



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center
 EDSA corner Quezon Avenue, Quezon City



August 1, 2016

MEMORANDUM CIRCULAR
NO. 2016-100

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, LOCAL ECONOMIC AND INVESTMENT PROMOTIONS OFFICER (LEIPO), DILG REGIONAL AND PROVINCIAL DIRECTORS AND OTHERS CONCERNED

SUBJECT : SUBMISSION OF NOMINEES/APPLICATION FOR THE CONDUCT OF 2016 MOST BUSINESS-FRIENDLY LOCAL GOVERNMENT UNIT AWARD

I. Rationale

The Philippine Chamber of Commerce and Industry (PCCI) officially announces the opening of the nomination for the search of 2016 Most Business-Friendly Local Government Units (LGUs). The awards recognize the exemplary performance and initiatives of LGUs in increasing their business competitiveness through good governance reforms. It also encourages LGUs to sustain the gains by performing better each year and translating the policy improvement to inclusive local development especially in the ease of doing business. It also measures the relationship and partnership built between the government and private sector in creating and sustaining a business-friendly environment.

Further, it aims to complement the efforts of the government to institutionalize standards in delivering quality services to the people as mandated by the Republic Act 9485 or the Anti-Red Tape Act of 2007.

The said Award is accorded to all Provinces, Cities and Municipalities that have demonstrated outstanding efforts in supporting good governance reforms to promote trade and investments, transparency, and efficiency in delivering business services to fuel up inclusive growth in the locality.

The following are the guidelines in submitting nominees for the most business-friendly LGUs:

II. Award Categories

The award categories were grouped according to LGU's income class:

Province	Level 1: 1 st to 2 nd class provinces Level 2: 3 rd to 5 th class provinces
City	Level 1: Highly urbanized cities Level 2: 1 st to 2 nd class cities Level 3: 3 rd to 6 th class cities
Municipality	Level 1: 1 st to 2 nd class municipalities Level 2: 3 rd to 5 th class municipalities



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III. Nomination and Selection Process

The following are the steps for the nomination and selection process:

Steps	Nomination and Selection Process
1. Submit the duly signed nomination form	LGU can be nominated in either of the following: a. LGU can be nominated by the local chamber, other business associations and cooperatives by submitting a completed nomination form to the PCCI Awards Committee. The Governor or Mayor shall sign the form to indicate their willingness to be nominated. b. LGU can also nominate themselves by submitting a completed nomination form for LGUs with endorsement of the PCCI Regional Officers.
2. Submit completed entry form (bid questions) and bidbook*	a. LGU must ensure that all the questions in the entry form have answers and with corresponding attachments (if applicable). b. Write N/A for those questions that are not deemed applicable.
3. Attend a panel interview in the PCCI National Office in Taguig City	Finalist of the award will be notified to attend a panel interview. The Governor or Mayor is expected to represent the LGU before a panel of judges. All finalists will be allotted a ten (10) minute presentation summarizing the achievements in each of the award criteria. ‡ <i>Tentative schedule of final judging is September 26-27, 2016.</i>

IV. Nomination Criteria

The Awards Criteria is grouped into Qualifying and Essential Indicators. LGUs are required to pass first the Qualifying Indicators before being successfully progress to the audits of the Essential Indicators.

A Hall of Fame Award will also be given to an LGU that won three (3) times within a five-year period.

V. Covering Period of Assessment

The period covered and the basis of the award is the continuing implementation of the criteria starting January 2015 until June 2016.



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VI. Deadline of Submission

Deadline of submission of all the documents is on September 9, 2016 and can be submitted directly to the Philippine Chamber of Commerce and Industry with office address at:

3rd Floor Commerce and Industry Plaza
1030 Campus Avenue, Fort Bonifacio
Taguig City 1634

VII. Designated Focal Person for the Award Search

The Local Economic Investment Promotions Officer (LEIPO) is hereby designated as the Focal Person on this award search. The LEIPO will be the one to fill-up and submit the required form with coordination from the Local Chief Executive and other departments of the LGUs in gathering information and documents complying the requirements of the award search.

Further, the LEIPO will also be the Focal Person of the PCCI Awards Committee for all information and coordination related to award search. The LEIPO should be easily accessed either through phone or email and always ready in answering the queries of the Award Committee.

In view of the above, all Provinces, Cities and Municipalities are hereby encouraged to join and participate in the search for the Most Business-Friendly LGU for the CY 2016. Attached are the following documents needed to this award search:

- a. Information Sheet
- b. LGU flyer
- c. Official Nomination Forms (Self nomination and Local Chambers nomination)
- d. Official Entry Form for City/Municipality
- e. Official Entry Form for Province

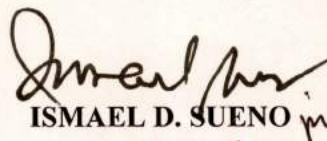
****All forms are downloadable through the PCCI website at www.philippinechamber.com***

The Awarding Ceremony will be held during the culmination of the 42nd Philippine Business on October, 2016.

