Implementation. The implementation of the streamlined procedures for the issuance of Unified Health and Occupational Permit shall be done all year round in the Business Permits and Licensing Satellite Office. The BPLO, towards this end, shall coordinate with and involve the City Treasurer's Office (CTO) for Business One-Stop Shop (BOSS) processing of the said permit. The BPLO shall provide a single or unified application form which consolidates all the information needed by CHO and BPLO.



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Section 7. Unified Health and Occupational Permit Procedures. Section 8 of this Ordinance shall be guided by the process flow with outlined procedures and requirements as follows:

Step 1- Submit the filled-out Unified Health and Occupational Permit Application Form along with the following requirements to the City Health Office:

1. Examination Results:

- 1.1 Chest X-Ray (11-months validity)
- 1.2 Urinalysis (5-months validity)
- 1.3 Fecalysis (5-months validity)

2. Any of the following for Class B Cedula:

- 2.1 Income Tax Return (ITR) 2316
- 2.2 Letter of Appointment (LOA) with Compensation
- 2.3 Barangay Certification (for first time job seeker)

Step 2 - Payment of Cedula, Health Certificate and Occupational Permit fees and charges to the City Treasurer's Office.

Step 3 - Encoding of approved Unified Health and Occupational Permit Application Form with Official Receipt and Cedula, printing of Unified Health and Occupational Permit ID and releasing of the same by the Business Permits and Licensing Office.

Section 8. Monitoring and Feedback. The BPLO shall maintain its current system by offering immediate assessment and feedback through a feedback form. This mechanism ensures continuous improvement for the delivery of fast, responsive, efficient, and effective service to attain better customer satisfaction.

Section 9. Separability Clause. If any portion of this Ordinance is declared invalid, the remainder of this Ordinance shall not be affected and shall remain valid and enforceable.

Section 10. Repealing Clause. All ordinances, rules, and regulations, or part thereof, where provisions are in conflict or contrary to the provisions of this Ordinances are hereby repealed, amended, or modified accordingly.



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Section 11. Effectivity Clause. This Ordinance shall take effect immediately upon its approval.

ENACTED, by the **10th Sangguniang Panlungsod of Muntinlupa** this **27TH** day of **January 2025**, on its **131st Regular Session**.

I HEREBY CERTIFY, as to the correctness of the foregoing **Ordinance**.

CECILIA C. LAZARTE
Secretary to the Sanggunian

ATTESTED:

ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ROZZANO RUFINO B. BIAZON
City Mayor

Date: **FEB 05 2025**