

PROVINCIAL ORDINANCE NO. 2011-006

INSTITUTIONALIZING THE BOHOL BUSINESS ONE-STOP SHOP (Bohol BOSS) AT THE BOHOL INVESTMENT PROMOTION CENTER, DEFINING ITS DUTIES AND FUNCTIONS, ENJOINING ALL NATIONAL GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS CONCERNED TO PROVIDE ALL NEEDED ASSISTANCE THEREFOR, AND FOR OTHER PURPOSES.

"WHEREAS, on June 29, 2001, the Sangguniang Panlalawigan of Bohol enacted Provincial Ordinance No. 2001-019 otherwise known as the Bohol Investment Code of 2001;

"WHEREAS, the Code was passed and approved in view of the need to promote and encourage domestic and foreign investments in the Province in line with the VISION, MISSION, GOALS (VMG) and thrusts of the Province;

"WHEREAS, the same Code laid down the investment policies of the Province and created, among others, the Bohol Investment Promotion Center herein referred to as BIPC, to implement the provisions of said Code (Chapter 4, Secs. 9, 10);

"WHEREAS, as stipulated in the Code, one of the duties and functions of BIPC is to serve as One-Stop Processing and Approval Center for existing and potential investors and enterprises (Chapter 4, Sec. 9-b);

"WHEREAS, there is a need to institutionalize the Bohol Business One-Stop Shop to facilitate business registration, significantly streamline and simplify procedures and shorten processing time, minimize information lapses, and provide all assistance possible; thereby creating a business-enabling environment and enhancing the investment climate in the province;

"WHEREFORE, be it ordained by the Sangguniang Panlalawigan of Bohol in session duly assembled –

"SECTION 1. **Title.** – This Ordinance shall be known as the Institutionalization of the Bohol Business One-Stop Shop (Bohol BOSS) at the Bohol Investment Promotion Center (BIPC);

"SECTION 2. **Institutionalization.** – In order to realize Chapter 4, Sec. 9-b of the Bohol Investment Code of 2001, there is hereby institutionalized the Bohol Business One-Stop Shop at the Bohol Investment Promotion Center, the facility in the provincial government which shall house the mandatory service agencies involved in business registration, permit and licensing system;

"SECTION 3. **Organization and Composition.** – For the efficient and streamlined quality investor services in the business one-stop shop, the National Government Agencies (NGAs) in Bohol and Local Government Units (LGUs) concerned shall designate and assign specific personnel to sit regularly and provide dedicated assistance through an alternative mode to the Bohol One-

Stop Shop for it to operate efficiently, effectively and consistently. The NGAs and LGUs are as follows:

Mandatory Agencies:

- a) Department of Trade and Industry (DTI-Provincial Office);
- b) Bureau of Internal Revenue (BIR-Provincial Office);
- c) Social Security System (SSS-Tagbilaran Branch);
- d) Philippine Health Insurance Corporation (PhilHealth-Tagbilaran Branch);
- e) Home Development Mutual Fund (PAG-IBIG);

Partner-Agencies:

- f) Department of the Environment and Natural Resources (DENR-Provincial Office)
- g) Department of Agrarian Reform (DAR-Provincial Office);

Partner-LGUs:

- h) City Government of Tagbilaran, Municipalities of Dauis and Panglao, and such other NGAs and LGUs as may be called upon in the future through a resolution approved by the Governing Board.