For further clarifications and inquiries on the process and guidelines of the awards, you may call the PCCI Secretariat lead by Ms. Sussette Rosuelo at Telephone Number 846-8196 local 107 or e-mail at sussette.rosuelo@philippinechamber.com.

All DILG Regional and Provincial Directors are hereby enjoined to cause the widest dissemination of this Memorandum Circular to local government units within their regional and provincial assignments and to provide full support, upon request.

For the information of all concerned.


ISMAEL D. SUENO jr.
Secretary



KEY PERFORMANCE INDICATORS

	2014	2015
1. Number of business applications processed in a year		
2. Number of New Businesses Registered		
3. Number of Business Renewals		
4. Number of filed applications for new business permit		
5. Number of filed applications for renewals of business permit		
6. How much is the total investment generated by new business registrants?		
7. Number of Real Property units classified as commercial units		
8. Number of Real Property units classified as commercial units with updated Real Property Tax payments?		
9. Number of filed applications for Commercial Building permits?		
10. Number of Commercial Building Permits Issued		
11. Number of LGU Employees		
12. Number of banks		
13. Number of micro financing institutions		
14. Power rate per kilowatt (Identify service provider/s)		
15. Unemployment rate		
16. Underemployment rate		
17. Poverty threshold		
18. Poverty Incidence		
19. Family income & expenditure		
20. Crime Rate Incidence		



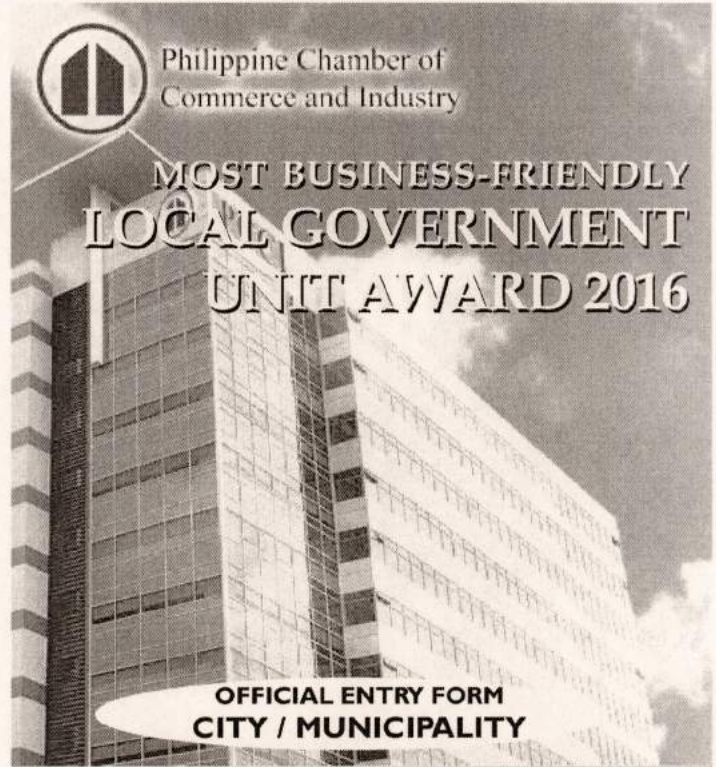
Philippine Chamber of Commerce and Industry

3rd Floor, Commerce and Industry Plaza, 1030 Campus Avenue cor. Park Avenue
 McKinley Town Center, Fort Bonifacio, Taguig City
 Telephone No. 846-8196 Fax No. 846-8619
 Email: lguawards@philippinechamber.com
 Website: www.philippinechamber.com



Philippine Chamber of
 Commerce and Industry

**MOST BUSINESS-FRIENDLY
 LOCAL GOVERNMENT
 UNIT AWARD 2016**



**OFFICIAL ENTRY FORM
 CITY / MUNICIPALITY**

Name of City / Municipality: _____
 Income Classification: 1st Class 3rd Class 5th Class
 2nd Class 4th Class 6th Class

BACKGROUND INFORMATION

Land Area: _____
 Number of Barangays: _____
 Population (2015): _____
 Economic Priorities: _____

Annual Regular Income

	Internal Revenue Allotment	Locally Sourced Income
2013		
2014		
2015		

QUALIFYING INDICATORS:

