

Item No.: 17

Date: 13 2026 JAN



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

Province of Leyte
Legal Office
Released: Jan 13 2026
Time: 9:00 AM
Date: 1-7-26

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: JAN 13 2026

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
December 23, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-24 of the Sangguniang Bayan of Tanauan, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. 2025-24 entitled: “**Barangay Clearance Fee Integration Ordinance of Tanauan, Leyte.**”

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with R.A. no. 11032². Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

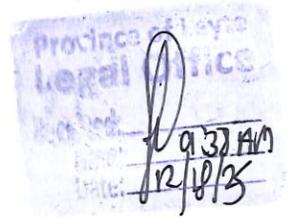
¹(a) *The sangguniang bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of this Code,*

² “*Ease of Doing Business Act*”

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
15 December 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-24 of the Municipality of Tanauan, Leyte**, entitled: **An Ordinance authorizing the Municipal Treasurer to collect corresponding Barangay Clearance Fees for business-related transactions and authorizing the Business Permit and Licensing Office to integrate the corresponding fees in the business permitting process for the issuance of business permits and to release Barangay Clearances to the applicants.**

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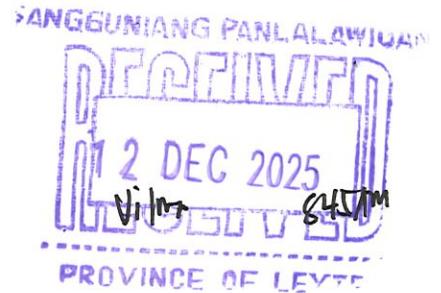
FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
TANAUAN
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

December 10, 2025



THE HONORABLE MEMBERS

Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Tacloban City

Thru: The Secretary to the Sanggunian

Sir/Madam;

Respectfully submitting herewith 17th SB Ordinance No. 2025-24, "AN ORDINANCE AUTHORIZING THE MUNICIPAL TREASURER TO COLLECT CORRESPONDING BARANGAY CLEARANCE FEES FOR BUSINESS-RELATED TRANSACTIONS AND AUTHORIZING THE BUSINESS PERMIT AND LICENSING OFFICE TO INTEGRATE THE CORRESPONDING FEES IN THE BUSINESS PERMITTING PROCESS FOR THE ISSUANCE OF BUSINESS PERMITS AND TO RELEASE BARANGAY CLEARANCES TO THE APPLICANTS."

*Sponsored by: Hon. Cherry Anne T. Fiel
Hon. Jan Elmer V. Magdalaga
Hon. Quintin T. Octa, Jr., D.M.D.
Hon. Lauro A. Villero*

Trusting that you will accord this matter with your kindest attention.

Thank you.

Truly yours,

ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary

Pres: 12/9/25
gr-

12/09/25

Republic of the Philippines
Province of Leyte
TANAUAN
-o0o-
SANGGUNIANG BAYAN

Republic of the Philippines
Province of Leyte
Municipality of Tanauan
OFFICE OF THE MUNICIPAL MAYOR
Received by: Carla
Date: 12-09-25
Time: 9:23 AM

EXCERPT FROM THE MINUTES OF THE EIGHTEENTH (18th) REGULAR SESSION OF THE 17th SANGGUNIANG BAYAN OF TANAUAN, LEYTE, HELD ON NOVEMBER 11, 2025, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

SANGGUNIANG BAYAN TANAUAN
RECEIVED
12 DEC 2025
Vilma GUTM

PRESENT :

- HON. ARCHIE LAWRENCE R. KAPUNAN
- HON. JAN ELMER V. MAGDALAGA
- HON. MARK CHRISTIAN FERDINAND L. GIMENEZ
- HON. CHERRY ANNE T. FIEL
- HON. JOSIE M. CREER
- HON. QUINTIN T. OCTA, JR., D.M.D.
- HON. MARK EFREN E. MERILO
- HON. LAURO A. VILLERO
- HON. EFREN C. MERILO
- HON. KYLE C. MESIAS

- Municipal Vice-Mayor/Presiding Sangguniang Bayan Member
- do-
- do-
- do-
- do-
- do-
- do-
- do-/Liga Fed. Pres.
- do-/SK Fed. Pres.

