



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY

# MUNTAP 2019 National Convention and Seminar Workshop

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Iloilo Grand Hotel, Iloilo City

20 September 2019



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY



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# The Department of Information and Communications Technology

## R.A. 10844

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**Republic Act 10844 mandates the DICT to develop, implement and improve the use of ICT for delivery of public service to digitally empower the public by giving quality and fast service delivery, transparency for citizens, businesses and society to interact seamlessly with the government, thru channels that are accessible to all. The mission is for an e-Government in the service of the Filipino.**



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## Powers and Functions

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- Policy & Planning
- **Improved Public Access**
- Cybersecurity & Cybercrime
- Resource-sharing & Capacity Building
- Industry Development
- Countryside Development



# The E-Government Masterplan 2022

Launched last 17 June 2019

- serves as a blueprint of DICT's plans for integrating an interoperable government ICT network and systems with the objective of promoting open governance through digital transformation of basic services.
- it also aims to improve organizational and inter-governmental coordination, and address personnel and capability issues in utilizing ICTs for more efficient operations, public service delivery and support business to perform more effectively.



meant to achieve . . . .



# The E-Government Masterplan 2022

## CHAPTER 4: EGMP 2022 Building Blocks and Ecosystem

Through the digital transformation of the government, EGMP 2022 intends to address the following objectives:



### Optimize Government Operations

- Provide a more efficient service delivery platform
- Integrate e-government systems, enable knowledge, information and resource sharing as well as database building



### Engage Citizens

- Unlock insights that improve citizen services for greater connection and participation
- Ensure the delivery of digital public services directly to clients are fast, cost-efficient, and accessible



### Transform Services

- Facilitate business transactions through a streamlined processing of licenses, permits and fees (simplify requirements, streamline procedures)



### Empower Government Employees

- Deliver productivity gains that improve impact
- Enhance the capacity and capability of government workforce to improve the internal efficiency and public service delivery



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Transform Services

- Facilitate business transactions through a streamlined processing of licenses, permits and fees (simplify requirements, streamline procedure)



Project

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# DIGITAL TRANSFORMATION BUREAU - DICT

## Development, Test and Project Management Team

# Introduction to BPLS Project





# Legal Basis



**REVISED STANDARDS IN  
PROCESSING BUSINESS  
PERMITS AND LICENSES IN  
ALL CITIES AND  
MUNICIPALITIES**

JMC NO. 01 S. OF 2016



**GUIDELINES IN  
STREAMLINING THE  
PROCESSES FOR THE  
ISSUANCE OF BUILDING  
PERMITS AND CERTIFICATES  
OF OCCUPANCY**

JMC NO. 2018-01



**AN ACT PROMOTING EASE  
OF DOING BUSINESS AND  
EFFICIENT DELIVERY OF  
GOVERNMENT SERVICES**

REPUBLIC ACT NO. 11032

# BPLS Project Objectives

To establish a web-based business permits and licensing system that will not only effectively enhance the business tax collection performance of the LGU and support the need for information vital to the monitoring of delinquent and inactive business enterprises and more importantly, uplift the quality of service being rendered to the public.



A cloud-based application software which enables LGUs to computerize their business permitting process:

- ✓ Online application of new and renewal of business permits, and retirement of businesses
- ✓ Online assessment
- ✓ Uploading of documentary requirements
- ✓ Online review/endorsement
- ✓ Online payment and over the counter payment
- ✓ Online issuance of business permit



# Impact



With the online services of the local governments

- Accessibility to government services 24/7
- Fast delivery of services
- Real-time availability of information
- Increased efficiency and productivity rate
- Generate cost savings



RA No. 11032:  
EASE OF DOING BUSINESS AND  
EFFICIENT GOVERNMENT SERVICE  
DELIVERY ACT OF 2018  
(signed May 28, 2018)



# SALIENT FEATURES OF RA 11032

## New Provision: Adoption of Zero Contact Policy (Sec. 7)

All government agencies including local government units (LGUs) shall adopt a zero-contact policy.

Exception is during the preliminary assessment of the request and evaluation of sufficiency of submitted requirements.

No government officer or employee shall have any contact, in any manner, unless strictly necessary with any requesting party concerning an application or request.



# SALIENT FEATURES OF RA 11032

## Streamlined Procedures for the Issuance of Local Business Licenses, Clearances, Permits or Authorizations (Sec. 11)



Use of Unified Business Application Form



Establishment of Business One Stop Shop (BOSS)



**Cities/Municipalities are mandated to automate their business permitting and licensing system within 3 years.**



Barangay clearances and permits related to doing business shall be applied, issued, and collected at the city/municipality. (Co-location with LGUs)

*At the local government level, the city or municipal business process and licensing office shall not require the same documents already provided by an applicant or requesting party to the local government departments.*



JMC 2016-01 (DILG-DTI-DICT)

REVISED STANDARDS IN PROCESSING  
BUSINESS PERMITS AND LICENSES IN  
ALL CITIES AND MUNICIPALITIES





BPLS STANDARDS	From DILG-DTI JMC 2010	To Proposed JMC 2016
<b>Processing Time</b>  <b>NEW RENEWAL</b>	5 to 10 days 5 days	1 to 2 days 1 day
<b>No. of Steps</b>	5 steps	3 steps
<b>Type of Forms</b>	Unified Form	Unified Form (print and electronic)
<b>No. of Signatories</b>	2 (Mayor and Treasurer/BPLO)	2 (Mayor and Treasurer/BPLO with alternate signatories)

- Streamlining Procedures for Securing Fire Safety Inspection Certificates
- Setting-up of a Business One-Stop-Shop (BOSS)
- Conducting Joint Inspections
- **Automating business permit application processes**
- Integration of barangay clearance in the BPLS process, that applicants will have to seek barangay clearance thru the city/municipality
- 3 year validity of fire inspection permits for low-risk business establishments

- **Automating business permit application processes**
  - Computerization of BPLS processes
    - *Retrieval of previously submitted information to minimize required forms or fields*
    - *Consolidation and retrieval of negative lists/positive findings for one-time verification*
    - *Assessment of business taxes, charges and fees*
    - *Printing of tax order of payment and*
    - *Printing of business permit and other permits and clearances*

- **Automating business permit application processes**
  - Explore online and electronic means for BPLS processes
    - ***Online applications*** through web-based forms or standard 'fillable' forms that can be uploaded;
    - ***Electronic means (e.g. electronic mail) of providing businesses with tax order of payments*** covering city/municipal government and BFP taxes, charges and fees;
    - ***Online-payments***- accepting payments online allowed under Commission on Audit Circular 2013-007. "Guidelines for the Use of Electronic Official Receipts (eORs) to Acknowledge Collection of Income and Other Receipts of Government"
    - ***Online means (e.g. electronic mail) for transmitting*** business permit and other corresponding clearances and permits or *via courier services*

# eBPLS Process Flow



## Applicants/ Business Owners

### Register at LGU's Website/eBPLS

- Upload required documents
- Submit and monitor application
- View TOP



## BPLO

- Review/verifies application details and submitted documentary requirements



## ENDORISING OFFICES



## Applicants/Business Owners

- Application form
- Electronic/Manual Official Receipt
- Tax Order of Payment
- Business Permit



## Over the counter payment (Cashier)

### Online Payment



## Treasurer/ BPLO

- System generated Tax Order of Payment



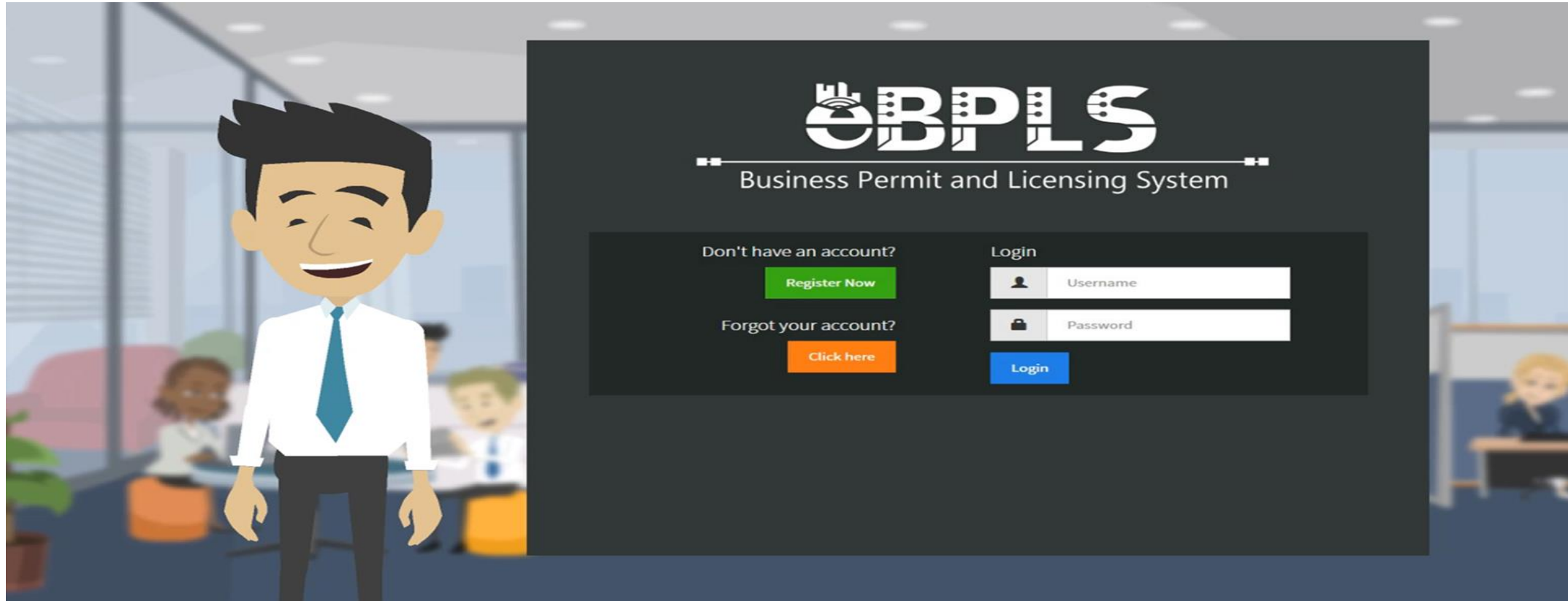
REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
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# eBPLS Cloud Overview

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# Step by Step Process:

## Login



# Step by Step Process: *Registration*



 Register Account

Registrant Profile

**Firstname \***

**Middlename**

**Lastname \***

**Extension Name**

Account Details

**Username \***

**Security Questions \***


**Password \***

**Answer \***

**Verify Password \***

**Email Address \***

**Verify Code \***

 [Get a new code](#)

Terms and Conditions

**Registration**

1. The information provided is certified as true and correct.
2. Registrant should validate their account by clicking the verification link sent to the supplied email address.
3. Registrant should not create multiple false accounts.
4. Registrant should keep their account credentials and will not share to anyone.

**Disclaimer**

1. In accordance to R.A. 10173 or Data Privacy Act, all collected information will be treated with utmost confidentiality and will not be subjected to public disclosure.

I Accept the Terms and Conditions



# Step by Step Process:

## Account Confirmation

### Confirm your registration

We have sent a confirmation link to your email. Please click the link that we have provided to complete and validate your registration.

[< Back to Login](#)



# Step by Step Process:

## Home Page (Applicant)



# Welcome to eBPLS

Applying for business permit now made easy.

[Click here to Apply](#)



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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY

# Step by Step Process:

## Home Page (BPLO)

**BPLO** Business Permit - Working Permit - Endorsement - Library - User Management

**Tanay**  
Business Permit and Licensing System

**Permit Processing**

- Today's Applicants (New, Renew)
- Assessment
- Payment
- Issuance of Permit

**Inquiry**

- Masterlists (Establishments, Workers, Category)
- Application Type
- Type of Organization
- Lessor Data
- Application Status
- Taxpayer Record (Individual Record of Payment, Application for Permit, Business Permit)
- Permits Released (Business Permit, Working Permit)
- Violations (Operational Businesses w/o Business Permit, Operational Businesses w/ Expired Business Permit, Establishments w/ Late Registration/Renewal of DTI/SEC/CDA, Delinquent Taxpayers, Underpayment, Overpayment)


**Reports**

- Top Establishments for 2016
- Fees and Charges (For Business Permit, For Working Permit)
- Official Receipt (Business Permit, Working Permit)
- Financial Reports (Abstract of General Collection, Actual Tax Collection Report, Collections Summary, Comparative Statement, Revenue by Fees, Assessed Only)



# Step by Step Process:

## Fill-up and submit Application Form

 Business Application

Application Details

**Application Type \***

New  Renewal

**Payment Mode \***

-- Select Payment Mode --

**Business ID No.**

Business ID No.

