



Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
City Government of Pasig

Ordinance No. 33  
Series of 2021

**AN ORDINANCE ESTABLISHING THE PASIG BUSINESS PERMIT AND LICENSING DEPARTMENT, REVISING ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, DEFINING ITS FUNCTIONS, AND SETTING THE APPROPRIATIONS FUNDS THEREOF.**

**Authored by:** Councilor Rhichie Gerard T. Brown  
**Co-Authored by:** Councilors Ferdinand A. Avis, Regino S. Balderrama, Orlando R. Benito, Mario C. Concepcion, Jr., Rosalio D. Martires, Corazon M. Raymundo, Jr., Gregorio P. Rupisan Jr., Reynaldo R. San Buenaventura III, Editha C. Santiago, Wilfredo F. Sityar, LIGA Pres. Rigor J. Enriquez and SK Fed. President Georgia Lynne P. Clemente

**WHEREAS**, Section 76 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

**WHEREAS**, Section 458 (a) (1) of Republic Act No. 7160 provides that the Sangguniang Panlungsod has the power to:

*“(vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the city; and*

*“(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government.”*

**WHEREAS**, Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007 and Republic Act No. 11032, otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” amending R.A. 9845 were enacted with the primary purposes of eliminating red tape, simplify frontline service procedures and creating and/or adopting more simplified procedure to expedite business and non-business transactions in the government; *Further*, the Anti-Red Tape Authority, together with other concerned national agencies, promulgated Joint Memorandum Circular No. 01, Series of 2021 to guide all concerned agencies, including local government units, in the implementation of the provisions of R.A. No. 11032;





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**WHEREAS**, the efficiency and ease of business streamlining and regulatory processes are directly proportional to the revenue growth and economic development of an area, which has a direct effect on the quality of life of the area's residents. *Further*, according to the World Bank in its Doing Business 2020 Report, where the Philippines was ranked 95<sup>th</sup>, economies that score highest on the ease of doing business share several features such as the widespread use of electronic systems, including the online business incorporation processes, electronic tax filing platforms, and the simplification of requirements to start a company, easing tax compliance burdens, increasing access to credit, and ensuring the survival of viable businesses;

**WHEREAS**, there is now an urgent need to ensure and adopt a more streamlined and reengineered process in the application, processing, review, approval and/or the issuance of permits and licences by the Business Permit and License Office;

**WHEREAS**, the Business Permit and Licensing Office of the City is the regulator of business operation activities, likewise has a crucial stake in policy planning, business streamlining and regulation assisting in the increase of entrepreneurship which shall generate better employment opportunities; *Further*, almost eighty-percent (80%) of the City's revenue comes from the registration and renewal processes attendant to the mandatory functions of the current office, thus there is a need for a stronger department to not only preserve this function but to further strengthen it. *Further*, due to its role as the primary agent for business regulation, revenue increase, the eradication of anti-red tape issues and corruption, there is a need thus to reorganize and thus strengthen the same through the reorganization and strengthening of its organizational structure, and the addition of competent and dedicated manpower; and

**WHEREAS**, the empowering shift into a City Department will ensure, among others, the City Government's commitment towards offering the best possible services to its constituents, the proper and efficient regulation of the business sector, and concretization of Pasig City's status as an emergent player, locally, nationally, and world-wide as an investment capital, a competitive and economically-vibrant city.

**NOW, THEREFORE**, be it **ORDAINED** as it is **ORDAINED** by the Sangguniang Panlungsod of the City of Pasig in regular session assembled that:

*[Handwritten signatures and initials are present throughout the page, including a large signature at the top left, a signature on the right side, and several signatures at the bottom.]*





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**SECTION 1. PASIG CITY BUSINESS PERMIT AND LICENSING DEPARTMENT.** - The existing Business Permit and License Office is hereby reorganized into the Business Permit and Licensing Department (BPLD), which shall, in addition to its current duties, hold the following responsibilities and discharge the following functions:

- (a) Establish and maintain an effective, efficient, and streamlined business permit and licensing system to best service its constituents and to ease the doing of business in Pasig City;
- (b) Adopt and propose measures creating or improving the business-friendly and transparent business environment in the City for the purpose of encouraging business to continue operations and for investors to invest in the City; and
- (c) Coordinate with the different national and local agencies to promote and institutionalize revenue-generating measures, and to ensure adherence to all related national and local government mandates, in consideration of uplifting the lives of all Pasig City constituents.