On-call Technical Personnel. – The following agencies are enjoined to designate and provide on-call technical personnel and establish telephone hotlines or online quick-action links for the Bohol BOSS;

- a) Board of Investments (BOI);
- b) Bureau of Immigration and Deportation (BID);
- c) Cooperative Development Authority (CDA);
- d) Department of Agriculture (DA);
- e) Department of Labor and Employment (DOLE);
- f) Department of Tourism (DOT);
- g) Philippine Economic Zone Authority (PEZA);
- h) Philippine Retirement Authority (PRA); and
- i) Securities and Exchange Commission (SEC);

“SECTION 4. **Frontline Services.** – To further ensure that effective, efficient and quality services be consistently extended to the clients, a frontline services structure is hereby created, to include the following positions with the right staffing; which shall be expanded or increased, if necessary, as determined by the Governing Board, created in Section 5 hereof;

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|---------------------------------|-----|
| Business Registration Assistant | - 2 |
| Teller/Liaison Staff | - 1 |
| Monitoring and Evaluation Staff | - 1 |

“SECTION 5. **Governing Board.** – A Governing Board is hereby created to set strategic management directions and formulate policy decisions to enable the Business One-Stop Shop to achieve its vision and mission; which shall be composed of the following, with the Governor as Chairperson and the Regional Director of the Department of Trade and Industry as adviser:

| Government | Private Sector |
|---|---|
| Provincial Government | 1. President, Bohol Chamber of Commerce and Industry |
| 1. SEEM (Socio-economic and environment management) Cluster Coordinator, PGBh | 2. President, Bohol Alliance of NGOs |
| 2. SP Committee Chair for Trade and Industry | 3. President, Bohol Bankers Association |
| Local Government Units | 4. Chairman, Provincial Tourism Council |
| 3. President, League of Municipalities, of the Philippines, Bohol Chapter | 5. Chairman, Provincial Agriculture and Fisheries Council |
| 4. Tagbilaran City LGU Head | 6. President, Tri-Media Association |
| National Government Agencies | |
| 5. Provincial Director, Department of Trade and Industry – Region 7 | |
| 6. District Revenue Officer, Bureau of Internal Revenue | |
| 7. Head, Home Development Mutual Fund - Bohol | |
| 8. Chief Officer, Philippine Health Insurance Corporation - Bohol | |
| 9. Branch Manager, SSS – Bohol | |
| 10. Provincial Agrarian Reform Officer, Department of Agrarian Reform | |
| 11. Provincial Environment and Natural Resources Officer, Department of Environment and Natural Resources | |
| 12. Provincial Chief, Department of Labor and Employment | |
| 13. Department of the Interior and Local Government Provincial Director | |

"SECTION 6. **Duties and Functions**. – The Governing Board shall have the following duties and functions:

1. **Provincial Government of Bohol:** The Provincial Government shall have the following duties and functions in order to enable the business one-stop shop to achieve its vision and mission:
 - a) Provide an appropriate facility in the provincial government to house the Bohol Business One-Stop Shop;
 - b) Provide the right staffing, continuous financial support, and needed logistical and operational requirements in setting up and managing an effective and efficient Bohol Business One-Stop Shop;
 - c) Facilitate and build a culture of excellence in investor services and a business-enabling environment to propel Bohol towards global competitiveness; and
 - d) Pro-actively collaborate with key players for the effective implementation of its mandate, vision, mission and strategies to ensure efficient and quality customer services.

2. **National Government Agencies (NGAs) & Local Government Units (LGUs):** To operationalize the Bohol Business One-Stop shop, the above-listed mandatory agencies, partner agencies and partner LGUs shall have the following duties and functions:
 - a) Actively support the enforcement of the Bohol Investment Code and the efficient operations of the Bohol Business One-Stop Shop;
 - b) Ensure the assignment of personnel from their respective agencies and municipalities to sit regularly at the Bohol BOSS, as the Governing Board determines its necessity and urgency;
 - c) Provide the inherent salaries/remunerations and other personnel incentives/benefits to defray incidental expenses incurred in the performance of duties and responsibilities;
 - d) Streamline business processes and procedures; simplify and harmonize business requirements and forms;
 - e) Provide all necessary information, documentary and processing requirements to clients/investors;
 - f) Provide timely assistance in the compliance of requirements;
 - g) Perform other facilitative functions, such as, but not limited to, the preparation of itineraries and facilitation of site visits; and
 - h) Pro-actively collaborate with the BIPC for the effective and efficient implementation of its mandate, in order to ensure quality investor services.