Part 1: Tax Payer's Information

**OWNER DETAILS** Owner's Name

**First Name \***

First Name

**Last Name \***

Last Name

**Middle Name**

Middle Name

**Extension Name**

Extension Name

**Birthday \*** **Sex \***

YYYY-MM-DD  Male  Female

**Tel No. \***

Tel No.

**Mobile No. \***

Mobile No.

**Email Address \***

Email Address

Part 2: Business Information

**OWNER'S ADDRESS**

**House No. / Bldg. No.** **Unit No.**

House No. / Bldg. No. Unit No.

**Building Name**

Building Name

**Street**

Street

**Subdivision**

Subdivision

**Region \*** **Province \***

Region III Aurora

**Municipality/City \*** **Barangay \***

Baler Select Barangay

**Postal Code \***

Select Postal Code

**EMERGENCY CONTACT PERSON**

**Name**

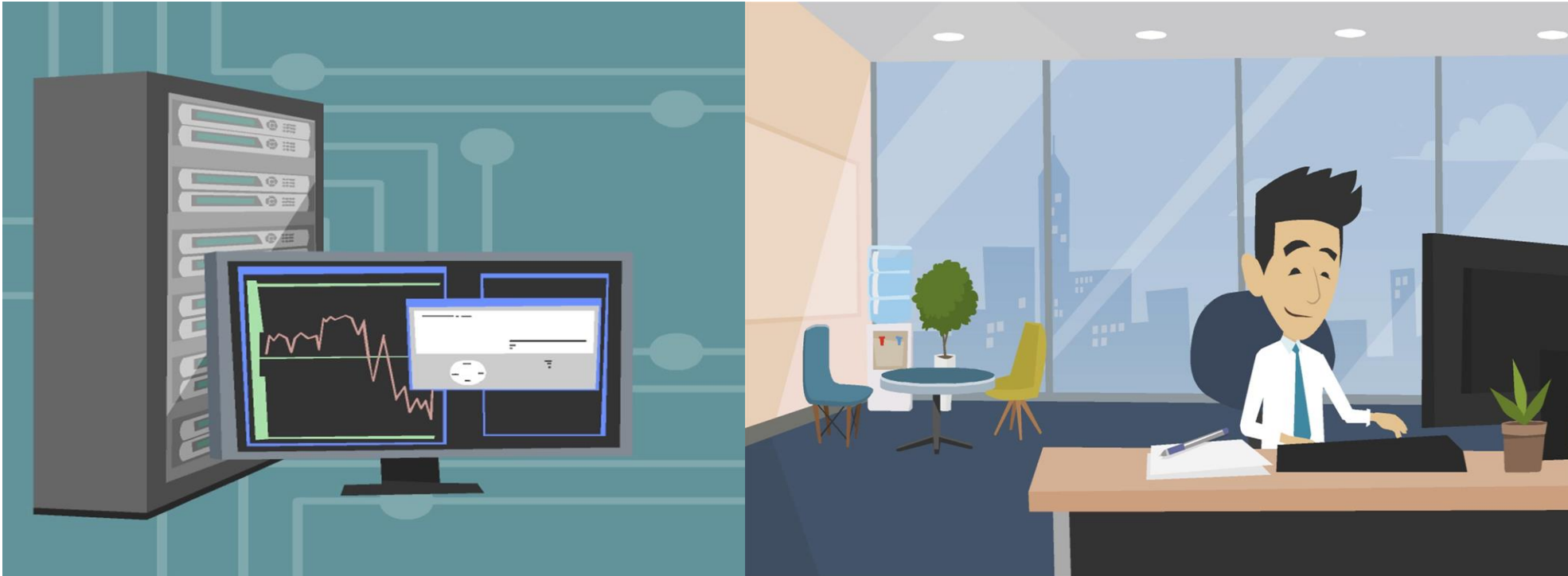
Name

Part 4: Summary and Submission



# Step by Step Process:

## Verification



# Step by Step Process:

## Verification

 RICKY HERNANDEZ's **HERNANDEZ MANUFACTURER STORE**

Verify Application

Decline Application

Application Requirements



Requirement Name \*


Select Requirement ▼

Choose File No file chosen

Upload File

**Business Permit Requirements:**

Document Title	Attachment ▼	Action
Barangay Clearance	✓	
Business Registration	✓	



ANNEX 1 (Page 1 of 2)

APPLICATION FORM FOR BUSINESS PERMIT  
TAX YEAR 2017  
MUNICIPALITY OF Baler

INSTRUCTIONS:

- Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
- Ensure that all documents attached to this form (if any) are complete and properly filled out.

I. APPLICANT SECTION

1. BASIC INFORMATION

New  Renewal Mode of Payment:  Annually  Semi-Annually  Quarterly

Date of Application: September 13, 2017 DTI/SEC/CDA Registration No.: 1234124

TIN NO.: 213-123-123-000 DTI/SEC/CDA Registration Date: 2017-09-13

Type of Business:  Single  Partnership  Corporation  Cooperative

Amendment: From  Single  Partnership  Corporation  
To  Single  Partnership  Corporation

Are you enjoying tax incentive from any Government Entity?  Yes  No. Please specify the entity?

Name of Taxpayer / Registrant

Last Name: HERNANDEZ First Name: RICKY Middle Name:

Business Name: HERNANDEZ MANUFACTURER STORE

Trade name / Franchise:

2. OTHER INFORMATION

Note: For renewal applications, do not fill up this section unless certain information have changed.

Business Address: Barangay II (Pob.), Baler Aurora

Postal Code: 3200 Email Address: ricky.ran18@gmail.com

Telephone No.: 2816680 Mobile No.: 09112333123

Owner's Address: Barangay I (Pob.), Baler Aurora

Postal Code: 3200 Email Address: ricky.ran18@gmail.com

Telephone No.: 2816680 Mobile No.: 09957227969

In case of emergency, provide name of contact person:

Telephone/Mobile No.: Email Address:

Business Area (in sq m.): 123.00 Total No. of Employees in Establishment: 123 No. of Employees Residing within LGU: 120

Note: Fill Up Only If Business Place is Rented

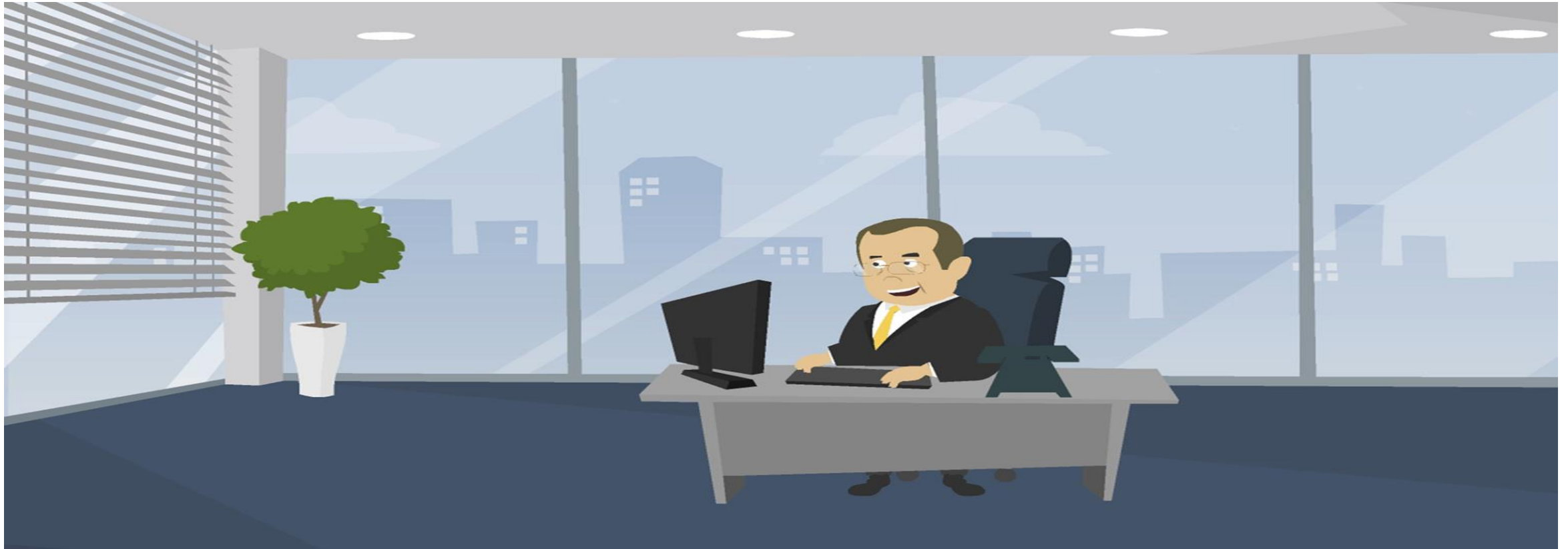
# Step by Step Process:

## Endorsement



# Step by Step Process:

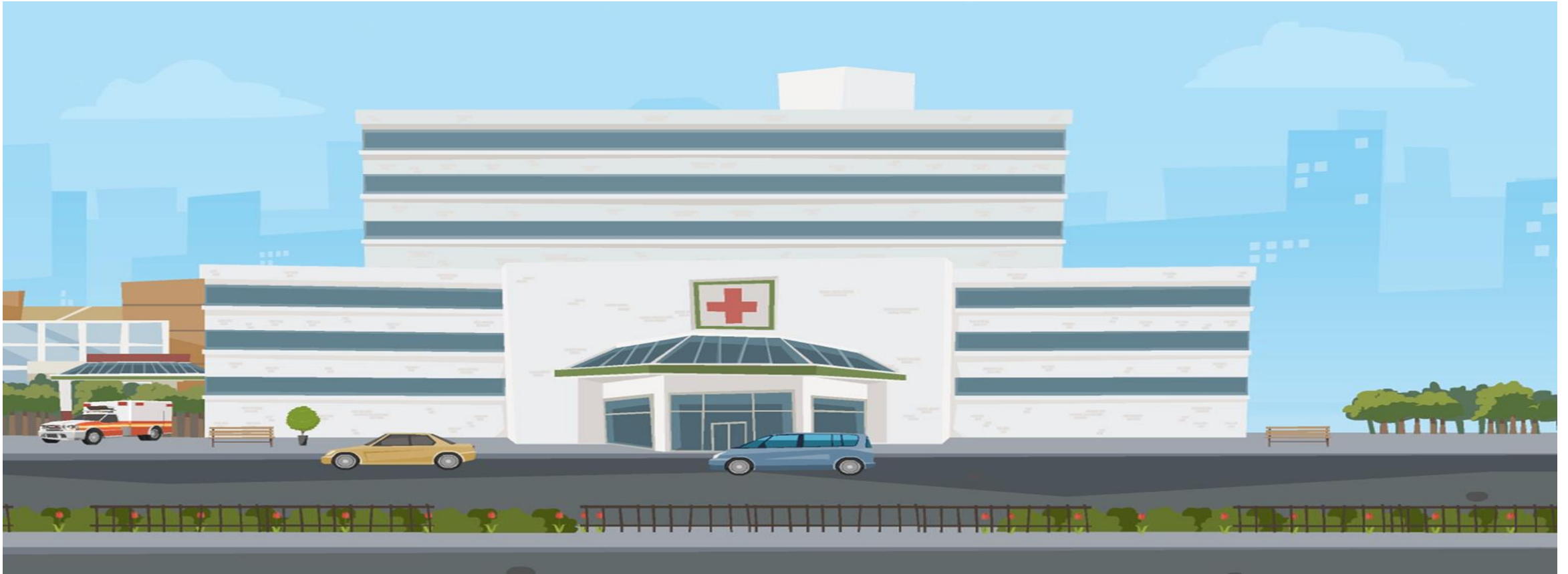
## Endorsement (Building)





# Step by Step Process:

## Endorsement (Health)



# Step by Step Process:

## Endorsement (Fire)



# Step by Step Process:

## Online Endorsement

RICKY HERNANDEZ's **HERNANDEZ MANUFACTURER STORE**

Mark as completed

Status

**Not complete**

Fees

Fees	Amount
No results found.	

Documentary Requirements from BPLO

Document Title	Attachment	Action
Barangay Clearance	✓	
Business Regsitratin	✓	

Documentary Requirements

Requirements \* Select Requirement

Choose File No file chosen Upload File

Document Title	Attachment	Filename	Action
No results found.			