Questions	Appendix
I. Investments	
1. Do you have incentive code? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.1: Printed & CD copy of the code
2. Do you have Local Economic Investments Promotions Officer (LEIPO)? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.2: Executive Order or Ordinance a LEIPO
3. Do you have economic profile? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.3: Economic data (brochure, other printed material including print from website)
II. Anti-Red Tape Act	
1. Do you have citizen's charter? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.1: Printed and CD copy of Citizen's charter
2. Is your citizen's charter displayed in publicly noticeable areas? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.2: Photo of Citizen Charter displayed in publicly noticeable area
3. Do you have a Business One-Stop-Shop (BOSS)? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.3: Photo of BOSS or Ordinance prescribing establishment of BOSS
4. Do you use the national application form for business permit? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.5: Copy of your business permit application form
5. Do you have an ARTA-compliant Business Permit and Licensing System (BPLS) on the following:	APPENDIX II.6: Flowchart of steps with timeline for securing business permit, building permit, certificate of occupancy
a. Steps	
1. business permits <input type="checkbox"/> yes <input type="checkbox"/> no	
2. building permit <input type="checkbox"/> yes <input type="checkbox"/> no	
3. certificate of occupancy <input type="checkbox"/> yes <input type="checkbox"/> no	
b. Duration	
1. business permits <input type="checkbox"/> yes <input type="checkbox"/> no	
2. building permit <input type="checkbox"/> yes <input type="checkbox"/> no	
3. certificate of occupancy <input type="checkbox"/> yes <input type="checkbox"/> no	
c. Number of signatories	APPENDIX II.7: Kindly provide the name and designation of signatories for each transaction
1. business permits <input type="checkbox"/> yes <input type="checkbox"/> no	
2. building permit <input type="checkbox"/> yes <input type="checkbox"/> no	
3. certificate of occupancy <input type="checkbox"/> yes <input type="checkbox"/> no	
III. Fiscal Transparency	
1. Do you regularly submit/upload timely and accurate quarterly Statement of Receipts and Expenditures (SRE) report in the eSRE Central system of the BLGF <input type="checkbox"/> yes <input type="checkbox"/> no	
2. Do you engage the business sector in the discussion when formulating new local tax policies? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX III.1: Attendance and minutes of the meeting

Questions	Appendix
43. Which of the facilities/services are available in your business office/ lounge? Please tick available facilities/services. <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Internet <input type="checkbox"/> Telephone <input type="checkbox"/> Print Materials (e.g. Newspapers, Magazines) <input type="checkbox"/> Refreshments (e.g., water, juice, coffee, etc) <input type="checkbox"/> Others (Please specify _____)	
44. How are the different fees of business permit issuances paid? <input type="checkbox"/> single payment (one assessment in one office) <input type="checkbox"/> decentralized (through different concerned offices)	
45. Do you allow quarterly payment of the following: a. Business tax <input type="checkbox"/> yes <input type="checkbox"/> no b. Property tax <input type="checkbox"/> yes <input type="checkbox"/> no c. Other impositions <input type="checkbox"/> yes <input type="checkbox"/> no	
46. Do you provide incentives for advance/prompt payment of real property tax? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX V.2: LGU Report on total incentives granted for advance/prompt payment
47. Do you impose the maximum penalties for non-payment of local taxes? <input type="checkbox"/> yes <input type="checkbox"/> no	
48. Do you conduct property reassessment after calamity? <input type="checkbox"/> yes <input type="checkbox"/> no	
49. Do you extend the deadline for payment of business tax and other related fees due to calamity? <input type="checkbox"/> yes <input type="checkbox"/> no	
50. Is there a tracking/monitoring system in place to inform/update clients of the status of their business application? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please tick the appropriate box: <input type="checkbox"/> via email <input type="checkbox"/> via text <input type="checkbox"/> website <input type="checkbox"/> phone <input type="checkbox"/> others (pls. specify: _____)	
51. Do you have a report card survey? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, who conducts the survey? _____	APPENDIX V.3: Report card survey
52. What is your client satisfaction survey? <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Somewhat Satisfied <input type="checkbox"/> Neither Satisfied nor Dissatisfied <input type="checkbox"/> Somewhat Dissatisfied <input type="checkbox"/> Very Dissatisfied	APPENDIX V.4: Copy of evaluation results
53. How often do you check customer feedback? <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly (every two weeks)	
54. Do you have a public assistance desk/complaint desk? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX V.5: Brief description of the ways and means to address complaints
V. Local Government Collaboration	
55. Do you have Executive-Legislative Agenda (ELA)? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX VI.1: Copy of ELA or Ordinance from the legislative council authorizing the Local Chief Executive to approve policies and enter into agreements of projects with the private sector
56. Do you have projects with other LGUs for local economic development? <input type="checkbox"/> yes <input type="checkbox"/> no 56.a If yes, please specify _____	APPENDIX VI.2: List of partner LGUs and provide brief description of the projects jointly implemented
57. Do you have an existing partnership (alliances, convergence, sisterhood) with other cities/ municipalities abroad or locally?	APPENDIX VI.2: Signed Memorandum of Understanding/ Agreement