**SECTION 2. REORGANIZATION OF THE PASIG CITY BUSINESS PERMIT AND LICENSING DEPARTMENT.** - The newly reorganized Business Permit and Licensing Department shall be headed by one (1) City Government Department Head II (BPLD Chief), to be assisted by a City Government Assistant Department Head II. The new BPLD shall be composed of four (4) divisions which shall function according to their duties and responsibilities stated in Section 5 of this Ordinance.

The ADMINISTRATIVE AND POLICY PLANNING DIVISION, the REGULATION AND CONSUMER WELFARE DIVISION, as well as the DATA AND E-COMMERCE DIVISION are hereby created and shall function according to their duties and responsibilities stated in Section 5 of this Ordinance.

The PERMIT AND LICENSING OPERATIONS DIVISION shall likewise be created and shall be comprised of the existing Categories and Annexes, which shall be renamed the namely BPLD Unit I (Ayala 30<sup>th</sup>/Ortigas Annex), BPLD Unit II, BPLD Unit III, BPLD Unit IV, and BPLD Unit V (Manggahan Annex). One new unit shall be included namely the Occupational and Special Permits Unit.

Unless amended, changed, or modified hereof, the divisions and units of the BPLD and their functions under existing law, ordinances, and issuances shall subsist as they do not run contrary to this Ordinance.





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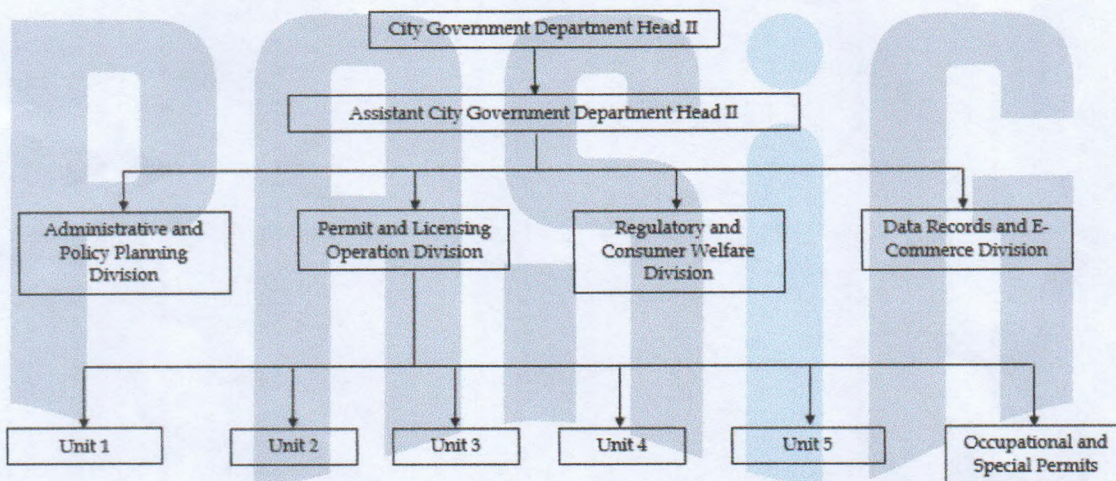
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**SECTION 3. STAFFING PATTERN AND ORGANIZATIONAL STRUCTURE.** – The total *plantilla* positions of the BPLD shall have (127) positions.

BUSINESS PERMIT AND LICENSING DEPARTMENT



The BPLD's organizational chart shall be as follows, with *plantilla* positions to be added indicated in italics:

	Number	SG
<i>City Government Department Head II</i>	1	26
Attorney V	1	25
City Government Asst. Department Head II	1	24
<b>ADMINISTRATIVE AND POLICY PLANNING DIVISION</b>	21	
<i>Supervising Administrative Officer</i>	1	22
<i>Administrative Officer V</i>	3	18
<i>Administrative Officer IV</i>	2	15
<i>Administrative Officer III</i>	1	14
<i>Administrative Officer II</i>	2	11
Administrative Assistant I (Reproduction Machine Operator III)	1	7
Administrative Aide VI (Clerk III)	1	6
Administrative Aide V	3	5
<i>Administrative Aide IV (Clerk II)</i>	3	4