Print

ANNEX 1 (Page 1 of 2)

**APPLICATION FORM FOR BUSINESS PERMIT**  
TAX YEAR 2017  
MUNICIPALITY OF Baler

**INSTRUCTIONS:**

- Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
- Ensure that all documents attached to this form (if any) are complete and properly filled out.

**I. APPLICANT SECTION**

**1. BASIC INFORMATION**

New  Renewal      Mode of Payment:  Annually  Semi-Annually  Quarterly

Date of Application: **September 13, 2017**      DTI/SEC/CDA Registration No.: **1234124**

TIN NO.: **213-123-123-000**      DTI/SEC/CDA Registration Date: **2017-09-13**

Type of Business:  Single  Partnership  Corporation  Cooperative

Amendment: From  Single  Partnership  Corporation

To  Single  Partnership  Corporation

Are you enjoying tax incentive from any Government Entity?  Yes  No. Please specify the entity?

Name of Taxpayer / Registrant

Last Name: **HERNANDEZ**      First Name: **RICKY**      Middle Name:

Business Name: **HERNANDEZ MANUFACTURER STORE**

Trade name / Franchise:

**2. OTHER INFORMATION**

**Note: For renewal applications, do not fill up this section unless certain information have changed.**

Business Address: **Barangay II (Pob.), Baler Aurora**

Postal Code: **3200**      Email Address: **ricky.ran18@gmail.com**

Telephone No.: **2816680**      Mobile No.: **09112333123**

Owner's Address: **Barangay I (Pob.), Baler Aurora**

Postal Code: **3200**      Email Address: **ricky.ran18@gmail.com**

Telephone No.: **2816680**      Mobile No.: **09957227969**

In case of emergency, provide name of contact person:

Telephone/Mobile No.:      Email Address:

Business Area (in sq m.): **123.00**      Total No. of Employees in Establishment: **123**      No. of Employees Residing within LGU: **120**

**Note: Fill Up Only If Business Place is Rented**

Lessor's Full Name:

Lessor's Full Address:

Lessor's Full Telephone/Mobile No.:

# Step by Step Process:

## Assessment



Assessment

Application Details	
Reference No.	H-037701-00003
Business Name	HERNANDEZ MANUFACTURER STORE
Owner	HERNANDEZ, RICKY
Application Date	2017-09-13 14:34:49
PaymentMode	Annual
Transaction Type	New

Line of Business					Re-Assess	Tax Order of Payment	Send Assessment
Payment Mode: <input type="text" value="Select Payment Mode:"/>							
Particular	Tax Due	Interest	Surcharge	Total			
Due and Payable to the Municipality of Baler							
Manufacturer	5,500.00	0.00	0.00	5,500.00			
Plate Fee	200.00	0.00	0.00	200.00			
Garbage Fee	500.00	0.00	0.00	500.00			
Mayor's Permit Fee	10,000.00	0.00	0.00	10,000.00			
Fire Safety Inspection Fee	1,070.00	0.00	0.00	1,070.00			
<b>GRAND TOTAL</b>				<b>17,270.00</b>			

Payment Schedule:					
Mode:Annual	Payment Due Date(on or before)	Amount	Interest/Surcharge	Penalty	Total Amount
1st Payment	2017-09-28	17,270.00	0.00	0.00	17,270.00
<b>Total Amount:</b>					<b>17,270.00</b>

# Step by Step Process:

## Tax Order of Payment

REPUBLIC OF THE PHILIPPINES  
Province of Aurora  
Municipality of Baler  
BUSINESS PERMIT AND LICENSING SECTION  
**TAX ORDER OF PAYMENT**

Account No. (Online Reference No): H-037701-00003	Date Assessed: 2017-09-13
Business Name: HERNANDEZ MANUFACTURER STORE	TOP No.: 2017-H03770100003-0913-000001
Taxpayer Name: HERNANDEZ, RICKY	
Location/Address: Barangay II (Pob.), Baler Municipality, Aurora, Central Luzon	TaxYear: 2017
Business Activity	Capital Investment
	Non-Essential
	Essential
Manufacture of other wearing apparel, n.e.c.	1,000,000.00
	0.00
	0.00

Particulars	Tax Due	Interest	Surcharge	Total
<b>Due and Payable to the Municipality of Baler:</b>				
Manufacturer*	5,500.00	0.00	0.00	5,500.00
Plate Fee**	200.00	0.00	0.00	200.00
Garbage Fee**	500.00	0.00	0.00	500.00
Mayor's Permit Fee**	10,000.00	0.00	0.00	10,000.00
Fire Safety Inspection Fee	1,070.00	0.00	0.00	1,070.00
Penalty for late filing	0.00	0.00	0.00	0.00
			<b>GRAND TOTAL</b>	<b>17,270.00</b>

\*Subject to Annual, Semi-Annual, Semestral and Quarterly Modal Paymet - Current

\*\*One-Time Payment

**Payment Mode:**  
Annual

Total Due and Payable	17,270.00
Pay on or before, penalties are imposed after this period	2017-09-28

Semi-Annual/Semestral

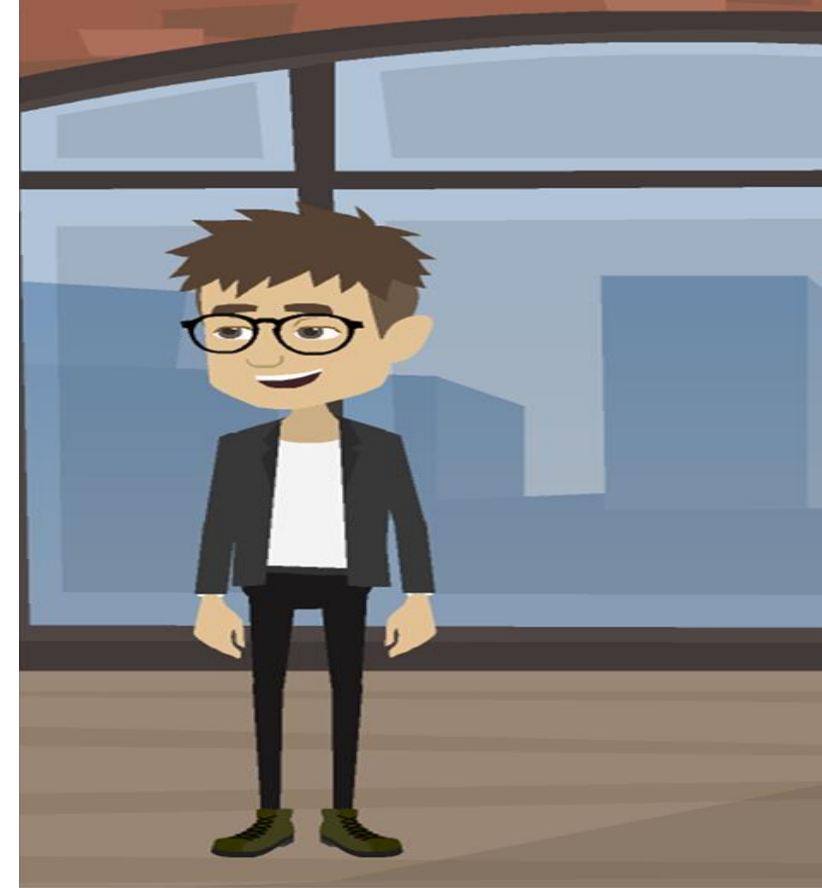
	1st Semester	2nd Semester
Total Due and Payable	0.00	17,270.00
Pay on or before, penalties are imposed after this period	0000-00-00	2017-09-28

Quarterly

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Total Due and Payable	0.00	0.00	0.00	17,270.00
Pay on or before, penalties are imposed after this period	0000-00-00	0000-00-00	0000-00-00	2017-09-28

Reminder:

1. Please pay the amount due accordingly through online or at the Treasury Office, 1F New Municipal Building, Tanay Rizal.
2. Late payment will be subjected to 25% surcharge and monthly interest rate of 2% of the amount due to be paid at the same time and in the same manner as tax due.
3. For due date which falls on Saturdays, Sundays and Holidays shall be paid on the last working day prior to the due date.



# Step by Step Process:

## Payment



# Online Payment

## **Landbank of the Philippines (LBP):**

- Debit Card
- BancNet
- GCash

## **Development Bank of the Philippines (DBP):**

- Debit Card
- Visa Card

# Step by Step Process:

## Landbank

The screenshot displays the Landbank ePayment Portal interface. On the left is a navigation menu with icons for Pay Bills, Merchant Payment Inquiry, e-Banking Services, Internet Security Tips, Download Forms, Terms and Conditions, FAQs, and Contact Us. The main content area features a green header with the Landbank logo and the text 'LAND BANK OF THE PHILIPPINES'. Below the header, there are two tables: 'Transaction Details' and 'Payment Summary'. A yellow banner contains a checkbox for terms and conditions. At the bottom, there is a PIN pad interface for transaction authorization, including a text box for the 10-digit account number, a dropdown for the Joint Account Indicator (JAI), and a numeric keypad with 'Submit' and 'Cancel' buttons.

Transaction Details	
Merchant Name	UAT-Municipality of Tanay
Transaction Type	Business Permit
Desc	BusinessPayment
Quarter	2-2017
AID	App
ApplicationID	6

Payment Summary	
Payment Option	LANDBANK
Transaction Amount	PhP 10,294.00
Transaction Fee	PhP 10.00
LANDBANK	PhP 10.00
Merchant	PhP 0.00
<b>Total Amount</b>	<b>PhP 10,304.00</b>

I certify that I am at least 18 years old and have read, understood, and agreed to the [Terms and Conditions](#).

To authorize this transaction, please enter your ATM account number and click your PIN on the PIN PAD

Enter your [10-Digit Account Number](#)

0 Enter your [Joint Account Indicator \(JAI\)](#)

2	5	4
6	0	8
3	7	9
CE	1	Clear

Submit Cancel

This website can only be viewed using the latest version of Google Chrome, Mozilla Firefox, and Safari





 **LANDBANK**  
*Link.BizPortal*




**LANDBANK**

WE HELP **YOU** GROW.

# Step by Step Process:

## DBP

202.60.8.156:8443/transaction/send

Online Payment 

Merchant:	DICT - IPG
Description:	Payment for Business Permit
Reference Code:	045812000-2016-12-9408801
Amount:	PHP1,815.00
Service Fee:	PHP36.30
Total:	PHP1,851.30

**To proceed, please enter the following details:**

Card Number:	<input type="text"/>
CVV2:	<input type="text"/>
Expiry Date (MM/YYYY):	<input type="text"/> <input type="text"/>

**Confirm Payment**





***Internet Payment Gateway***



## **I-PAY MYEG PHILIPPINES, INC.**

### **Quick and Transparent Online Payment Service for all Filipinos!**

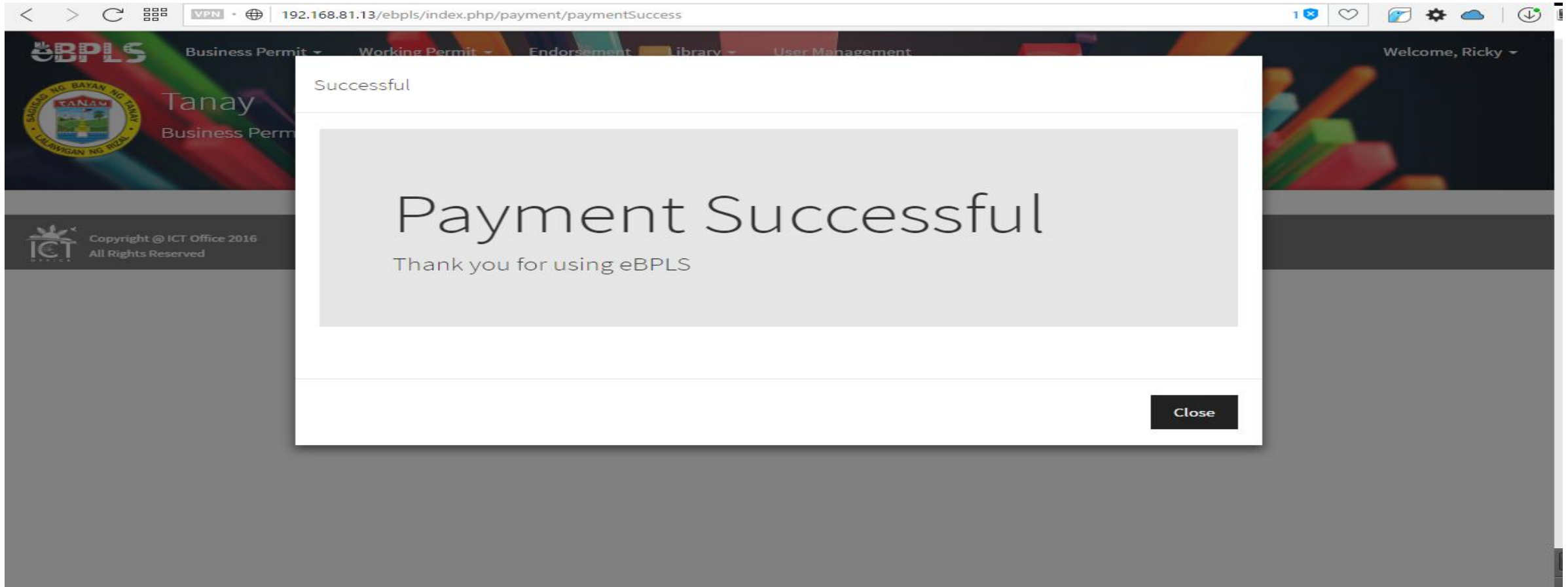
#### **DISCLAIMER**

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# Step by Step Process:

## Online Payment

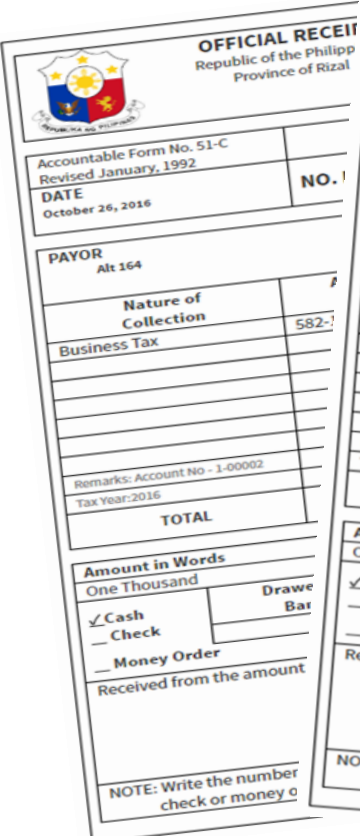


The screenshot shows a web browser window with the address bar displaying `192.168.81.13/ebpls/index.php/payment/paymentSuccess`. The page content includes a navigation menu with items like "Business Permit", "Working Permit", "Endorsement", "Library", and "User Management". A "Successful" modal window is centered on the screen, containing the text "Payment Successful" and "Thank you for using eBPLS". A "Close" button is located in the bottom right corner of the modal. The background of the page features the "eBPLS" logo and the text "Tanay Business Permits". The footer of the page includes the "ICT" logo and the text "Copyright © ICT Office 2016 All Rights Reserved".



# Step by Step Process:

## Electronic Official Receipt



**OFFICIAL RECEIPT**  
Republic of the Philippines  
Province of Rizal

Accountable Form No. 51-C  
Revised January, 1992

DATE: October 26, 2016

PAYOR: Alt 164

Nature of Collection	Account Code
Business Tax	582-1
<b>TOTAL</b>	

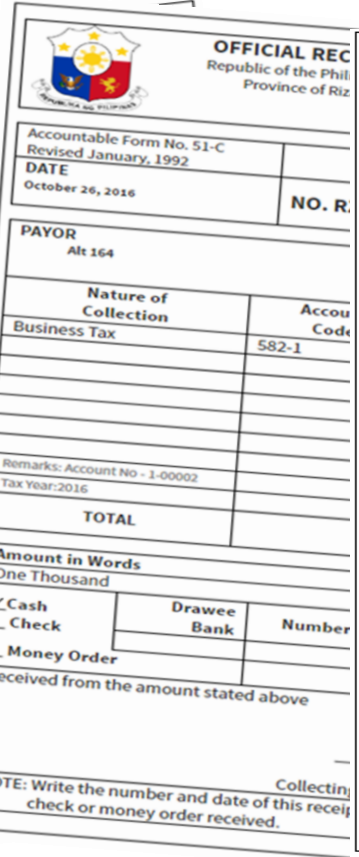
Amount in Words  
One Thousand

Cash  
 Check  
 Money Order

Drawee Bank: \_\_\_\_\_  
Number: \_\_\_\_\_

Received from the amount stated above

NOTE: Write the number and date of this receipt check or money order received.



**OFFICIAL RECEIPT**  
Republic of the Philippines  
Province of Rizal

Accountable Form No. 51-C  
Revised January, 1992

DATE: October 26, 2016

PAYOR: Alt 164

Nature of Collection	Account Code
Business Tax	582-1
<b>TOTAL</b>	

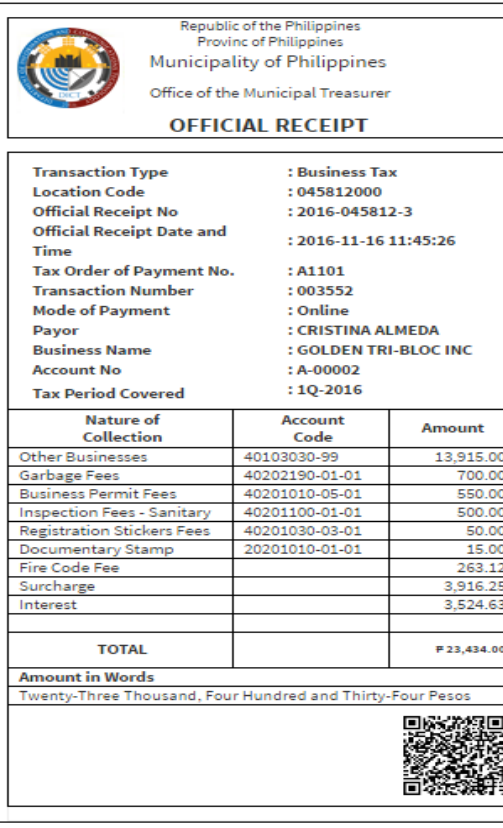
Amount in Words  
One Thousand

Cash  
 Check  
 Money Order

Drawee Bank: \_\_\_\_\_  
Number: \_\_\_\_\_

Received from the amount stated above

NOTE: Write the number and date of this receipt check or money order received.




Republic of the Philippines  
Province of Philippines  
Municipality of Philippines  
Office of the Municipal Treasurer

**OFFICIAL RECEIPT**

Transaction Type: Business Tax  
Location Code: 045812000  
Official Receipt No: 2016-045812-3  
Official Receipt Date and Time: 2016-11-16 11:45:26  
Tax Order of Payment No.: A1101  
Transaction Number: 003552  
Mode of Payment: Online  
Payor: CRISTINA ALMEDA  
Business Name: GOLDEN TRI-BLOC INC  
Account No: A-00002  
Tax Period Covered: 1Q-2016

Nature of Collection	Account Code	Amount
Other Businesses	40103030-99	13,915.00
Garbage Fees	40202190-01-01	700.00
Business Permit Fees	40201010-05-01	550.00
Inspection Fees - Sanitary	40201100-01-01	500.00
Registration Stickers Fees	40201030-03-01	50.00
Documentary Stamp	20201010-01-01	15.00
Fire Code Fee		263.12
Surcharge		3,916.25
Interest		3,524.63
<b>TOTAL</b>		P 23,434.00

Amount in Words  
Twenty-Three Thousand, Four Hundred and Thirty-Four Pesos





# Electronic Official Receipt

## Can LGUs accept e-payments?

*DTI-DILG joint Department Administrative Order (JDAO) No 10-01 Series 2010*



**SUBJECT: GUIDELINES ON THE USE OF ACCESS DEVICES FOR PAYMENT OF FEES, CHARGES, ASSESSMENTS AND OTHER REVENUES DUE TO THE GOVERNMENT THROUGH THE ELECTRONIC PAYMENT AND COLLECTION SYSTEM (EPCS) OF A GOVERNMENT ENTITY**

The following conditions shall apply on the charging of convenience fee:

5. A confirmation of payment or proof of payment shall be generated and shall indicate the breakdown of amounts paid for the transaction. The convenience fee shall be reflected separately for transparency and proper accounting. The Electronic Official Receipt (EOR) for government collections shall be covered by the guidelines to be issued by the Commission on Audit (COA).



# Electronic Official Receipt

## Commission on Audit

COA Circular 2004-006

**SUBJECT : GUIDELINES AND PRINCIPLES ON THE ACCEPTABILITY OF THE EVIDENCE OF RECEIPT OF PAYMENT FOR DISBURSEMENTS.**

COA Circular 2013-007

**Subject : GUIDELINES FOR THE USE OF ELECTRONIC OFFICIAL RECEIPTS (eORs) TO ACKNOWLEDGE COLLECTION OF INCOME AND OTHER RECEIPTS OF GOVERNMENT**

3.2 Receipt of collections/revenue through electronic means shall be acknowledged by an eOR.

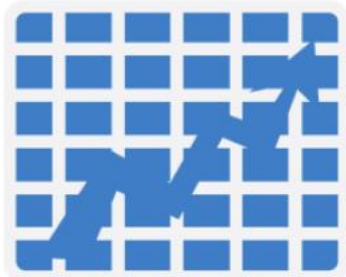
3.7 The government agency shall provide read/view and print access rights to the COA Auditor in the computerized system where online collections are being processed.





# Electronic Payment (e-payment)

## Benefits to the LGUs



EFFICIENCY



FINANCIAL  
INCLUSION



TRANSPARENCY



COST SAVINGS



SECURITY

# Electronic Payment (e-payment)

## Benefits to taxpayers

### CONVENIENCE

- Tax assessment and payments can be made anytime, anywhere
- Spares taxpayers the inconvenience of long queues and heavy traffic going to the City Hall

### COST SAVINGS

- Opportunity cost – no need to take a leave from work or close down business to pay taxes
- Saves on transportation cost
- Saves time

# Step by Step Process:

## Issuance

Business Permit


Permit Details

Business ID No.  
H-037701-00003

Remarks  
Remarks

Save Remarks Issue Permit

Business Permit

 REPUBLIC OF THE PHILIPPINES  
Municipality of Baler  
Province of Aurora  
Business Permit and Licensing Section  
**MAYOR'S PERMIT AND BUSINESS LICENSE**

Permit No. 2017-0001

To whom it may concern,

Pursuant to the revenue code of this Municipality/City, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to the herein Taxpayer.


Taxpayer's Name	
HERNANDEZ, RICKY	
Account No	Ownership
H-037701-00003	Single Proprietorship
Status	Plate No
New	

Commercial Name		Commercial Address		
HERNANDEZ MANUFACTURER STORE		Brgy. Barangay II (Pob.) Baler		
Total Amount Paid	O.R. No.	O.R. Date	Date Issued	Date Expired
17,270.00 (Annual)	34234	September 13, 2017		December 31, 2017
No. of Employees	TIN No.	DTI No.	SEC No.	SSS No.



# Step by Step Process:

## Generation of Business Permit



**REPUBLIC OF THE PHILIPPINES**  
Municipality of Tanay  
Province of Rizal  
Business Permit and Licensing Section  
**MAYOR'S PERMIT AND BUSINESS LICENSE**

To whom it may concern,

Pursuant to the revenue code of this Municipality/City, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to the herein Taxpayer:

**Permit No. 2016-0002**

---

**REPUBLIC OF THE PHILIPPINES**  
Municipality of Philippines  
Province of Philippines  
Business Permit and Licensing Section  
**MAYOR'S PERMIT AND BUSINESS LICENSE**

To whom it may concern,

Pursuant to the revenue code of this Municipality/City, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to the herein Taxpayer:

**Permit No. 2016-0003**

Taxpayer's Name	
SORIANO, CHARLENE FAYE SAMILEY	
Account No.	Ownership
S-05001	Partnership
Status	Plate No.
New	

Commercial Name	Commercial Address			
Fagz Dance Station	Brgy. Cayabu Tanay			
Total Amount Paid	O.R. No.	O.R. Date	Date Issued	Date Expired
2,850.00	2	November 16, 2016		December 31, 2016
No. of Employees	TIN No.	DTI No.	SEC No.	SSS No.
0			A199809	

**Business Line**

Repair of communication equipment

- Exhibit this Permit in Your Establishment.
- This Permit is only a privilege and not a right, subject to revocation and closure of Business Establishment for any violation of existing Laws and Ordinances and conditions set forth in the Permit.
- This Permit must be renewed on or before January 20 of the following year unless sooner revoked for cause. Failure to renew within the time required shall subject the Taxpayer to a surcharge of 25% of the amount of taxes, fees or charges due, plus an interest of 2% per month of the unpaid taxes, fees or charges including surcharges.
- Your Business Establishment is subject to final inspection or regulatory compliance.
- Submit this Permit upon retirement of your Establishment.