Questions	Appendix
32. Do you have Negosyo / MSME assistance center/ counselor? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX III.3. Photo of the MSME assistance center/desk OR name and official contact details of the counselor
32.a. If yes, how many MSMEs have you assisted? _____ MSMEs	APPENDIX III.4: Description of the assistance provided
33. Are you implementing the BMBE law? <input type="checkbox"/> yes <input type="checkbox"/> no	
34. How many BMBE registrants do you have from January 2015-December 2015? Please indicate the exact number of registrants. _____ registrants	APPENDIX III.5: List of enterprises that were given BMBE certification
IV. QUALITY MANAGEMENT SYSTEM, INNOVATIONS & HUMAN RESOURCE DEVELOPMENT	
35. Do you have quality management systems in place? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX IV.1: Brief description of the sample initiative
35.a If yes, please specify the quality management system/s that you adapt.	
36. Which of your processes are computerized? <input type="checkbox"/> business licensing <input type="checkbox"/> real property assessment <input type="checkbox"/> treasury operations and management (e.g., financial management, accounting, budget) <input type="checkbox"/> others (please specify) _____	APPENDIX IV.2: Screen copy of the system
37. Do you have an updated website? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX IV.3: Print copy of the LGU Homepage
37.a If yes, please write the website address in the space provided _____	
38. Please tick the information available in the website: <input type="checkbox"/> copy of local revenue code <input type="checkbox"/> copy of updated schedule of market value <input type="checkbox"/> copy of local investment and incentive code <input type="checkbox"/> procedures on applications for permits and licenses <input type="checkbox"/> cost of doing business (e.g., utilities, rental) <input type="checkbox"/> business and investment opportunities <input type="checkbox"/> local policies, ordinances, and regulations <input type="checkbox"/> investment priorities <input type="checkbox"/> business directory <input type="checkbox"/> LGU contact details <input type="checkbox"/> advertising space for business	
39. Is your LGU linked to your provincial website? <input type="checkbox"/> yes <input type="checkbox"/> no	
40. Is your database linked with the Philippine Business Registry? <input type="checkbox"/> yes <input type="checkbox"/> no	
41. Do you have capability-building program for your personnel? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX IV.4: List of trainings attended and copy of certificate of participation
V. QUALITY CUSTOMER SERVICE	
42. Do you have a business office/tax payer's lounge? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX V.1: Photo of the business office / tax payers lounge