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Administrative Aide III (Driver I)	1	3
Administrative Aide III (Utility Worker)	3	3
<b>PERMIT AND LICENSING OPERATIONS DIVISION</b>	<b>65</b>	
Licensing Officer IV (Division Chief)	1	22
<b>BPLD Unit 1</b>	<b>14</b>	
Licensing Officer III	1	18
Licensing Officer II	1	15
Licensing Officer I	1	11
License Inspector II	2	8
Administrative Assistant I (Reproduction Machine Operator III)	1	7
Administrative Aide V	2	5
Administrative Aide V (Audio-Visual Equipment Operator II)	1	5
Administrative Aide IV	2	4
Administrative Aide III (Utility Worker)	3	3
<b>BPLD Unit 2</b>	<b>14</b>	
Licensing Officer III	1	18
Licensing Officer II	2	15
Licensing Officer I	2	11
License Inspector II	2	8
Administrative Aide V	2	5
Administrative Aide V (Audio-Visual Equipment Operator II)	2	5
Administrative Aide III (Utility Worker)	3	3
<b>BPLD Unit 3</b>	<b>9</b>	
Licensing Officer III	1	18
Licensing Officer II	1	15
Licensing Officer I	1	11
License Inspector II	1	8
Administrative Aide V	2	5
Administrative Aide III (Utility Worker)	3	3
<b>BPLD Unit 4</b>	<b>9</b>	





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Licensing Office III	1	18
Licensing Officer II	1	15
Licensing Officer I	1	11
Licensing Inspector II	1	8
Administrative Aide V	2	5
Administrative Aide III (Utility Worker)	3	3
<b>BPLD Unit 5</b>	9	
Licensing Officer III	1	18
Licensing Officer II	1	15
Licensing Officer I	1	11
License Inspector II	1	8
Administrative Aide V	2	5
Administrative Aide III (Utility Worker)	3	3
<b>Occupational and Special Permits Unit</b>	9	
Licensing Officer III	1	18
Licensing Officer II	1	15
Administrative Assistant I (Reproduction Machine Operator III)	2	7
Administrative Aide IV (Clerk II)	1	4
Administrative Aide IV (Bookbinder)	2	4
Administrative Aide III (Utility Worker)	2	3
<b>REGULATION AND CONSUMER WELFARE DIVISION</b>	19	
Licensing Officer IV (Division Chief)	1	22
Licensing Officer III	1	18
Licensing Officer II	1	15
Licensing Officer I	2	11
License Inspector II	4	8
Administrative Assistant I (Reproduction Machine Operator III)	1	7
Administrative Aide IV (Clerk II)	2	4
Administrative Aide IV (Driver II)	2	4
Administrative Aide III (Clerk I)	3	3
Administrative Aide III (Utility Worker)	2	3





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DATA RECORDS AND E-COMMERCE DIVISION		19	
Information Officer II (Division Chief)	1	22	
Information Officer I	1	19	
Administrative Officer V	1	18	
Computer Programmer II	1	15	
Administrative Assistant III (Computer Operator II)	2	9	
Administrative Assistant I (Computer Operator I)	2	7	
Administrative Assistant I (Reproduction Machine Operator III)	2	7	
Administrative Aide VI (Clerk III)	1	8	
Administrative Aide V (Audio-Visual Equipment Operator II)	4	5	
Administrative Aide IV (Bookbinder)	2	4	
Administrative Aide III (Utility Worker)	2	3	

The qualification standards for the *plantilla* positions, as indicated, shall be in accordance with the Civil Service guidelines and its implementing rules and regulations.

The Attorney V *plantilla* position shall be transferred from the City Legal Office, and shall exist insofar as the position is filled.

**SECTION 4. THE DEPARTMENT HEAD OF THE BUSINESS PERMIT AND LICENSING DEPARTMENT.** – The City Government Department Head II (BPLD Chief) must be a citizen of the Philippines, a resident of Pasig City, of good moral character, who is either a lawyer, a certified public accountant, and/or the holder of a Masters in Business Administration, a Masters in Business Economics, or any other related degree and a first grade civil service eligible or its equivalent. He must have acquired experience in either law, accountancy, management or administrative work for at least five (5) years immediately preceding the date of his appointment.

The City Government Department Head II is a regular position which shall receive a minimum monthly compensation equivalent to Salary Grade Twenty-Six (26) as prescribed under the Salary Standardization Law and the implementing guidelines issued pursuant thereto, and such compensation, emoluments and allowances as may be determined by law.





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The City Government Department Head II take charge of the BPLD and shall:

- (a) Formulate measures for the consideration of the City Government and provide technical assistance and support to the Chief Executive in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities relative to business permit, licensing, and regulation services and initiatives;
- (b) Develop plans and strategies and, upon approval thereof by the Chief Executive, implement the same, particularly those which have to do with the integration of business permit, licensing, and regulation principles and methods which the Chief Executive is empowered to implement and which the Sangguniang Panlungsod is empowered to provide;
- (c) Be at the frontline of business regulation and business organization, rehabilitation, sustainability, or viability-enhancement, as well as the continuation of services, particularly during and in the aftermath of man-made and natural calamities and disasters;
- (d) Recommend to the Sangguniang Panlungsod, and advise the Chief Executive, on all matters relative to business permit, licensing, regulation, as well as related revenue-generating measures to increase local revenues which will likewise improve the livelihood and quality of life of the constituents;
- (e) Enforce and monitor the applicable ordinances particularly those related to business registration, anti-red tape, consumer protection, and other pertinent laws, ordinances, rules, and regulations in the operations of businesses and occupations within the jurisdiction of Pasig City;
- (f) Formulate policies as a proactive measure to enhance the business-friendliness of Pasig City, especially in priority areas/industries as a tool to define and execute on the development thrust of Pasig City;
- (g) Coordinate with the Department of Trade and Industry (DTI), Anti-Red Tape Authority (ARTA), Board of Investments, other national government agencies in relation to business processes, as well as non-government offices and private sector participants including but not limited to the Philippine and Pasig Chamber of Commerce and Industry, etc.





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- [Handwritten signature]*
- (h) Direct, supervise and organize the staff component of the BPLD, recommend and initiate the hiring or transfer of staff to fill in available positions in the interest of the obtaining the goals of the BPLD, and designate division/unit/annex heads, either permanently or temporarily, to serve in the functions stated in this Ordinance;
- (i) Issue department memoranda and other directive tools to ensure the efficient communication within and without the BPLD.;
- (j) Act on complaints and grievances received by the BPLD and course the same through the established grievance machinery of both the BPLD and the City Government; and
- (k) Discharge and other duties or responsibilities in connection with the function as BPLD Chief or Department Head as conferred or to be conferred by law, including serving as the signatory for all documents related to the operations and functions of the BPLD, unless he or she delegates the same within the limitations and confines of law.

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**SECTION 5. FUNCTIONS OF THE BPLD DIVISIONS.** – The BPLD shall be divided into four (4) divisions which shall work towards realizing the direct and attendant aims of the BPLD as espoused in Section 2 of this Ordinance.

The different divisions, as well as their functions, are the following:

**5.1. Administrative and Policy Planning Division**

- [Handwritten signature]*
- (a) Assists in the discharging of the BPLD's administrative functions, including but not limited to the professionalization and training/capacity building of personnel, supply management, budget preparation, accomplishment reports, the provision of general services, and such other concerns related to the administration of the department;
- (b) Assists in the crafting of relevant administrative rules and performance and management of guidelines that would ensure proper implementation of the aims of the BPLD;
- (c) Receives, reviews, and addresses all complaints and concerns received through the BPLD or City Government grievance machinery process within the allotted time as stated in national and local rules and regulations, and endorses the same for investigation should the case call for the same to be effected;
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- (d) Prepares all documents necessary for the continued operations of the BPLD as per requirements of the City, including but not limited to the Annual Investment Plan, Annual budget, etc;
- (e) Ensures that all existing and subsequent certification measures, including but not limited to the ISO9001:2015, Civil Service, among others, are fully monitored and complied with;
- (f) Disseminates and documents information on business policies, programs, issues, and accomplishments;
- (g) In close coordination with the various divisions and units, assists in the periodic planning and evaluation processes and prepares short, medium, and long-term plans of the BPLD;
- (h) Assists in reviewing on a periodic basis existing business regulation and services as well as facilities including the implementation of the Business One-Stop Shop (BOSS) system to determine their efficiency, redundancy, or excessive and make findings of the same; and
- (i) Assists in ensuring the continuity of services and implement measures in relation to the same to ensure continued operations even during calamities and emergencies;

**5.2. Permit and Licensing Operations Division - The Permits and Licensing Operations Division and the units herein shall discharge the following:**

- (a) Acts on business permits and licenses as well as occupational and special permits, including the assessment of business taxes, fees, and charges of the various businesses in the City as required under applicable law, ordinance, rules, and regulations. *Provided*, however, that all assessments are subject to the authority of the City Treasurer to conduct examination of books of accounts as well as all other authorities as provided in the Local Government Code;
- (b) Serves as the facilitating body for the conduct of the Business One-Stop Shop (BOSS) in the units' respective territories, and strictly enforce all the pertinent rules and regulations connected to business streamlining and anti-red tape therein;





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(c) Ensures coordination with the various divisions in terms of handling the administrative operations of the BOSS in the units' respective territories, including but not limited to the Business Permit Licensing System, among others; and

(d) Receives requests for certified true copies as well as payment histories, as the case may be;

### 5.3. Regulation and Consumer Welfare Division

(a) Carries out mandated inspection of all kinds of businesses and monitor adherence in the City to determine compliance with existing directives, laws, city ordinances, policies, rules and regulations;

(b) Ensures the compliance of the City Government with all business and permit/license-related mandates of the national and local government, including but not limited to anti-red tape and business streamlining processes, the no-contact policy, among others;

(c) Serves all notices, orders, and communications to the constituent clients of the City particularly those in violation of business regulations;

(d) Protects the interest of consumers as mandated by Republic Act No. 9394 or the Consumer Act of the Philippines, as well as the enforcement of salient national and local laws on consume protection and establishment safety certifications, including but not limited to the provisions in Ordinance No. 7. Series of 2020 or the Anti-Hoarding and Anti-Panic Buying Ordinance of Pasig City, and the Safety Seal Certification of the City Government; and

(e) Ensures and regulates pricing mechanisms in alignment with pricing regulatory policies of the national government.