JUAN A. DELA CRUZ  
MUNICIPAL MAYOR

**OFFICIAL RECEIPT**  
Municipality of Tanay  
Province of Rizal

DATE: November 16, 2016  
NO. RZL 928482 A

Particulars	Amount
Business Fee	1,000.00
TOTAL	1,000.00

**Statement of Assets and Liabilities**

Particulars	Total
Assets	1,000.00
Liabilities	1,000.00
TOTAL	1,000.00





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY

# System Modules and Users

---

# Main System Modules



**Application**



**Assessment**



**Payment**



**Issuance**



# Main System Modules



**Application**





## Business Application

### Application Details

**Application Type \*** New  Renewal**Payment Mode \***

-- Select Payment Mode -- ▾

**Account No.**

Account No.

### Tax Payer's Information

**OWNER DETAILS**

Owner's Name ▾

**First Name \***

First Name

**Last Name \***

Last Name

**Middle Name**

Middle Name

**Extension Name**

Extension Name

**Birthday \***

YYYY-MM-DD

**Sex \*** Male  Female**Civil Status \***

Select Civil Status ▾

**Citizenship \***

Select Citizenship ▾

**Tel No.**

Tel No.

**Mobile No.**

Mobile No.

**Email Address \***

Email Address

### Business Information

**OWNER'S ADDRESS****House No. / Bldg. No.**

House No. / Bldg. No.

**Unit No.**

Unit No.

**Building Name**

Building Name

**Street**

Street

**Subdivision**

Subdivision

**Region \***

Select Region ▾

**Province \***

Select Province ▾

**Municipality/City \***

Select City/Municipality ▾

**Barangay \***

Select Barangay ▾

**Postal Code \***

Select Postal Code ▾

**EMERGENCY CONTACT PERSON****Name**

Name

**Contact No.**

Contact No.

**Email Address**

Email Address

**Relationship**

Relationship

&lt; Prev

Next &gt;

Save as Draft

Submit





## Business Application

### Application Details

**Application Type \*** New  Renewal**Payment Mode \*****Account No.**

### Tax Payer's Information

### Business Information

### Business Activity / Requirements

### Summary

#### BUSINESS DETAILS

**Business Name \*****Trade Name / Franchise****Name of President of Corporation****Name of Treasurer of Corporation****Type of Organization \*** Single Proprietorship  Partnership  Cooperative  Corporation**DTI/SEC/CDA Registration No. \*****DTI/SEC/CDA date of registration \*****Tax Identification No. (TIN)****CTC No.****Property Index Number (PIN)****Business Area (in sq m)****No. of Employees in Establishment****No. of Employees Residing in LGU****Telephone No. \*****Mobile No.****Email Address \*****Are you enjoying tax incentive from any Government Entity? \*** Yes  No

#### BUSINESS ADDRESS

**House No. / Bldg. No.****Unit No.****Building Name****Street****Subdivision****Region \*****Province \*****City / Municipality \*****Barangay \*****Postal Code \***

#### LESSOR DETAILS

**Is the place of business rented? \*** Yes  No[← Prev](#) [Next →](#)[Save as Draft](#)[Submit](#)



Tanay

Business Permit and Licensing System

## Business Application

**Application Details**

**Application Type \***  
 New  Renewal

**Payment Mode \***  
-- Select Payment Mode -- ▾

**Account No.**  
Account No.

**Tax Payer's Information**

**Business Information**

LINE OF BUSINESS:

**NOTE:** For Business Codes, please refer to BIR Registration.

Displaying 1-1 of 1 result.

Code	Description	Units	Capital Investment	
01582	Growing of seedlings for reforestation	0	0.00	

**Business Activity / Requirements**

**DOCUMENTARY REQUIREMENTS**

Document Title	Attachment	Filename	Action
No results found.			

**Requirement Name \***  
-- Select Requirement -- ▾

No file selected.

**Business Application**

**Application Details**

**Application Type**

New  Renewal

**Payment Mode**

-- Select Payment Mode --

**Account No.**

Account No.

Tax Payer's Information
Business Information
Business Activity / Requirements
Summary

**Application Form for Business Permit**  
TAX YEAR 2017  
MUNICIPALITY OF TANAY

<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Additional	<b>Transfer:</b> <input type="checkbox"/> Ownership <input type="checkbox"/> Location	<b>Amendment:</b> <input type="checkbox"/> From Single to Partnership <input type="checkbox"/> From Single to Corporation <input type="checkbox"/> From Partnership to Single <input type="checkbox"/> From Partnership to Corporation <input type="checkbox"/> From Corporation to Single <input type="checkbox"/> From Corporation to Partnership	<b>Mode of Payment:</b> <input type="checkbox"/> Annually <input type="checkbox"/> Bi-annually <input type="checkbox"/> Quarterly
---	---	---	--

Date of Application: **February 07, 2017**

Reference No.:

Type of Organization:  
 Single  Partnership  Corporation  Cooperative

Are you enjoying tax incentive from any Government Entity?  
 Yes  
 No. Please specify the entity:

Name of Taxpayer:  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Business Name:  
 Trade name/Franchise:  
 Name of President/Treasurer of corporation:

Business Address	Owner's Address
House No./Bldg. No.:	House No./Bldg. No.:
Building Name:	Building Name:
Unit No.:	Unit No.:
Street:	Street:
Barangay:	Barangay:
Subdivision:	Subdivision:
City/Municipality: <b>Tanay</b>	City/Municipality:
Province: <b>Rizal</b>	Province:
Tel. No.:	Tel. No.:
Email address:	Email address:
Property Index Number (PIN):	
Business Area (in sq. m):	Total No. of Employees in Establishment: _____ # of Employees Residing in LOU: _____

If Place of Business is Rented, please identify the following:

Lessor's Name:

Lessor's Address	Subdivision:
House No./Bldg. No.:	City/Municipality:
Street:	Province:
Barangay:	Email Address:
Tel. No.:	

In case of Emergency: \_\_\_\_\_ Contact Person/ Tel No./ Mobile phone no./ email address: \_\_\_\_\_

Code	Business Activity / Line of Business	No. Of Units	Capitalization (for new business)	Gross Sales / Receipts (for renewal)	
				Essential	Non-essential
01582	Growing of seedlings for reforestation	0		0.00	0.00

*Oath of Undertaking:*  
 I undertake to comply with the regulatory requirement and other deficiencies within 30 days from release of the business permit.

SIGNATURE OF APPLICANT OVER PRINTED NAME \_\_\_\_\_ POSITION/TITLE \_\_\_\_\_

**Annex 1: Application Form for Business ASSESSMENT**

LOCAL TAXES	REFERENCE	AMOUNT DUE	PENALTY/SURCHARGE	TOTAL	ASSESSED BY
VERIFICATION OF DOCUMENTS					
DESCRIPTION	OFFICE/AGENCY	DATE ISSUED	VERIFIED BY (BPLO STAFF)		
Assessment reviewed by: _____			Assessment recommended by: _____		

Instructions:

- Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
- Ensure that all documents attached to this application form are complete and properly filled out.

# Main System Modules



## Assessment





# Baler

Business Permits and Licensing System



## Assessment

### Application Details

<b>Reference No.</b>	D-137404-00004
<b>Business Name</b>	KAPENG BARAKO COFFEE SHOP
<b>Owner</b>	DELA CRUZ, JUAN
<b>Application Date</b>	2018-09-13 11:20:46
<b>PaymentMode</b>	Annual
<b>Transaction Type</b>	New

### Line of Business

[Re-Assess](#)
[Tax Order of Payment](#)
[Send Assessment](#)

Particular	Tax Due	Interest	Surcharge	Total
Due and Payable to the Municipality of Baler				
Garbage Fee	1,500.00	0.00	0.00	<b>1,500.00</b>
Mayor's Permit Fee	500.00	0.00	0.00	<b>500.00</b>
Business Plate Fee	200.00	0.00	0.00	<b>200.00</b>
Fire Safety Inspection Certificate Fee	120.00	0.00	0.00	120.00
Occupancy Permit Fee	150.00	0.00	0.00	150.00
Laboratory Fee	200.00	0.00	0.00	200.00
<b>GRAND TOTAL</b>				<b>2,670.00</b>



# Main System Modules



## Payment





# Tanay

Business Permit and Licensing System

## Application Details

<b>Business Name :</b>	ASD
<b>Owner :</b>	SAD, ASD
<b>Application Date :</b>	2017-02-03 22:05:24
<b>Payment Mode :</b>	Quarterly
<b>Transaction Type :</b>	New

## Payment Schedule

Mode:Quarterly	Payment Due Date(on or before)	Amount	Surcharge	Interest	Penalty	Under Paid/Over Paid	Total Amount	Status	Payment
1st Quarter	March 03, 2017	1,650.00	0.00	0.00	1,000.00	0.00	2,650.00	Unpaid	<a href="#">Payment</a>
2nd Quarter	April 20, 2017	0.00	0.00	0.00	0.00	0.00	0.00	N/A	<a href="#">Payment</a>
3rd Quarter	July 20, 2017	0.00	0.00	0.00	0.00	0.00	0.00	N/A	<a href="#">Payment</a>
4th Quarter	October 20, 2017	0.00	0.00	0.00	0.00	0.00	0.00	N/A	<a href="#">Payment</a>

**Total Amount:** 2,650.00



# Tanay

## Business Permit and Licensing System

### Application Details

**Business Name :**

**Owner :**

**Application Date :**

2017-02-03 22:05:24

**Payment Mode :**

Quarterly

**Transaction Type :**

New

### Payment Schedule

Mode:Quarterly	Payment Due Date(on or before)	Amount	Surcharge	Interest	Penalty	Under Paid/Over Paid	Total Amount	Status	Payment
1st Quarter	March 03, 2017	1,650.00	0.00	0.00	1,000.00	0.00	2,650.00	Unpaid	<a href="#">Payment</a>

### Payment Option

**Select Mode Payment**

A convenience/service fee of Php 20.00 is collected by LBP for this payment option.  
Click Proceed should you wish to continue with the transaction.

[Proceed](#)






# Main System Modules



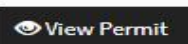
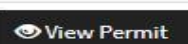
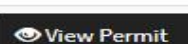


**Issuance**



 Issuance of Permit

Displaying 1-10 of 23 results.

<a href="#">Business ID No.</a>	Owner / Informant	Business Name	Type of Application	<a href="#">Date of Application</a>	Status of Application	<a href="#">Application Method</a>	Action
<input type="text" value="--Search here--"/>	<input type="text" value="--Search here--"/>	<input type="text" value="--Search here--"/>	<input type="text" value=""/>	<input type="text" value="--Search here--"/>	For Issu: ▾	<input type="text" value=""/>	
G-11110-00003	GALANG, JUANCHO	LANDBANK EPP TEST 2	New	2018-05-28 09:51:59	For Issuance	Walk-in	
M-11110-00004	MINDIORO, RAYMOND	TEST FOR IPAY 2	New	2018-06-08 13:45:46	For Issuance	Walk-in	
G-11110-00004	GALANG, ALLEN	TEST FOR IPAY 3	New	2018-06-08 13:48:08	For Issuance	Walk-in	
M-137404-00006	MYEG, LUCILLE	TEST FOR IPAY	New	2018-08-08 13:49:49	For Issuance	Walk-in	
A-137404-00002	ABUAN, JAMIEL	JAMIEL GENERAL MERCHANDISEE	Renewal	2018-08-10 10:50:19	For Issuance	Walk-in	



Business Permit

Permit Details

**Business ID No.**

G-11110-00003

**Remarks**

Remarks

Business Permit



REPUBLIC OF THE PHILIPPINES  
 Municipality of Cortes  
 Province of Bohol

Business Permit and Licensing Section

**MAYOR'S PERMIT AND BUSINESS LICENSE**

**Permit No.**  
2018-0008

**To whom it may concern,**

Pursuant to the revenue code of this Municipality/City, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to the herein Taxpayer.