Questions	Appendix															
ESSENTIAL INDICATORS:																
I. Trade, Investments and Tourism Promotion																
1. Do you have programs to promote trade and investments in your area? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.1: Annual Investments Program															
1.a If yes, what are the innovative approaches do you implement to promote investments? <input type="checkbox"/> trade fairs and exhibits <input type="checkbox"/> trade missions <input type="checkbox"/> satellite investment office <input type="checkbox"/> print media <input type="checkbox"/> radio <input type="checkbox"/> billboard <input type="checkbox"/> ICT (website, social media: facebook, twitter) <input type="checkbox"/> others _____																
2. Do you provide tax incentives to business? <input type="checkbox"/> yes <input type="checkbox"/> no 2.a If yes, how many enterprises have availed in 2015? _____ enterprises	APPENDIX I.2: Provide list of enterprises and kind of incentives															
3. Have you codified the local revenue ordinances in the LGU? (within the last five (5) years) <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.3: Provide printed or copy of the local revenue code															
4. Do you have an updated* schedule of market values? *(within the last 3 years) <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.4: Provide printed schedule of market values, or Executive order or ordinance on updating the schedule of market value															
5. How many trade missions have you organized in 2015 and how many companies participated? <input type="checkbox"/> Local trade mission _____ number of trade missions _____ number of participants <input type="checkbox"/> Foreign trade mission _____ number of trade missions _____ number of participants	APPENDIX I.5: 1) LGU Report with attendance and photos 2) Activity design with approved budget															
6. How many trade fairs have you organized in 2015? _____ number of trade fairs _____ number of exhibitors _____ number of visitors	APPENDIX I.6. 1) LGU Report with attendance and photos 2) Activity design with approved budget															
7. Do you have relevant initiative / undertakings on infrastructure upgrade to increase investment viability of your area? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.7. Photo and report of the infrastructure upgrade.															
8. Have you initiated any business-related training programs for the constituents in order to complement trade opportunities within the province and in the periphery? Please tick the training program initiated. <input type="checkbox"/> livelihood <input type="checkbox"/> entrepreneurship <input type="checkbox"/> ICT <input type="checkbox"/> business skills <input type="checkbox"/> others _____	APPENDIX I.8. Description of training program and attendance. Brief description of initiatives / photos															
9. How many new investments were created by your trade promotions program?	APPENDIX I.9. Summary list of newly registered enterprises from your investment office.															
<table border="1"> <thead> <tr> <th>Category</th> <th>2014</th> <th>2015</th> </tr> </thead> <tbody> <tr> <td>Micro (asset size of Php3 million and below)</td> <td></td> <td></td> </tr> <tr> <td>Small (asset size of Php 3-15 million)</td> <td></td> <td></td> </tr> <tr> <td>Medium (asset size of Php 15-100 million)</td> <td></td> <td></td> </tr> <tr> <td>Large (asset size of Php 100 million and above)</td> <td></td> <td></td> </tr> </tbody> </table>	Category	2014	2015	Micro (asset size of Php3 million and below)			Small (asset size of Php 3-15 million)			Medium (asset size of Php 15-100 million)			Large (asset size of Php 100 million and above)			
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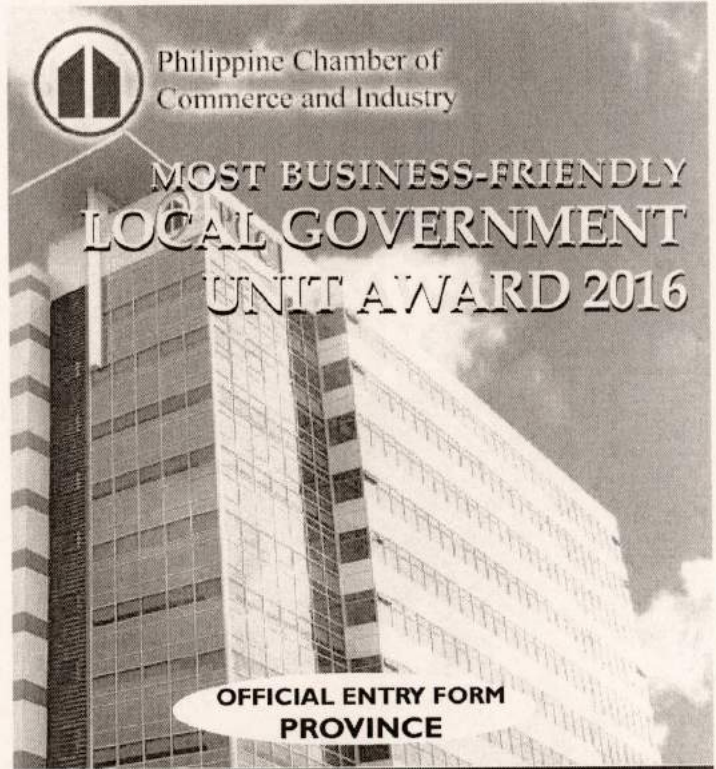
Questions	Appendix				
10. How many new jobs were generated by trade promotion program? <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">2014</td> <td style="width: 50%; text-align: center;">2015</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	2014	2015			APPENDIX I.10. LGU PESO report
2014	2015				
11. Do you have initiatives for environmental sustainability and business resiliency? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.11. Environmental Sustainability and Business Resiliency Program & Activities with approved budget				
12. Do you have a disaster risk reduction management plan? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.12. Provide printed and CD copy of the disaster risk management plan				
13. What local DRRM programs have been implemented particularly on mitigation and preparedness in 2015?	APPENDIX I.13. LGU Accomplishment report on implemented DRRM programs including information on funds allocation and disbursement				
14. Do you have Comprehensive Land Use Plan (CLUP)? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.14. Provide printed and CD copy of the CLUP				
II. Public-Private Sector Partnership					
15. Do you have a PPP code or ordinance? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.1: Copy of the code or ordinance				
16. Is there a local chamber or business group in your locality? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.2: Name and brief profile of the business organization				
17. Do you have an on-going project with the business sector on local economic development? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.3: Brief summary of your project.				
18. What is the composition of your LDC? (Indicate the number of representatives by sector) _____ government _____ business sector _____ civil society _____ IP _____ women group _____ PWDs _____ others (please specify: _____)	APPENDIX II.4: Executive order or ordinance stating the composition of LDC				
18.a Do you have a sub-committee on economic sector? <input type="checkbox"/> yes <input type="checkbox"/> no					
19. How many meetings were convened from January 2015 to December 2015? Please specify the number of meetings that actually took place _____ LDC _____ Economic sector	APPENDIX II.5: At least three (3) attendance sheets and minutes of the meeting				
19.a How many of these meetings were attended by business group representatives? LDC & Economic sector _____ meetings _____ representatives					
20. Of the resolutions adopted by the LDC, please cite the top three (3) resolutions that positively benefited the business community. Briefly explain how and if possible indicate quantifiable result.	APPENDIX II.6: Top 3 Business-related Ordinance/Resolutions adopted by the Municipality/ City Council / Mayor				
21. Is a local business group represented in the Peace & Order Council? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.7: Name and contact details of the business organization				
22. What is the composition of your Peace and Order Council _____ government _____ business sector _____ civil society _____ IP _____ women group _____ PWDs _____ others (please specify: _____)					