ABSENT :

- HON. MAE JANE ANGELIE M. MORABE-BORAIS (on leave) Sangguniang Bayan Member

ORDINANCE NO. 2025 – 24

AN ORDINANCE AUTHORIZING THE MUNICIPAL TREASURER TO COLLECT CORRESPONDING BARANGAY CLEARANCE FEES FOR BUSINESS-RELATED TRANSACTIONS AND AUTHORIZING THE BUSINESS PERMIT AND LICENSING OFFICE TO INTEGRATE THE CORRESPONDING FEES IN THE BUSINESS PERMITTING PROCESS FOR THE ISSUANCE OF BUSINESS PERMITS AND TO RELEASE BARANGAY CLEARANCES TO THE APPLICANTS.

Sponsored by: Hon. Cherry Anne T. Fiel
Hon. Jan Elmer V. Magdalaga
Hon. Quintin T. Octa, Jr., D.M.D.
Hon. Lauro A. Villero.

BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TANAUAN, LEYTE IN REGULAR SESSION ASSEMBLED THAT:

WHEREAS, Section 152(c) of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, provides that Barangays may impose fees and charges for services rendered in connection with the regulation of business within their jurisdiction, including the issuance of Barangay Clearance for business purposes;

WHEREAS, Section 151 of the same Code authorizes municipalities to collect and share revenues with Barangays based on ordinances enacted by the Sangguniang Bayan;

WHEREAS, Republic Act No. 11032, otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, and its Implementing Rules and Regulations (IRR), mandate the streamlining of government transactions and the integration of clearances and permits into unified or one-stop-shop systems to reduce processing time and requirements for business registration;

Handwritten signatures and initials in black and blue ink, including names like 'Ma', 'Karl', 'M. Cr.', 'J. F.', and 'M. J. A. M.'.

WHEREAS, Section 12 of the IRR of R.A. 11032 directs local government units to establish a **Business One-Stop Shop (BOSS)** and integrate barangay, municipal, and other regulatory clearances necessary for the issuance of new business permits and renewals, to simplify procedures and minimize bureaucratic layers;

WHEREAS, DILG Memorandum Circular No. 2019-177 dated October 17, 2019 prescribes the *Guidelines in the Integration of the Issuance of Barangay Clearance in the Permitting Processes of Cities and Municipalities*.

WHEREAS, in compliance with the above-cited laws and circulars, it is necessary to authorize the **Municipal Treasurer** to collect barangay clearance fees and integrate the same into the **Business Permit and Licensing System** of the Municipality of Tanauan, Leyte, thereby streamlining the process for both the local government and business owners;

SECTION 1. TITLE.

This ordinance shall be known as the “**Barangay Clearance Fee Integration Ordinance of Tanauan, Leyte.**”

SECTION 2. POLICY STATEMENT.

It is hereby declared the policy of the Municipality of Tanauan to promote ease of doing business by simplifying and integrating business registration processes, consistent with Republic Act No. 11032 and the Local Government Code of 1991, while ensuring the barangays continue to receive their rightful share of fees and revenues.

SECTION 3. COVERAGE.

This policy applies only to the issuance of Barangay Clearance for Business permit and Locational Clearance at the Municipality. Other clearances for other purposes shall still be obtained at the Barangay.

SECTION 4. DEFINITION OF TERMS.

