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**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 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:
  - Procedure for issuing Service Records and other related documents is still manually done.
  - There is no program available yet in the LGU to electronically do the issuance of tricycle permit to operate.

**III. Expected Outcome**

- Issuance of service record shall have been done electronically.
- CART shall have conducted 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
- Committee on Anti-Red Tape





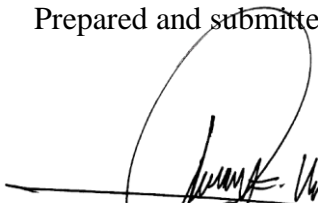
## V. Target Clients

- LGU personnel

## VI. Remarks

The plan to automate the Business Permit and Licensing System which was stipulated in the Initial Reengineering Plan last year has already been implemented starting December, 2022 using the software made available by the Department of Information and Communications Technology with the Business Permit and Licensing Office headed by the Municipal Administrator as the BPLO-designate. The iBPLS is already institutionalized in this municipality.

Prepared and submitted by:

  
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