Questions	Appendix
23. How many peace and order council meetings were convened from January 2015 to December 2015? _____ meetings _____ business representatives	APPENDIX II.8: At least three (3) attendance sheets and minutes of the meeting
23.a How many of these meetings were attended by business group representatives? _____ representatives _____ meetings	
24. Of the resolutions adopted by the Peace and Order council, please cite a resolution that positively benefited the business community. Briefly explain how and if possible indicate quantifiable result.	APPENDIX II.9: Ordinance or resolution on peace and order that directly benefits the business community
25. Is the local business group represented in the Disaster Risk Reduction Management Council (DRRMC)? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.10: Name and contact details of the business organization
26. Of the resolutions adopted by the DRRMC, please cite resolution that positively benefited the business community. Briefly explain and mention quantifiable result.	APPENDIX II.11: Resolution on disaster risk reduction management that directly benefits the business community
27. Is there a document or an ordinance prescribing the participation of business sector representatives in the following: - Local Development Council <input type="checkbox"/> yes <input type="checkbox"/> no - Peace and Order Council <input type="checkbox"/> yes <input type="checkbox"/> no - DRRMC <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.12: Brief explanation on the selection of business sector representatives in the council
28. Do you hold a regular forum (e.g., Kapihan, Breakfast Meetings) with the business sector? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.13: LGU Report with attendance sheet and photos
28.a If yes, how often did you meet in 2015? (please indicate exact number of meetings) _____ meetings	
29. What active support and program are initiated by the LGU to enable and complement specific national PPP program. Indicate the specific support and programs you have initiated.	APPENDIX II.14: List and Brief description of current initiatives that are being undertaken to support national policies and programs
III. MSME Development	
30. Do you have policies that promote MSMEs development? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX III.1: Executive Order or Ordinance for MSME development
31. Do you provide special services or implement programs focused on micro, small, and medium enterprise development? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX III.2: Provide relevant documentation including photos
31.a. If yes, please tick appropriate box: <input type="checkbox"/> Financing for MSMEs <input type="checkbox"/> Skills Training <input type="checkbox"/> Technology Transfer <input type="checkbox"/> Product Development <input type="checkbox"/> Business Matching <input type="checkbox"/> Supply Sourcing <input type="checkbox"/> Management Training <input type="checkbox"/> Marketing <input type="checkbox"/> Business Planning <input type="checkbox"/> Business Advisory <input type="checkbox"/> Business Incubation <input type="checkbox"/> Common Service Facility <input type="checkbox"/> Others (pls. specify: _____)	



Philippine Chamber of
Commerce and Industry

MOST BUSINESS-FRIENDLY LOCAL GOVERNMENT UNIT AWARD 2016



**OFFICIAL ENTRY FORM
PROVINCE**

Name of Province: _____

Income Classification: 1st Class 2nd Class 3rd Class 4th Class 5th Class

BACKGROUND INFORMATION:

Land Area: _____

Number of Municipalities: _____

Number of Cities: _____

Number of component cities: _____

Population (2015): _____

Economic Priorities: _____



Philippine Chamber of Commerce and Industry

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Annual Regular Income		
	Internal Revenue Allotment	Locally Sourced Income
2013		
2014		
2015		

QUALIFYING INDICATORS

Questions	Appendix
I. Investments	
1. Do you have incentive code? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.1: Printed copy of the code
2. Do you have Local Economic Investments Promotions Officer (LEIPO)? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.2: Executive Order designating a LEIPO
3. Do you have local economic profile? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.3: Economic data (brochure, other printed material including print from website)
II. Anti-Red Tape Act	
1. Do you have citizen's charter? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.1: Printed and CD copy of Citizen's charter
2. Is your citizen's charter displayed in publicly noticeable areas? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.2: Photo of Citizen Charter Displayed in publicly noticeable area
III. Fiscal Transparency	
1. Do you regularly submit/upload timely and accurate quarterly Statement of Receipts and Expenditures (SRE) report in the eSRE Central System of the BLGF? <input type="checkbox"/> yes <input type="checkbox"/> no	
2. Do you engage the business sector in the discussion when formulating new local tax policies? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX III.1: Attendance and Minutes of the meeting

ESSENTIAL INDICATORS

I. Trade, Investments and Tourism Promotion	
1. Do you have programs to promote trade and investments in your province? <input type="checkbox"/> yes <input type="checkbox"/> no <i>1.a If yes, what are the innovative approaches do you implement to promote investments?</i> <input type="checkbox"/> trade fairs and exhibits <input type="checkbox"/> trade missions <input type="checkbox"/> satellite investment office <input type="checkbox"/> print media <input type="checkbox"/> radio <input type="checkbox"/> billboard <input type="checkbox"/> ICT (website, social media: facebook, twitter, etc.) <input type="checkbox"/> others	APPENDIX I.1: Annual Investments Program APPENDIX I.2: Photo, sample copy or brief description of innovative approaches
2. Do you provide tax incentives to business? <input type="checkbox"/> yes <input type="checkbox"/> no <i>2.a If yes, how many enterprises have availed in 2015?</i> _____ enterprises	APPENDIX I.3: Provide list of enterprises and kind of incentives

