



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF CALASIAO

EXECUTIVE ORDER NO. 2

Series of 2025

**REACTIVATING THE BUSINESS ONE-STOP SHOP
(BOSS) FACILITY FOR BUSINESS REGISTRATION
IN THE MUNICIPALITY OF CALASIAO**

WHEREAS, DILG-DTI-DICT JM. No. 01, Series of 2016, dated August 30, 2016, provides the Revised Standards in Processing Business Permits and Licenses in all cities and municipalities;

WHEREAS, par. 6.3. of said guidelines in setting up a BOSS Facility for Business Registration states that municipalities must set up a BOSS Facility whose layout supports the proposed steps in business permit processing which includes both frontline services and backroom operations in which the latter allows co-location of all concerned departments and national agencies specifically the Bureau of Fire Protection (BFP) in the BPLS system to receive and process applications for business registration;

NOW, THEREFORE, I, KEVIN ROY Q. MACANLALAY, Municipal Mayor of Calasiao, Pangasinan, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. REACTIVATION OF THE BOSS FACILITY. The Calasiao Business-One-Stop-Shop (BOSS) is hereby activated and shall be re-activated every first month of the year at the Economic Enterprise Office at the Business-One-Stop-Shop Building, Mabini St., Poblacion West, Calasiao, Pangasinan.

SECTION 2. DESIGNATION. Ms. Maria Victoria P. Del Rosario, Market Supervisor V, is hereby designated as Business Permit and Licensing Officer who will be in-charge of the processing and issuance of business permits and the proper collection of taxes, fees and charges;

SECTION 3. CO-LOCATION OF THE BFP to the BOSS. The amended Fire Code of 2008 stipulates that a Fire Safety Inspection Certificate (FSIC) must be secured by business applicants as a prerequisite for the issuance of the Business Permit. Pursuant to the above-mentioned JMC, in compliance to all National Laws and Regulatory Requirements, the local BFP shall co-locate with the municipality to assess and collect the "ordinary" fire safety inspection fees (FSIF).

SECTION 4. MANNING. The representatives from the following offices shall be present in the BOSS, namely: Business Permit and Licensing Section, Municipal Engineering Office/ Zoning Office, Sanitary Office, Treasury Office, and BFP.

SECTION 5. EFFECTIVITY. This Order shall take effect immediately.

Done this 2nd day of January 2025 in Calasiao, Pangasinan.

HON. KEVIN ROY Q. MACANLALAY
Municipal Mayor

OFFICE OF THE MAYOR
2nd Flr., Municipal Hall
Calasiao, Pangasinan 2418