### 5.4. Data Records and E-Commerce Division

(a) Handles the technical functions of the BPLD including but not limited to area mapping and regular inspections of all business establishments existing and/or operating within the territorial jurisdiction of Pasig City;

(b) Assemble, maintain, and analyze data concerning: Status of the businesses registered in Pasig City, including but not limited to incentives availed of, delinquency, number of employees, capital and investment, etc; the number, type, and location of these registered businesses.





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- (c) Serves as the data and records collection, storing, and repository agent of the BPLD; as well as ensures systematic records management of all office documents;
- (d) Ensures the continuing maintenance of the BPLD's computer and tech items; and
- (e) Participate in research studies and surveys, if applicable.

**SECTION 6. APPROPRIATIONS.** – The funds to cover the salaries and other benefits of the newly created positions shall be taken from any available funds and shall be appropriated in the annual budget of the BPLD for the next fiscal year with the approval of the City Mayor.

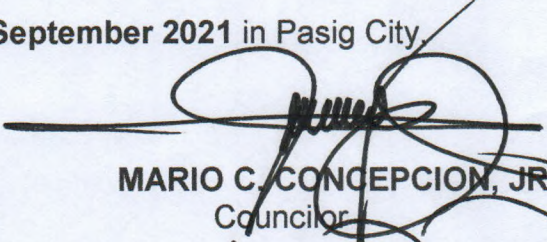
**SECTION 7. REPEALING CLAUSE.** All ordinances, rules and regulations which are inconsistent with or contrary to the provisions of this Ordinance are hereby amended or repealed accordingly.

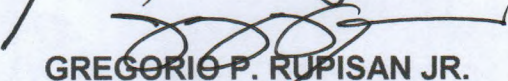
**SECTION 8. SEPARABILITY CLAUSE.** If, for any reason any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other part or provisions thereof which are not affected thereby shall continue to be in full force and effect.

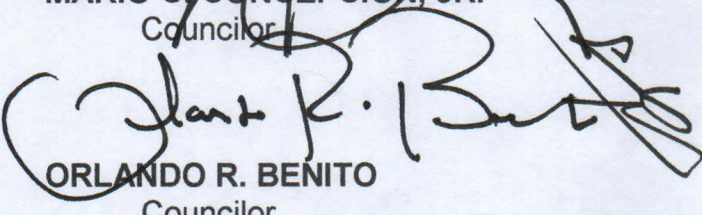
**SECTION 9. EFFECTIVITY** - This Ordinance shall take effect immediately.


APPROVED this 16th day of **September 2021** in Pasig City.

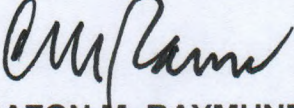
  
FERDINAND A. AVIS  
Councilor

  
MARIO C. CONCEPCION, JR.  
Councilor

  
GREGORIO P. RUPISAN JR.  
Councilor

  
ORLANDO R. BENITO  
Councilor

  
REYNALDO R. SAN BUENAVENTURA III  
Councilor

  
CORAZON M. RAYMUNDO  
Councilor





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**REGINO S. BALDERRAMA**  
Councilor

**WILFREDO F. SITYAR**  
Councilor

**EDITHA C. SANTIAGO**  
Councilor

**RIGOR J. ENRIQUEZ**  
LIGA President

**GEORGIA LYNNE P. CLEMENTE**  
SK Fed. President

**RHICHIE GERARD T. BROWN**  
Councilor  
Minority Floor Leader

**ROSALIO D. MARTIRES**  
Councilor  
Majority Floor Leader





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Attested by:

*Iyo Christian C. Bernardo*  
IYO CHRISTIAN C. BERNARDO  
City Vice-Mayor  
Presiding Officer

APPROVED:

*Victor Ma. Regis N. Sotto*  
VICTOR MA. REGIS N. SOTTO  
City Mayor

Attested by:

*Loida U. Villanueva*  
LOIDA U. VILLANUEVA  
Acting City Council Secretary