Taxpayer's Name	
GALANG, JUANCHO	
Account No	Ownership
G-11110-00003	Single Proprietorship
Status	Plate No
New	

Commercial Name	Commercial Address
LANDBANK EPP TEST 2	Brgy. San Roque Cortes
Total Amount	



# System Users



**System Administrator**



**BPLO**



**Endorsement Offices**



**Treasury**



# System Users

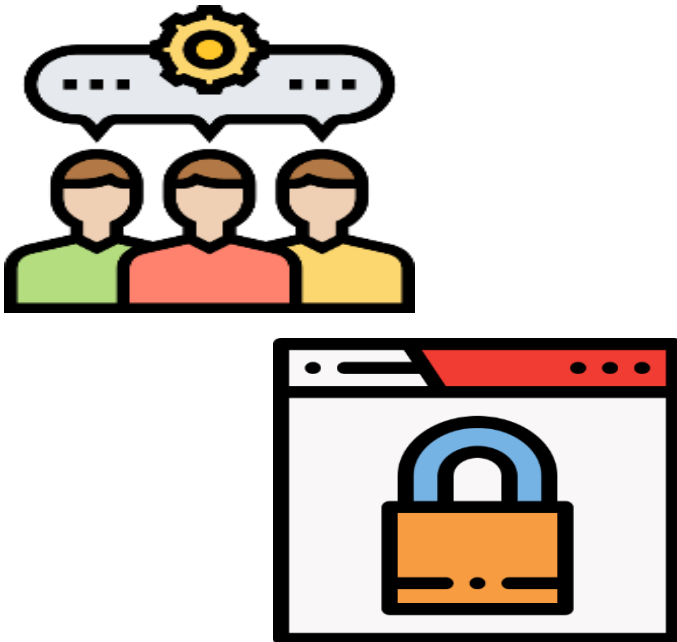


**System Administrator**



# System Users

## System Administrator



- Set-up of LGU Profile
- Data build-up:
  - Personnel Data
  - Designation
  - Offices
- User management
- Signatories



# Set-up of LGU Profile


Navigation: Working Permit - Library - User Management - **LGU Profile** - Migration - Audit Trail

Search: [Search] Welcome, John Mark -

Tanay Business Permit and Licensing System

LGU Profile Update Profile

### Logo



Choose File No file chosen

Upload Image

### Mayor

Name: Rafael A Tanjuatco View Mayor List

### Basic Information

PSGC	tanay
City/Municipality	Tanay
Region	Region IV-A
Province	Rizal

### Signatories

Name	Designation	Office	Action
Delia Basada	BPLO Staff	Business Permit and Licensing Section	<a href="#">Edit</a> <a href="#">Delete</a>
Carl Carreon	BPLO Staff	Business Permit and Licensing Section	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#)

### Contact Details

Contact Number	1232323232
Email Address	ricky.ran18@gmail.com,tintintiamzon@yahoo.com,kristinecg24@gmail.com
Website	www.tanay.gov.ph

# Data build-up: Personnel Data











Personnel Data

Add Office

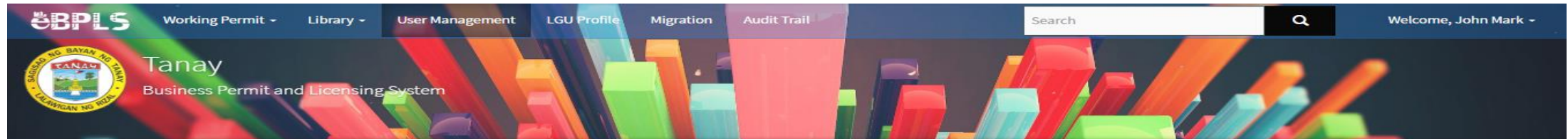
Personnel Designation Office

Displaying 1-8 of 8 results.

Parent Office -	Code -	Description -	Status -	Action
	BPLO	Business Permit and Licensing Section	Active	
	Fire	Bureau of Fire Prevention	Active	
	Engineering	Building Official Office	Active	
	MHO	Municipal Health Office	Active	
	IMS	Information Management Systems Office	Active	
	Treasury	Municipal Treasury Office	Active	
	OM	Mayor	Active	
	Acctg	Accounting	Active	



# User Management












 User Management

Unblock user accounts

Add User Account

User Access

Displaying 1-9 of 9 results.

<a href="#">Employee Number -</a>	<a href="#">Username -</a>	Name	Access Level	Action
<input type="text"/>	<input type="text"/>			
1234	rollie	Bicaldo, Rollie Christian Mago	System Administrator	
0428	jatecuico	Tecuico, Joel	System Administrator	
201600001	juan.delacruz	Dela Cruz, Juan	BPLO	
3423	aira	Agustin, Aira	BPLO Staff	
123454321	conan	Edogawa, Conan	Fire Officer	
198399890	frankyDoyle	Doyle, Franky	Building Officer	
1234567789	jamesYap	Yap, James	Health Officer	
120401	ricky	Hernandez, Ricky R	BPLO	
120603	bplsteam	Lozano, John Mark	System Administrator	



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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY

# System Users



**Business Permit and  
Licensing Officer**



# System Users

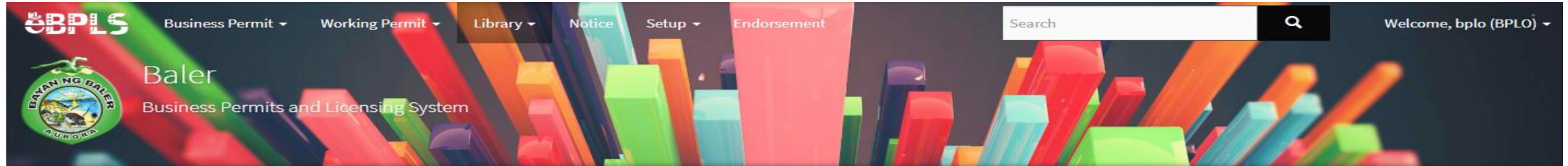
## Business Permit and Licensing Officer (BPLO)



- Location Data
  - PSGC
  - Barangay
  - Postal Code



# Location Data




Location

Add Barangay

Region Province City / Municipality Barangay Postal Code

Advanced Search

Displaying 1-10 of 41826 results.

<u>Barangay Code</u>	<u>Barangay Name</u>	<u>City/Municipality</u>	<u>Province</u>	<u>Region</u>	<u>Status</u>	<u>Action</u>
--Search here--	--Search here--					
012811001	Balioeg	Banna	Ilocos Norte	Region I	Active	
012811002	Bangsar	Banna	Ilocos Norte	Region I	Active	
012811003	Barbarangay	Banna	Ilocos Norte	Region I	Active	
012811004	Bomitog	Banna	Ilocos Norte	Region I	Active	
012811005	Bugasi	Banna	Ilocos Norte	Region I	Active	
012811006	Caestebanan	Banna	Ilocos Norte	Region I	Active	
012811008	Caribquib	Banna	Ilocos Norte	Region I	Active	



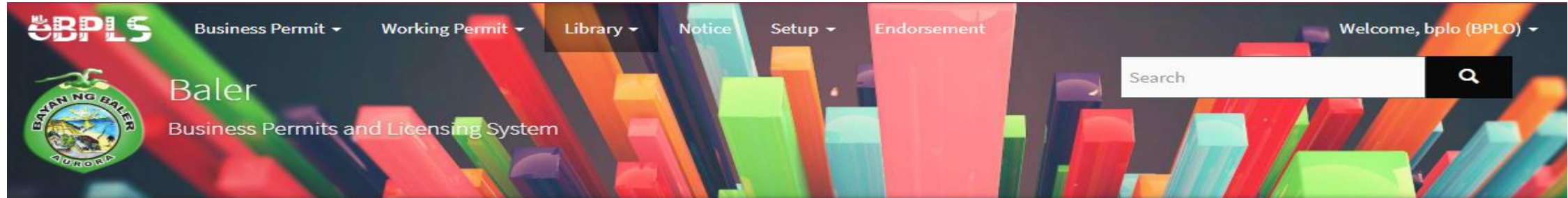
# System Users

## Business Permit and Licensing Officer (BPLO)



- Application Data
  - Civil Status
  - Payment Mode
  - Citizenship
  - Business Retirement Reasons

# Application Data








📍 Application Data

Add Civil Status

Civil Status   [Payment Mode](#)   [Citizenship](#)   [Business Retirement Reasons](#)

Displaying 1-5 of 5 results.

<a href="#">Description</a>	<a href="#">Status</a>	<a href="#">Action</a>
<input type="text" value="--Search here--"/>	<input type="text"/>	
Annulled	Active	
Legally separated	Active	
Married	Active	
Single	Active	
Widow/ Widower	Active	



# System Users

## Business Permit and Licensing Officer (BPLO)

- Business Data
  - Requirements
  - Chart of Accounts
  - Type of Charges
  - Tax, fees and other charges
  - Interest and Surcharge



# Business Data



The banner features the BPLS logo on the left, followed by navigation tabs: Business Permit, Working Permit, Library, Notice, Setup, and Endorsement. A search bar is on the right with a magnifying glass icon. Below the tabs, the text 'Baler Business Permits and Licensing System' is displayed. The background is a colorful 3D bar chart.

 Business Data

[Add Requirement](#)

[Requirements](#) | [Chart Of Accounts](#) | [Type of Charges](#) | [Tax, Fee, Other Charges](#) | [Interest/Surcharge](#)

Displaying 1-7 of 7 results.

<u>Document Title</u>	<u>Type of Permit</u>	<u>Status</u>	<u>Action</u>
--Search here--			
Brgy. Clearance	Business Permit (New)	Active	
Community Tax Certificate	Business Permit (New)	Inactive	
Police Clearance	Business Permit (New)	Active	
Brgy. Clearance	Business Permit (Renew)	Active	
Community Tax Certificate	Business Permit (Renew)	Active	
Police Clearance	Business Permit (Renew)	Active	
Community Tax Certificate	Business Permit (Retire)	Active	





# System Users

## Business Permit and Licensing Officer (BPLO)



- Payment Data
  - Due date
  - Payment Extension
  - Bank
  - Holiday and Holiday Type
  - Receipt setup
  - Cancel OR Reason



# Payment Data

[Business Permit](#) | 
 [Working Permit](#) | 
 [Library](#) | 
 [Notice](#) | 
 [Setup](#) | 
 [Endorsement](#)

Search

Welcome, bplo (BPLO)

**Baler**  
 Business Permits and Licensing System

Payment Data Tables

[Update Due Dates](#)

Due Date	Payment Extension	Bank	DTI,SEC, CDA Penalty	Holiday Type	Holiday	Receipt Setup	Cancel OR Reason												
<b>NEW</b>																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>First Payment</b></p> <table border="1"> <tr> <td><b>For First Payment</b></td> <td></td> </tr> </table> </div> <div style="width: 48%;"> <p><b>RENEW</b></p> <table border="1"> <tr> <td><b>First Payment</b></td> <td></td> </tr> <tr> <td><b>For First Payment</b></td> <td>01/17</td> </tr> </table> </div> </div>								<b>For First Payment</b>		<b>First Payment</b>		<b>For First Payment</b>	01/17						
<b>For First Payment</b>																			
<b>First Payment</b>																			
<b>For First Payment</b>	01/17																		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>Semi-Annual</b></p> <table border="1"> <tr> <td><b>2nd Semester</b></td> <td>07/20</td> </tr> </table> </div> <div style="width: 48%;"> <p><b>Semi-Annual</b></p> <table border="1"> <tr> <td><b>2nd Semester</b></td> <td>07/20</td> </tr> </table> </div> </div>								<b>2nd Semester</b>	07/20	<b>2nd Semester</b>	07/20								
<b>2nd Semester</b>	07/20																		
<b>2nd Semester</b>	07/20																		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>Quarterly</b></p> <table border="1"> <tr> <td><b>2nd Quarter</b></td> <td>04/20</td> </tr> <tr> <td><b>3rd Quarter</b></td> <td>07/20</td> </tr> <tr> <td><b>4th Quarter</b></td> <td>10/20</td> </tr> </table> </div> <div style="width: 48%;"> <p><b>Quarterly</b></p> <table border="1"> <tr> <td><b>2nd Quarter</b></td> <td>04/20</td> </tr> <tr> <td><b>3rd Quarter</b></td> <td>07/20</td> </tr> <tr> <td><b>4th Quarter</b></td> <td>10/20</td> </tr> </table> </div> </div>								<b>2nd Quarter</b>	04/20	<b>3rd Quarter</b>	07/20	<b>4th Quarter</b>	10/20	<b>2nd Quarter</b>	04/20	<b>3rd Quarter</b>	07/20	<b>4th Quarter</b>	10/20
<b>2nd Quarter</b>	04/20																		
<b>3rd Quarter</b>	07/20																		
<b>4th Quarter</b>	10/20																		
<b>2nd Quarter</b>	04/20																		
<b>3rd Quarter</b>	07/20																		
<b>4th Quarter</b>	10/20																		



# System Users

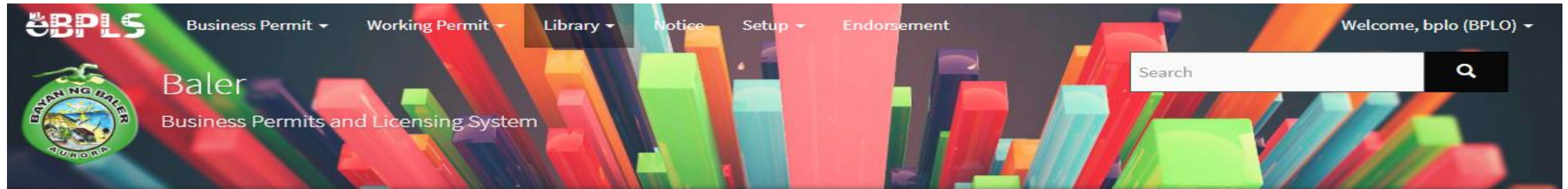
## Business Permit and Licensing Officer (BPLO)



- Other library setup
  - PSIC
  - Signatories
  - Permit Template
  - Tax Order of Payment
  - Notice
  - Endorsement



# PSIC – Philippine Standard Industrial Classification



The banner features the BPLS logo on the left, a navigation menu with items like Business Permit, Working Permit, Library, Notice, Setup, and Endorsement, and a search bar on the right. The text 'Baler Business Permits and Licensing System' is prominently displayed in the center.