Questions	Appendix
52. Is your provincial website linked to other LGUs in the province? <input type="checkbox"/> yes <input type="checkbox"/> no	
53. Do you have capability-building program for your personnel? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX IV.7: List of trainings attended and copy of certificate of participation
V. Local Government Collaboration	
54. Do you have Executive-Legislative Agenda (ELA)?	APPENDIX V.1: Copy of ELA or ordinance from the legislative council authorizing the Local Chief Executive to approve policies and enter into agreements of projects with the private sector.
55. Do you have an existing partnership (alliances, sisterhood, convergence) with cities and municipalities within the province for local economic development? <input type="checkbox"/> yes <input type="checkbox"/> no <i>55.a. If yes, what are the existing program partnership? Please tick projects that are being undertaken.</i> <input type="checkbox"/> investment incentives <input type="checkbox"/> MSME development <input type="checkbox"/> tourism development <input type="checkbox"/> crime prevention <input type="checkbox"/> environment protection and preservation <input type="checkbox"/> others (please specify) _____	APPENDIX V.2: Signed Memorandum of Understanding/ Agreement
56. Do you hold regular meetings with these partner cities and municipalities? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX V.3: Minutes of the meeting
56.a. If yes, please indicate the number of meetings held from January 2015 to December 2015 _____ meetings	

KEY PERFORMANCE INDICATORS

	January 2015 to December 2015
1. Number of LGU Employees	
2. Number of banks	
3. Number of micro financing institutions	
4. Power rate per kilowatt	
5. Unemployment rate	
6. Underemployment rate	
7. Poverty threshold	
8. Family income & expenditure	

Questions	Appendix
39. Which of the facilities/services are available in your business office/ lounge? Please tick available facilities/ services. <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Internet <input type="checkbox"/> Telephone <input type="checkbox"/> Print Materials (e.g. Newspapers, Magazines) <input type="checkbox"/> Refreshments (e.g., water, juice, coffee, etc) <input type="checkbox"/> Others (Please specify _____)	
40. Which of your processes are computerized? <input type="checkbox"/> business licensing <input type="checkbox"/> real property assessment <input type="checkbox"/> treasury operations and management (e.g., financial management, accounting, budget) <input type="checkbox"/> others (please specify _____)	APPENDIX IV.3: Screen copy of the system
41. Do you provide special services or implement programs focused on micro, small, and medium enterprise development? <input type="checkbox"/> yes <input type="checkbox"/> no 41.a. If yes, please tick appropriate box: <input type="checkbox"/> Financing for MSMEs <input type="checkbox"/> Skills Training <input type="checkbox"/> Technology Transfer <input type="checkbox"/> Product Development <input type="checkbox"/> Business Matching <input type="checkbox"/> Supply Sourcing <input type="checkbox"/> Management Training <input type="checkbox"/> Marketing <input type="checkbox"/> Business Planning <input type="checkbox"/> Business Advisory <input type="checkbox"/> Business incubation <input type="checkbox"/> Common service facility <input type="checkbox"/> Others (pls. Specify: _____)	APPENDIX IV.4: Provide relevant documentation including photos
42. Do you allow quarterly payment of the following: a. Property tax <input type="checkbox"/> yes <input type="checkbox"/> no b. Other impositions <input type="checkbox"/> yes <input type="checkbox"/> no	
43. Do you provide incentives for advance/prompt payment of real property tax? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX IV.5: LGU report on total incentives granted for advance/ prompt payment
44. Do you have a citizen's charter that documents your system, procedures and the related fees of applicable services? <input type="checkbox"/> yes <input type="checkbox"/> no	
45. Is the system, procedures, cost of fees of applicable services visible to the public? <input type="checkbox"/> yes <input type="checkbox"/> no	
46. Do you impose the maximum penalties for non-payment of local taxes? <input type="checkbox"/> yes <input type="checkbox"/> no	
47. Do you conduct property reassessment after calamity? <input type="checkbox"/> yes <input type="checkbox"/> no	
48. Do you extend the deadline for payment of business tax and other related fees due to calamity? <input type="checkbox"/> yes <input type="checkbox"/> no	
49. Do you have an updated and functional website? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX IV.6: Print copy of the LGU Homepage
50. If yes, please write the website address in the space provided _____	
51. Please tick the information available in the website: <input type="checkbox"/> copy of local revenue code <input type="checkbox"/> copy of updated schedule of market value <input type="checkbox"/> copy of local investment and incentive code <input type="checkbox"/> cost of doing business (e.g., utilities, rental) <input type="checkbox"/> business and investment opportunities <input type="checkbox"/> local policies, ordinances, and regulations <input type="checkbox"/> investment priorities <input type="checkbox"/> business directory <input type="checkbox"/> LGU contact details <input type="checkbox"/> advertising space for business	