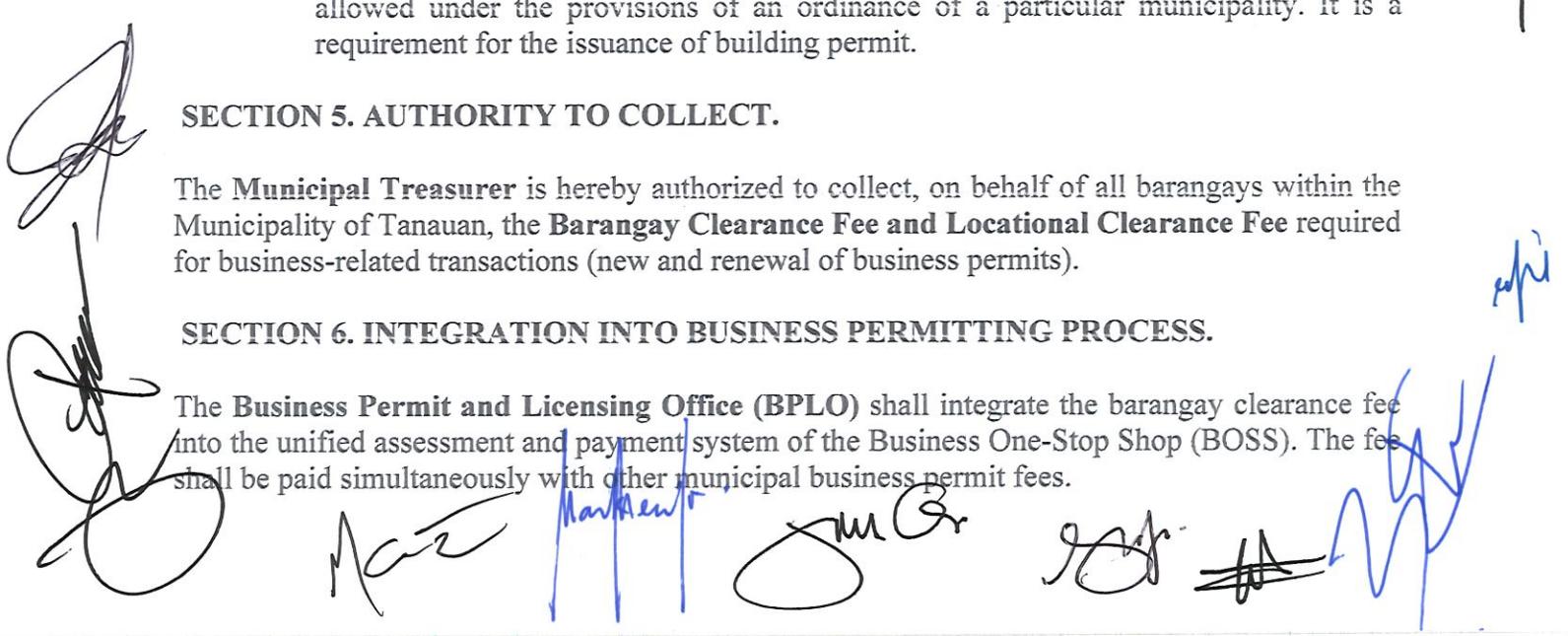
- a. Barangay Clearance for Business – refers to documents issued by the barangays with corresponding fees as defined in their ordinances relative to or about the issuance of business permit by the Municipality or any other license as may be required.
- b. Barangay Clearance Fee – is a fee including the Documentary Stamp of Php 30.00 imposed by the barangays through an ordinance stipulated in the Barangay Clearance for Business and collected by the Municipality in connection with issuing a business permit by the Municipality.
- c. Business Permit – is a document that must be secured from the city or municipal government, usually through its business permits and licensing office (BPLO), for a business to legally operate in the locality.
- d. Locational Clearance – is a clearance issued by the Zoning Officer to a project that is allowed under the provisions of an ordinance of a particular municipality. It is a requirement for the issuance of building permit.

SECTION 5. AUTHORITY TO COLLECT.

The **Municipal Treasurer** is hereby authorized to collect, on behalf of all barangays within the Municipality of Tanauan, the **Barangay Clearance Fee and Locational Clearance Fee** required for business-related transactions (new and renewal of business permits).

SECTION 6. INTEGRATION INTO BUSINESS PERMITTING PROCESS.

The **Business Permit and Licensing Office (BPLO)** shall integrate the barangay clearance fee into the unified assessment and payment system of the Business One-Stop Shop (BOSS). The fee shall be paid simultaneously with other municipal business permit fees.



Upon payment, the BPLO shall issue the **Barangay Clearance** to the applicant as part of the consolidated release of the Business Permit.

SECTION 7. TURNOVER OF COLLECTIONS.

The Municipal Treasurer shall remit to each concerned Barangay the full amount of Barangay Clearance Fees collected on its behalf, based on an official report generated by the BPLO. Remittance shall be made **within fifteen (15) days after the end of each month**, together with a summary of business establishments within their respective territorial jurisdictions.

SECTION 8. BARANGAY AUTHORITY.

Each Barangay shall issue a **Sangguniang Barangay Resolution** to the Municipal Government authorizing the collection of barangay clearance fees by the Municipal Treasurer in accordance with this ordinance.

SECTION 9. BARANGAY CLEARANCE SIGNATORY.

A pre-signed or Electronic Signature of Punong Barangay concerned shall appear in all barangay clearances for business issued, provided that the BPLO, who shall have the custody of the pre-signed Barangay Clearances for Business and the electronic signatures, shall affix the BPLO or his/her representative's initials and counter-signature on the clearance issued.

SECTION 10. RATE OF FEES.

The **Barangay Clearance Fee** shall be in accordance with the existing schedule of fees approved by the respective barangays through their revenue ordinances. No additional or separate barangay clearance payment shall be required once collected through the Municipal Treasurer.