3. **Private Sector:** The private sector ensures that the Business One-Stop Shop facility and systems work, thereby creating a business-enabling environment for investments and enterprise development which lead to dynamic growth, and ultimately employment and income generation. Its duties and functions include the following:
 - a) Recommends business environment reforms that spur economic development;

- b) Collaborates with government to ensure that business processes and licensing systems are effectively and efficiently implemented; and
- c) Provides advice to ensure stability, sound and equitable business policies, laws and regulations.

SECTION 7. **Secretariat.** – The Bohol Investment Promotion Center shall serve as the Secretariat of the Bohol BOSS Governing Board, and its functions include the following:

- a) Makes information available to the Board, and provides updates and advice when necessary;
- b) Provides effective and efficient service to the Board, especially in the conduct of meetings;
- c) Ensures the effective and efficient implementation of policies and regulations, and management and operation of the Bohol BOSS; and
- d) Coordinates and facilitates between member and collaborating agencies.

“SECTION 8. **Mandate and Vision.** – Pursuant to RA 7470 “An Act establishing the National Economic Research & Business Assistance Center of the Philippines, appropriating funds therefore, and for other purposes”, and Provincial Ordinance No. 2001-019 “Enacting the Bohol Investment Code of 2001”, and towards the realization of the vision statement of the Province of Bohol, the Bohol BOSS is envisioned to be an investment service facility with international standards that provides one-stop assistance and ensures an enabling environment for investors to locate and engage in sustainable business in Bohol.

“SECTION 9. **Mission and Objectives.** – The Bohol BOSS shall be guided by the following mission and objectives:

Mission Statement: To ensure Bohol’s competitiveness as an attractive investment destination by providing efficient 24/7 business-related services towards promoting sustainable economic growth and development.

Objectives:

- a) To facilitate business registration and government incentives availment;
- b) To work out and ensure streamlined and harmonized business processes, requirements, forms and quality service delivery;
- c) To provide web-based and interactive services;
- d) To install a monitoring and evaluation system to aid in the formulation of policies that ensure an enabling business environment in the local government units and in the entire province of Bohol;
- e) To facilitate the provision of business information, data and advisory services;
- f) To actively advocate for the availability of support facilities, Infrastructure and human resources for a business-enabling Environment; and
- g) To provide after-care investor services.

“SECTION 10. **Periodic Performance Evaluation.** – A system of periodic monitoring and evaluation shall be formulated and enforced by the Governing Board to measure and improve the performance of Bohol BOSS;

"SECTION 11. **Funding**. – Funds necessary to carry out the provisions of this Provincial Ordinance shall be provided for in the BIPC budget;

"SECTION 12. **Separability Clause**. – Any portion or provision of this Ordinance that may be declared invalid or inconsistent with laws or policies, shall not have a nullifying effect on other portions or provisions hereof, as long as such remaining portions or provisions can still subsist and be given effect in their entirety;

"SECTION 13. **Repealing Clause**. – All existing ordinances, rules, regulations and other issuances or parts thereof which are inconsistent with this Ordinance, are hereby repealed or modified accordingly;

"SECTION 14. **Sponsorship, Co-sponsorship and Deliberation**. – That this ordinance was sponsored by Hon. Venzenicio B. Arcamo, co-sponsored by Hon. Godofreda O. Tirol, Hon. Doxson T. Asoy, and the Honorable Presiding Officer, Senior Member Dionisio D. Balite, and duly deliberated by the Members present;

"SECTION 15. **Effectivity**. – This Provincial Ordinance shall take effect upon its approval."

APPROVED: **June 10, 2011.**

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(Sgd.) **Atty. DIONISIO D. BALITE, Ph.D.**
Senior Board Member
(Presiding Officer)

ATTESTED:

(Sgd.) **BONIFACIO M. QUIROG, JR.**
SP Secretary

APPROVED:

(Sgd.) **Atty. EDGARDO M. CHATTO**
Governor

Date Signed: _____