



LALAWIGAN NG BULACAN  
Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONGBAYAN

ADMINISTRATIVE ORDER NO. 02

Series of 2017

CREATION OF THE BALIWAG JIAT CLUSTER TEAMS

WHEREAS, as previously ordered in E.O. 31, s. 2016 (Institutionalizing the Sitting Pretty Campaign), a Joint Inspection Team shall be created to conduct inspections of businesses as required by law jointly instead of separate, individual visits to establishments;

WHEREAS, E.O. 6, s. 2017 (Institutionalizing the Joint Inspection/Assessment Team - JIAT) provides that cluster teams may be formed as it is deemed necessary;

NOW THEREFORE, I, Ferdinand Viceo Estrella, Mayor of the Municipality of Baliwag, Bulacan, by virtue and powers vested upon me, do hereby order the creation of the Baliwag JIAT Cluster Teams.

Section 1. Composition. The Baliwag JIAT Cluster Teams shall be created. Each team shall be composed of various representatives from the different offices, to wit:

Team Leader	BPLO and Assessor Representative
Member (records-in-charge)	BPLO and Assessor Representative
Member	Zoning and Building Official Representative
Member	MENRO and Sanitation Representative
Member	MDRRMO and BFP Representative
Member	BIPU Representative

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BALIWAG  
PUSONG  
BALIWAG**

*Serbisyong May Malasakit*

**Section 2. Duties and Functions.** The Baliwag JIAT Cluster Teams will be responsible for undertaking inspections within each year after the issuance of the business permit (new or renewal) for the following purposes only, as defined in E.O. 6, s. 2017, to wit:

- (1) Verification of information declared by the business in the Business Permit Application Form (Disclosure Verification);
- (2) Monitor continuing compliance with safety standards and regulations (“Safety”) as per national laws and local ordinances; and
- (3) Identification of unregistered businesses.

**Section 3. Areas of Concern.** The clustered teams will partake on the following areas of concern:

- (1) Non-renewal of business registration;
- (2) Non-application of business registration;
- (3) Mapping of business registration; and

the Human Resource Management Office. It is enough that a copy of the order be given, prior proceeding to inspection, to the HRMO for recording purposes;

(2) A member shall secure an available vehicle for the team;

(3) Another member shall secure the other materials necessary for the conduct of inspection, such as, but not limited to the tablets, correspondence, etc.

(4) The Baliwag JIAT Cluster Teams shall leave the municipal compound before 9:00 am, or once the above-mentioned acts has been accomplished, once their individual teams are already set.

#### *During Inspection*

(5) The team leader shall always set the conduct of inspection. He is primarily in-charge in the initial engagement with the owners and/or agents of the business establishments;

(6) The other members of the team shall only come in upon the signal of the team leader. Should there be concerns, the members have to address it immediately with the team leader;

(7) The actions of the Baliwag JIAT Clustered Teams, its leader and members, should be in accordance with section 2 hereof. The team leader, as well as the members of the various teams should always remind each other of the proper attitude and decorum in the conduct of inspection;

(8) Once the needed information is gathered, the team, before leaving, will make sure that their materials and/or documents are completely arranged, and that the informant has been left with satisfaction based on the purpose of the inspection;

(9) The routine will be the same for each establishments to be visited. The leader will always be in charge of such system, while a member should be in charge of the materials and/or documents, if applicable, during inspection.

(10) The member representing the Baliwag Investment Promotions Unit shall have the duty to explain the rationale behind the JIAT. Information, education and communication materials shall be utilized for this purpose.



*Post Inspection*

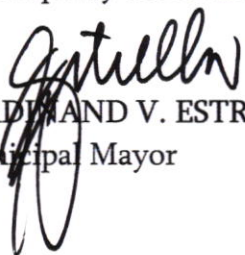
(11) The leader will set the team for a meeting. This will be an opportunity for everyone to address various concerns encountered on such day of inspection. Here, the members are encouraged to suggest matters that will be beneficial for achieving the purpose of the said inspection.

(12) The member assigned in records will take down notes, if necessary, in the meeting. After which, he shall submit to the team leader the minutes and the materials and/or documents, if available.

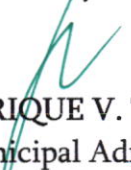
(13) On the same date of inspection, before the end of the working day, except on emergency cases, the team leader will submit an accomplishment report to the Business Permit and Licensing Office and the Municipal Administrator regarding the inspection.

**Section 5: Effectivity Clause.** This order shall take effect immediately.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Municipality of Baliwag, Bulacan, this 10<sup>th</sup> day of March, 2017.

  
FERDINAND V. ESTRELLA  
Municipal Mayor

By the Mayor:

  
ENRIQUE V. TAGLE  
Municipal Administrator

MUNICIPALITY OF BALIWAG



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LALAWIGAN NG BULACAN  
Pamahalaang Bayan ng Baliwag  
TANGGAPAN NG PUNONGBAYAN  
**Joint Inspection / Assessment Team**  
No. 2017 - 001

**INSPECTION ORDER**

To:

Team Leader	JOHN DOE, <i>BPLO</i>
Member (Technical)	JANE DOE, <i>Assessor's Office</i>
Member (Records)	JOHNNIE DOE, <i>BPLO</i>

You are hereby ordered for undertaking inspections of the business establishments in **BALIWAG PUBLIC MARKET, POBLACION BALIWAG, BULACAN** on **MARCH 21, 2017**, for the following purposes:

- [ ] verification of information declared by the business in the *Business Application Form* (disclosure verification)
- [ ] monitor continuing compliance with safety standards and regulations ("*safety*") as per national laws and local ordinances
- [ ] identification of unregistered businesses

*Based on Sec. 2, EO 6 s. 2017*

Issued this **29th day of February, 2017**.

**ENRIQUE V. TAGLE**  
Municipal Administrator

Received by:

Provisions:

1. Service Vehicle: **BPLO Service (XYZ-123)**
2. No. of tablets: **2 pieces**

Cc: HRMO

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Record Book Page: 001A

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