SECTION 11. REPORTING AND MONITORING.

The BPLO and Municipal Treasurer shall maintain a consolidated record of all barangay clearance collections and remittances, subject to inspection by the Municipal Accountant, the Sangguniang Bayan, and the concerned Barangay.

SECTION 12. SEPARABILITY CLAUSE.

If any part or provision of this ordinance is declared invalid or unconstitutional, such declaration shall not affect the validity of the remaining provisions.

SECTION 13. REPEALING CLAUSE.

All municipal ordinances, rules, or regulations inconsistent with this ordinance are hereby repealed or modified accordingly.

SECTION 14. EFFECTIVITY.

This ordinance shall take effect upon approval and compliance with the posting and publication requirement.

ENACTED : 11 NOVEMBER 2025

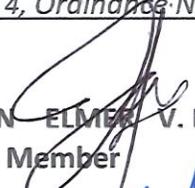
ATTESTED BY:

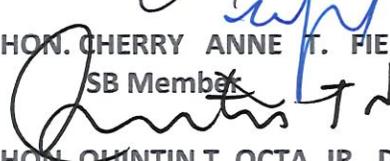
HON. ARCHIE LAWRENCE R. KAPUNAN
Vice Mayor/Presiding

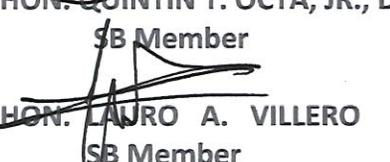
CERTIFIED TRUE AND CORRECT:

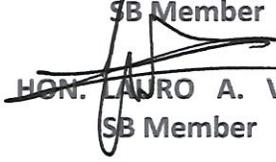
ELEUTERIO T. LERIOS
SB Secretary

The bottom section of the page contains several handwritten signatures. On the left, there are two black ink signatures. Below the 'ATTESTED BY' text, there is a black ink signature. To the right of this, there are several blue ink signatures, including one that appears to be the signature of Eleuterio T. Lerios. The signatures are scattered across the bottom half of the page, some overlapping the printed text.


HON. JAN ELMER V. MAGDALAGA
SB Member


HON. CHERRY ANNE T. FIEL
SB Member


HON. QUINTIN T. OCTA, JR., D.M.D.
SB Member


HON. LAURO A. VILLERO
SB Member


HON. MARK CHRISTIAN FERDINAND L. GIMENEZ
SB Member


HON. JOSIE M. CREER
SB Member


HON. MARK EFREN E. MERILO
SB Member


HON. EFREN C. MERILO
SB Member/Liga Pres.


HON. KYLE MESIAS
SB Member/Liga Pres.

APPROVED BY:


HON. MA. GINA E. MERILO
Municipal Mayor
LGU – Tanauan, Leyte

Date: 12-09-2025





Republic of the Philippines
Province of Leyte
TANAUAN
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OFFICE OF THE SANGGUNIANG BAYAN

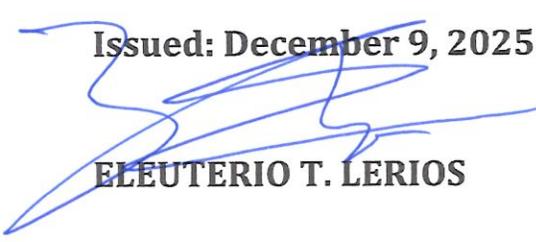
CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that SB Ordinance No. 2025-24, "AN ORDINANCE AUTHORIZING THE MUNICIPAL TREASURER TO COLLECT CORRESPONDING BARANGAY CLEARANCE FEES FOR BUSINESS-RELATED TRANSACTIONS AND AUTHORIZING THE BUSINESS PERMIT AND LICENSING OFFICE TO INTEGRATE THE CORRESPONDING FEES IN THE BUSINESS PERMITTING PROCESS FOR THE ISSUANCE OF BUSINESS PERMITS AND TO RELEASE BARANGAY CLEARANCES TO THE APPLICANTS", have been posted in the bulletin boards at the following: Entrance of the Municipal Hall, Office of the Sangguniang Bayan and Public Market beginning December 9, 2025 and shall remain posted for a minimum of three consecutive weeks.

This certification is issued in compliance with the pertinent provisions of R.A. 7160.

Issued: December 9, 2025


ELEUTERIO T. LERIOS

Sangguniang Bayan Secretary