PSIC

Add Major Type

Major Type | **PSIC Division** | PSIC Group | PSIC Class | PSIC Sub Class

Displaying 1-10 of 22 results.

Code	Description	Status	Actions
--Search here--	--Search here--		
A	AGRICULTURE, FORESTRY AND FISHING	Active	
B	MINING AND QUARRYING	Active	
C	MANUFACTURING	Active	
D	ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY	Active	
E	WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES	Active	
F	CONSTRUCTION	Active	
G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES	Active	



# Signatories

The banner features the BPPLS logo on the left, which includes the text "BAYAN NG BALER AURORA". The main text reads "Baler Business Permits and Licensing System". A navigation menu at the top includes "Business Permit", "Working Permit", "Library", "Notice", "Setup", and "Endorsement". On the right, it says "Welcome, bplo (BPLO)" and has a search bar with a magnifying glass icon.

Signatories

Add Signatories

Displaying 1-3 of 3 results.

<u>Name</u>	<u>Designation</u>	<u>Office</u>	<u>Action</u>
<input type="text" value="--Search here--"/>	<input type="text" value="--Search here--"/>	<input type="text" value="--Search here--"/>	
Ricky Hernandez	BPLO Staff	Business Permit and Licensing Section	
Hon. EVELYN C. DIAZ, RPT, RN	Local Chief Executive	Mayor	
SHARON KEITH G. PANAJON	Business Permit and Licensing Officer	Business Permit and Licensing Section	



# Permit Template



Permit

Permit Template

Permit Part

Set as Permit Template

 Republic of the Philippines Cagayan de Oro City Office of the Mayor <b>BUSINESS PERMIT</b>		Reference No. 2014-10-1327740 TIN 123-12345 Permit No. 12345 Date Issued 2014-10-13 Valid Until 12/31/2014
TO WHOM IT MAY CONCERN: PURSUANT TO METROPOLITAN MANILA REVENUE CODE, ORDINANCE NO. 83-05 AFTER PAYMENT AS OF TAXES, FEES AND CHARGES, ETC. AND COMPLIANCE WITH EXISTING REQUIREMENTS PERMIT IS HEREBY GRANTED TO HERNANDEZ, RICKY BATRIDE.		
TAXPAYER'S NAME Hernandez, Ricky Batrude		
BUSINESS TRADE NAME Ricky Wholesale Goods		
BUSINESS ADDRESS Brgy. Agusan Cagayan de Oro City		
NOTE: (1) EXHIBIT THIS PERMIT IN A CONSPICUOUS PLACE IN YOUR ESTABLISHMENT; (2) THIS PERMIT IS ONLY A PRIVILEGE AND NOT A RIGHT TO ENGAGE IN BUSINESS; (3) VIOLATION OF ANY OF THE PROVISIONS OF THIS PERMIT SHALL BE SUBJECT TO PENALTY; (4) THIS PERMIT IS NOT VALID WITHOUT THE NECESSARY TAXES, FEES AND CHARGES, ETC.		
BREAKDOWN OF FEE LINE OF BUSINESS Business Tax 900.00 APPROVED BY AUTHORITY OF THE CITY MAYOR Delia Escada Chief Licensing Officer, BPO		

Set as Permit Template

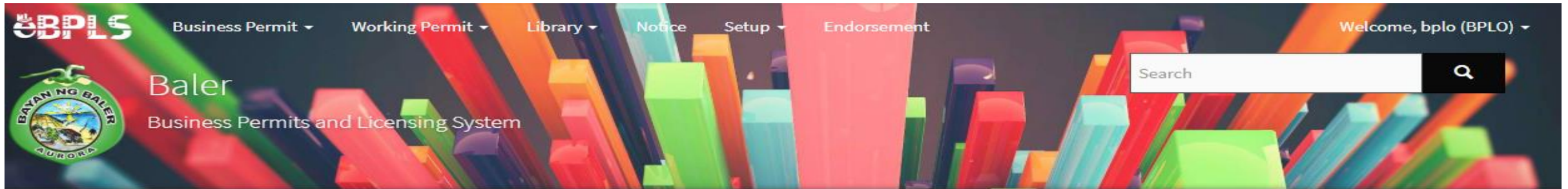
 Republic of the Philippines Cagayan de Oro City Office of the Mayor <b>BUSINESS PERMIT</b>		Reference No. 2014-10-1327740 TIN 123-12345 Permit No. 12345 Date Issued 2014-10-13 Valid Until 12/31/2014
TO WHOM IT MAY CONCERN: PURSUANT TO METROPOLITAN MANILA REVENUE CODE, ORDINANCE NO. 83-05 AFTER PAYMENT AS OF TAXES, FEES AND CHARGES, ETC. AND COMPLIANCE WITH EXISTING REQUIREMENTS PERMIT IS HEREBY GRANTED TO HERNANDEZ, RICKY BATRIDE.		
TAXPAYER'S NAME Hernandez, Ricky Batrude		
BUSINESS TRADE NAME Ricky Wholesale Goods		
BUSINESS ADDRESS Brgy. Agusan Cagayan de Oro City		
NOTE: (1) EXHIBIT THIS PERMIT IN A CONSPICUOUS PLACE IN YOUR ESTABLISHMENT; (2) THIS PERMIT IS ONLY A PRIVILEGE AND NOT A RIGHT TO ENGAGE IN BUSINESS; (3) VIOLATION OF ANY OF THE PROVISIONS OF THIS PERMIT SHALL BE SUBJECT TO PENALTY; (4) THIS PERMIT IS NOT VALID WITHOUT THE NECESSARY TAXES, FEES AND CHARGES, ETC.		
BREAKDOWN OF FEE LINE OF BUSINESS (TIN) AMOUNT Wholesale of motor vehicle parts and accessories Business Tax 900.00 GRAND TOTAL 900.00 APPROVED BY AUTHORITY OF THE CITY MAYOR Delia Escada Chief Licensing Officer, BPO		

Set as Permit Template

 Republic of the Philippines Cagayan de Oro City Office of the Mayor <b>BUSINESS PERMIT</b>		Reference No. 2014-10-1327740 TIN 123-12345 Permit No. 12345 Date Issued 2014-10-13 Valid Until 12/31/2014
TO WHOM IT MAY CONCERN: PURSUANT TO METROPOLITAN MANILA REVENUE CODE, ORDINANCE NO. 83-05 AFTER PAYMENT AS OF TAXES, FEES AND CHARGES, ETC. AND COMPLIANCE WITH EXISTING REQUIREMENTS PERMIT IS HEREBY GRANTED TO HERNANDEZ, RICKY BATRIDE.		
BUSINESS PERMIT NO. 12345 DATE ISSUED 2014-10-13 BUSINESS NAME Ricky Wholesale Goods TAXPAYER'S NAME Hernandez, Ricky Batrude BUSINESS ADDRESS Brgy. Agusan Cagayan de Oro City NATIONALITY Filipino		
NOTE: (1) EXHIBIT THIS PERMIT IN A CONSPICUOUS PLACE IN YOUR ESTABLISHMENT; (2) THIS PERMIT IS ONLY A PRIVILEGE AND NOT A RIGHT TO ENGAGE IN BUSINESS; (3) VIOLATION OF ANY OF THE PROVISIONS OF THIS PERMIT SHALL BE SUBJECT TO PENALTY; (4) THIS PERMIT IS NOT VALID WITHOUT THE NECESSARY TAXES, FEES AND CHARGES, ETC.		
BREAKDOWN OF FEE LINE OF BUSINESS (TIN) AMOUNT Wholesale of motor vehicle parts and accessories Business Tax 900.00 GRAND TOTAL 900.00 APPROVED BY AUTHORITY OF THE CITY MAYOR Delia Escada Chief Licensing Officer, BPO		
PARTICULARS OF PAYMENT Business Tax 900.00 GRAND TOTAL 900.00		



# Tax Order of Payment



Business Permit ▾ Working Permit ▾ Library ▾ Notice Setup ▾ Endorsement

Welcome, bplo (BPLO) ▾

Search

Baler Business Permits and Licensing System

Reminder (Tax Order of Payment)

[Update Reminder](#)

Displaying 1-1 of 1 result.

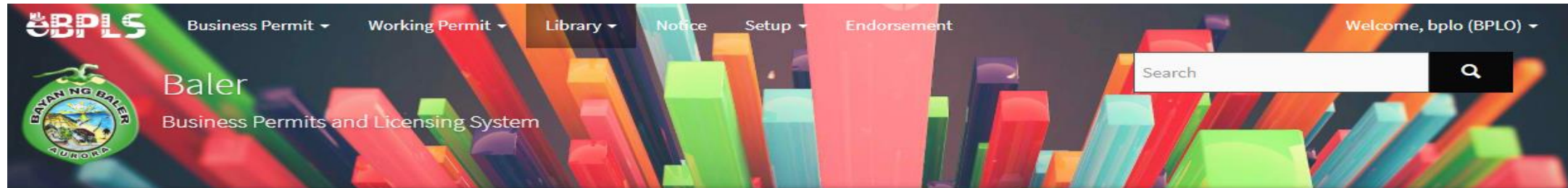
## [Reminder](#)

--Search here--

1. Please pay the amount due accordingly through online or at the Treasury Office, 1F DICT Building.
2. Late payment will be subjected to 25% surcharge and monthly interest rate of 2% of the amount due to be paid at the same time and in the same manner as tax due.
3. For due date which falls on Saturdays, Sundays and Holidays shall be paid on the last working day prior to the due date.



# Notice



The header features the BPLS logo on the left, followed by navigation tabs: Business Permit, Working Permit, Library, Notice, Setup, and Endorsement. A search bar is positioned on the right with the text 'Welcome, bplo (BPLO)'. The main title 'Baler Business Permits and Licensing System' is centered.

 Notice

Select type of Notice

Page Preview

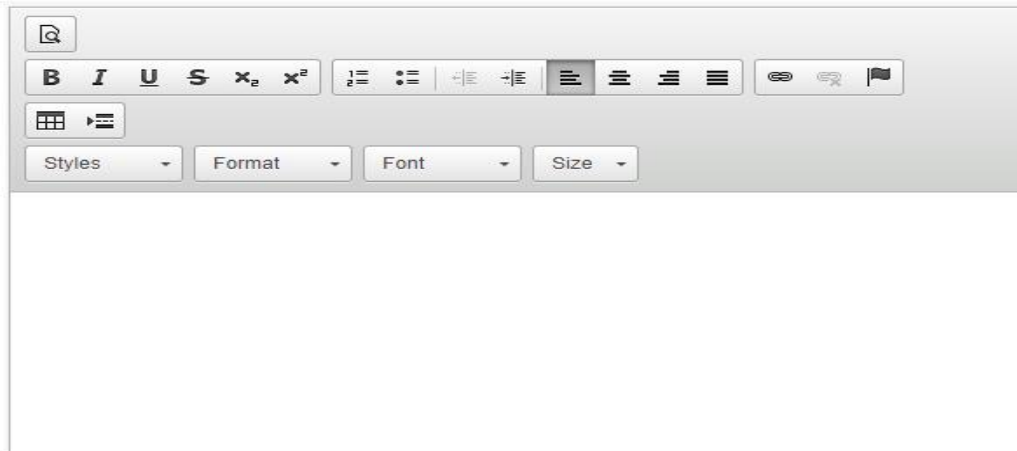
Select Business Mailing List

Send emails

Print

Create Template

Details



The toolbar includes icons for Bold (B), Italic (I), Underline (U), Strikethrough (x), and Superscript (x²). It also features icons for bulleted and numbered lists, indent and outdent, and alignment options. Below the icons are dropdown menus for Styles, Format, Font, and Size.

