



Initial Reengineering Report in compliance to ARTA Memorandum Circular No. 2021-19

I. Identified Priority Services for Reengineering whether External Services or Internal Services

- Issuance of Business License and Mayor's Permit
- Issuance of Motorized Tricycle Operator's Permit
- Issuance of Service Record and other Related Documents

II. Current Status

- Processing time does not conform to what is required based on the type of transaction due to the following reasons:
 - The Business One Stop Shop is still manual.
 - Procedure for issuing Service Records and other related documents is still manually done.
 - There is still no program to electronically do the issuance of business, mayor's and tricycle permits and licenses.

III. Expected Outcome

- **Electronic Business One Stop Shop will be implemented.**
 - Steps to undertake:
 - Connect with DICT to request for technical expertise to come up with the program.
 - Recommend 2 personnel to be trained by DICT.
 - Implement the EBOSS.
 - Conduct monitoring and evaluation to check progress and bottlenecks of the implementation.
- **Human Resource Information System will be established.**
 - Steps to undertake:
 - Find a service provider to be able to have the system created.
 - Implement the HRIS.
 - Conduct monitoring and evaluation to check progress and bottlenecks of the implementation.





IV. Concerned Agency, Office, Unit, Division

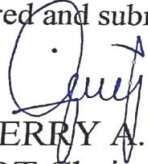
LGU-MABINAY

- Mayor's Office
- Municipal Treasurer's Office
- Rural Health Unit
- Municipal Engineering Office
- Bureau of Fire Protection
- Committee on Anti-Red Tape

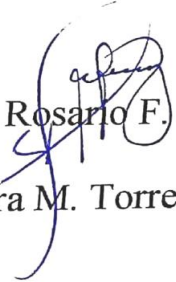
V. Target Clients

- Applicants for Business permits and licenses
- Applicants for Mayor's permits and Motorized Tricycle permits
- LGU personnel

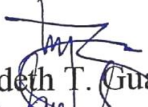
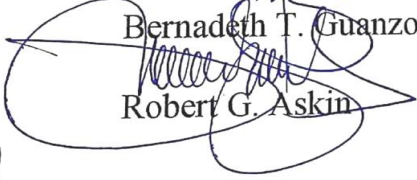
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