**Preview**

*Content goes here; type into the editor to the left*





# Endorsement

## Endorsement

Displaying 1-10 of 11 results.

Account No.	Owner's Name	Business Name	Type of Application	Date of Application	Status of Application	Application Method	Actions
S-137404-00006	SHEERAN, ED	DIVIDE SHOP	New	2019-01-15 11:01:58	For Endorsement	Walk-in	
S-137404-00003	SORIANO, FAYE	FAYE'S COFFEE SHOP	New	2018-09-25 13:27:15	For Endorsement	Walk-in	
S-137404-00002	SANTOS, MARK	MARK'S MANUFACTURING COMPANY	New	2018-09-24 21:26:25	For Endorsement	Walk-in	
A-111110-00001	ARTATES, RYA	CLUB BRED FUNERAL SERVICES	New	2018-05-24 17:53:13	For Endorsement	Online	
C-031410-00002	COLLINS, LILY	SHOOS APPAREL	New	2018-04-25 15:58:05	For Endorsement	Walk-in	
A-137404-00003	AVELLANEDA, IPOD	IPHOD GENERAL MERCHANDISE	New	2018-08-10 11:18:52	For Endorsement	Walk-in	
M-137404-00005	MANALO, LILY	CARLA'S BAKERY	New	2018-06-20 14:57:53	For Endorsement	Walk-in	



# System Users

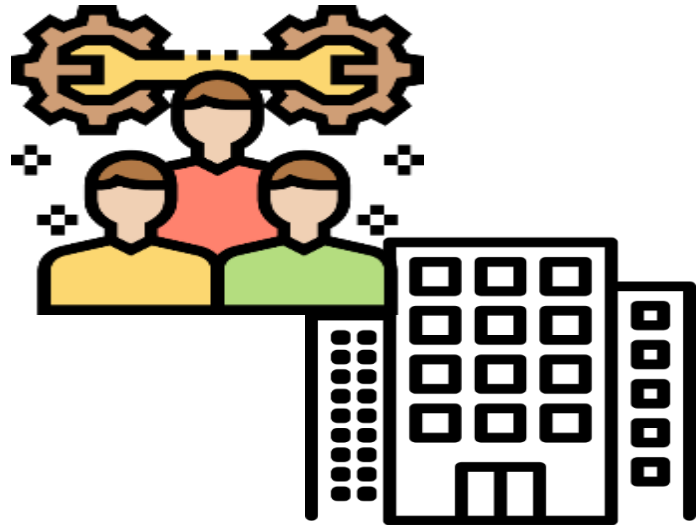


**Endorsement  
Officers**



# System Users

## Endorsement Officers



- Endorsement
- Library setup
  - Requirements
  - Fees



# Library Setup



📍 Building Official Office

Add Requirement

Requirements

Fees

Displaying 1-2 of 2 results.

<u>Document Title</u>	<u>Type of Permit</u>	<u>Status</u>	<u>Action</u>
Building Permit	7	Active	
Occupancy Permit	7	Active	



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COMMUNICATIONS TECHNOLOGY

# Endorsement

## Endorsement

Displaying 1-10 of 58 results.

Account No.	Owner's Name	Business Name	Type of Application	Date of Application	Status of Application	Application Method	Completed	Actions
S-137404-00006	SHEERAN, ED	DIVIDE SHOP	New	2019-01-15 11:01:58	For Endorsement	Walk-in	✘	
A-11110-00001	ARTATES, RYA	CLUB BRED FUNERAL SERVICES	New	2018-05-24 17:53:13	For Endorsement	Online	✔	
S-137404-00002	SANTOS, MARK	MARK'S MANUFACTURING COMPANY	New	2018-09-24 21:26:25	For Endorsement	Walk-in	✔	
D-137404-00003	DELA CRUZ, JUAN	TOKWAT BABOY	New	2018-06-21 14:08:00	For Endorsement	Walk-in	✔	
D-11110-00002	SANTIAGO, JAMES	LANDBANK EPP TEST	New	2018-05-28 09:48:24	For Endorsement	Walk-in	✔	
C-031410-00002	COLLINS, LILY	SHOOS APPAREL	New	2018-04-25 15:58:05	For Endorsement	Walk-in	✔	



# Endorsement

OBPLS Library ▾ Endorsement Inspection Search Welcome, building (Engineering) ▾

Baler Business Permits and Licensing System

ED SHEERAN's *DIVIDE SHOP*

Mark as completed Close

Status

**Not complete**

Fees

Displaying 1-3 of 3 results.

Fees	Amount
Occupancy Permit Fee	<u>0.00</u>
Annual Inspection Fee	<u>0.00</u>
Building Inspection Fee	<u>0.00</u>

Print

ANNEX 1 (Page 1 of 2)

APPLICATION FORM FOR BUSINESS PERMIT  
TAX YEAR 2019  
MUNICIPALITY OF Baler

**INSTRUCTIONS:**

1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
2. Ensure that all documents attached to this form (if any) are complete and properly filled out.

**I. APPLICANT SECTION**

**1. BASIC INFORMATION**

<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal	Mode of Payment: <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Quarterly
Date of Application: <b>January 15, 2019</b>	DTI/SEC/CDA Registration No. : <b>1111111</b>
TIN NO. : <b>234-234-233-000</b>	DTI/SEC/CDA Registration Date : <b>2019-01-15</b>
Type of Business : <input checked="" type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative	
Amendment: <b>From</b> <input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
<b>To</b> <input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	



# System Users

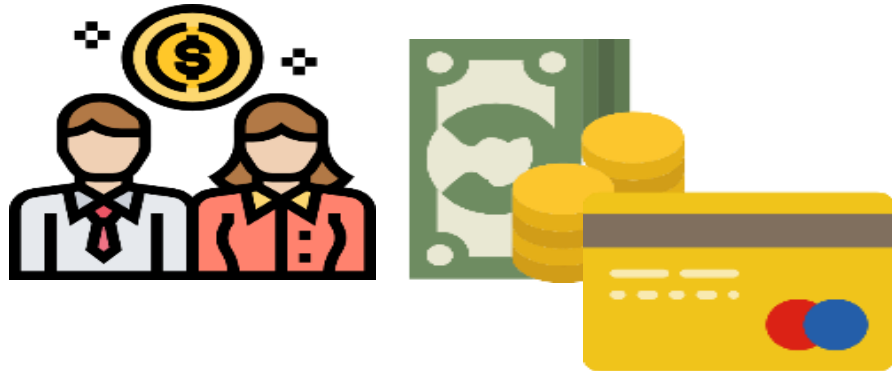


**Treasury**



# System Users

## Treasury




- Payment



# Payment




BBPLS Business Permit ▾ Search Welcome, treasury (Treasury) ▾

 Baler Business Permits and Licensing System

## Payment

Displaying 1-3 of 3 results.

<a href="#">Business ID No.</a>	Owner / Informant	Business Name	Type of Application	<a href="#">Date of Application</a>	Status of Application	<a href="#">Application Method</a>	Action
--Search here--	--Search here--	--Search here--	▾	--Search here--	For Paym ▾	▾	
J-023114-00001	JUAN, DELA CRUZ	ALEXA GENERAL MERCHANDISE	New	2018-11-21 10:07:02	For Payment	Online	
B-023114-00003	BALISI, BONIFACIO	BALISI PIGGERY	New	2018-11-22 15:18:19	For Payment	Online	
S-137404-00006	SANTIAGO, JAMES	JAMES JAMES JAMES	Renewal	2019-01-08 10:48:16	For Payment	Walk-in	



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# Payment

**Payment Option**

Select Mode Payment

- Pay Using Land Bank's Electronic Payment Portal
- Pay Using Land Bank's Electronic Payment Portal
- Treasury Office
- IPAY

Proceed

**Application Details**

Business Name : ALEXA GENERAL MERCHA  
Owner : JUAN, DELA CRUZ  
Application Date : 2018-11-21 10:07:02  
Payment Mode : Annual  
Transaction Type : New

**Payment Schedule**

Mode:Annual	Payment Due Date(on or before)	Amount	Surcharge	Interest	Penalty	Under Paid/Over Paid	Total Amount	Status	Payment
1st Payment	December 31, 2018	1,300.00	0.00	0.00	0.00	0.00	1,300.00	Unpaid	Payment
<b>Total Amount:</b>							1,300.00		



# Requirements from the LGUs



# How to avail of DICT's eBPLS

1. Letter of Intent (LOI)
2. Sangguniang Bayan Resolution:
  - Authorizing the Mayor to enter into a MOA with the DICT
  - Adoption and implementation of eBPLS
3. Memorandum of Agreement (MOA)
4. Designation forms duly signed by the Mayor :
  - BPLS Focal Person
  - System Administrator
  - Data Protection Officer



# eReadiness Assessment

## 2018 eREADINESS SURVEY

for Cities and Municipalities



<http://ereadiness2018.ebpls.com/index.php/login>

- To measure the preparedness of LGUs in utilizing ICT as a strategic tool in the delivery of public service to their constituents.
- To identify interventions that can be provided to LGUs.



# Implementation Activities

Activity	Time Frame
1. LGU eReadiness Assessment	1 day
2. Orientation and Briefing of LGU	1 day
3. Execution of MOA and Local Ordinance	3 weeks
4. Users Training (BPLO, IT, Treasurer)	3 days
5. Preparation for Hosting	2 days
6. Data Build-up	2 weeks
7. Pilot Implementation	3 months
8. Launching and LGU Acceptance	1 day
9. LGU Performance Monitoring	1 year



# Impact to LGU in using eBPLS



# Launched eBPLS Nationwide



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**REGION I - 4 LGUs**  
**REGION II - 6 LGUs**  
**REGION III - 4 LGUs**  
**REGION IV-A - 3 LGUs**  
**REGION IV-B - 3 LGUs**  
**REGION V - 3 LGUs**  
**REGION VI - 4 LGUs**  
**REGION VII - 1 LGU**  
**REGION VIII - 2 LGUs**  
**REGION IX - 5 LGUs**  
**REGION X - 1 LGU**  
**REGION XI - 1 LGU**

**37**  
**LGUs**



**DICT**  
DEPARTMENT OF INFORMATION AND  
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**Pozorrubio, Pangasinan**  
**Laoac, Pangasinan**  
**Bautista, Pangasinan**  
**Dasol, Pangasinan**  
**Ilagan, Isabela**  
**Diffun, Quirino**  
**Maddela, Quirino**  
**Gamu, Isabela**  
**Baggao, Cagayan**  
**San Guillermo, Isabela**  
**Baler, Aurora**  
**Dipaculao, Aurora**  
**Macabebe, Pampanga**  
**Dingalan, Aurora**

**Taal, Batangas**  
**Paete, Laguna**  
**Lemery, Batangas**  
**Buenavista, Marinduque**  
**Pinamalayan, Oriental Mindoro**  
**San Teodoro, Oriental Mindoro**  
**Milagros, Masbate**  
**Aroroy, Masbate**  
**Virac, Catanduanes**  
**Mina, Iloilo**  
**Pandan, Antique**

**Laua-an, Antique**  
**Tangalan, Aklan**  
**Pinamungajan, Cebu**  
**San Roque, Northern Samar**  
**San Juan, Southern Leyte**  
**Buug, Zamboanga Sibugay**  
**Molave, Zamboanga Del Sur**  
**Dumingag, Zamboanga Del Sur**  
**Ramon Magsaysay, Zamboanga Del Sur**  
**Aurora, Zamboanga Del Sur**  
**Jimenez, Misamis Occidental**





**“Makiisa para sa isang Mabilis, Malinis, Maasahan at may Malasakit na Pamahalaan — Para sa Maginhawang Pamumuhay ng Mamayang Pilipino.”**

- Pres. Rodrigo Roa Duterte

**Thank you!**