Questions	Appendix															
3. Have you codified the local revenue ordinances in the LGU? (within the last 5 years) <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.4: Provide copy of the local revenue code															
4. Do you have an updated* schedule of market values? <input type="checkbox"/> yes <input type="checkbox"/> no *(within the last 3 years)	APPENDIX I.5: Provide printed schedule of market values, or E.O. / Ordinance on updating schedule of market value															
5. How many trade missions have you organized in 2015 and how many participated? <input type="checkbox"/> Local trade mission _____ number of trade missions _____ number of participants <input type="checkbox"/> Foreign trade mission _____ number of trade missions _____ number of participants	APPENDIX I.6: 1) LGU Report with attendance and photos 2) Activity Design with Approved Budget															
6. How many trade fairs have you organized in 2015? _____ number of trade fairs _____ number of exhibitors _____ number of visitors	APPENDIX I.7: 1) LGU Report with attendance and photos 2) Activity Design with Approved Budget															
7. Do you have relevant initiative / undertakings on infrastructure upgrade to increase investment viability of your area? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.8: Photo and report of the infrastructure upgrade															
8. Have you initiated any business-related training programs for the constituents in order to complement trade opportunities within the province and in the periphery? Please tick the training program initiated. <input type="checkbox"/> livelihood <input type="checkbox"/> entrepreneurship <input type="checkbox"/> ICT <input type="checkbox"/> business skills <input type="checkbox"/> others																
9. Do you have Tourism Promotions Program <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.9: Attach Tourism Promotion Program with Approved Budget															
10. Do you have Tourism Information and Assistance Desk <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.10: Organizational Structure or Executive order creating the tourism desk															
11. How many new investments were created by your trade promotions program? <table border="1"> <thead> <tr> <th>Category</th> <th>2014</th> <th>2015</th> </tr> </thead> <tbody> <tr> <td>Micro (asset size of Php3 million and below)</td> <td></td> <td></td> </tr> <tr> <td>Small (asset size of Php 3-15 million)</td> <td></td> <td></td> </tr> <tr> <td>Medium (asset size of Php 15-100 million)</td> <td></td> <td></td> </tr> <tr> <td>Large (asset size of Php 100 million and above)</td> <td></td> <td></td> </tr> </tbody> </table>	Category	2014	2015	Micro (asset size of Php3 million and below)			Small (asset size of Php 3-15 million)			Medium (asset size of Php 15-100 million)			Large (asset size of Php 100 million and above)			APPENDIX I.11: Summary list of newly registered enterprises from your investment office
Category	2014	2015														
Micro (asset size of Php3 million and below)																
Small (asset size of Php 3-15 million)																
Medium (asset size of Php 15-100 million)																
Large (asset size of Php 100 million and above)																
12. How many new jobs were generated by Trade Promotion Program? <table border="1"> <thead> <tr> <th>2014</th> <th>2015</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	2014	2015			APPENDIX I.12: LGU PESO report											
2014	2015															
13. Do you have initiatives for environmental sustainability and business resiliency? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.13: Environmental Sustainability and Business Resiliency Program & Activities with Approved Budget															
14. Do you have a disaster risk reduction management plan? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.14: Provide copy of the disaster risk management plan															

Questions	Appendix
15. What local DRRM programs have been implemented particularly on disaster mitigation and preparedness in 2015?	APPENDIX I.15: LGU accomplishment report on implemented DRRM programs including information on funds allocation and disbursement
16. Do you have Provincial Physical Framework Plan (PPFP)? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX I.16: Printed & CD copy of PPFP
II. Public-Private Sector Partnership	
17. Do you have a PPP Code or ordinance? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.1: Copy of the Code or ordinance
18. What is the composition of your Provincial Development Council? (Indicate the number of representatives by sector) _____ government _____ business sector _____ civil society _____ IP _____ women group _____ PWDs _____ others (please specify: _____)	APPENDIX II.2: Executive order or ordinance binding the composition of LDC
18.a Do you have a sub-committee on economic sector? <input type="checkbox"/> yes <input type="checkbox"/> no	
19. How many meetings were convened from January 2015 to December 2015? Please specify the number of meetings that actually took place. _____ PDC _____ Economic sector	APPENDIX II.3: Minutes of the meeting
19.a How many of these meetings were attended by business group representatives? PDC & Economic sector _____ meetings _____ representatives	
20. Of the resolutions adopted by the Provincial Development Council, please cite the top three (3) resolutions that positively benefited the business community. Briefly explain how and if possible indicate quantifiable result.	APPENDIX II.4: Top 3 Business-related Resolutions adopted by the Province
21. Is a local business group represented in the Peace & Order Council? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.5: Name and contact details of the business organization
22. What is the composition of your Peace and Order Council _____ government _____ business sector _____ civil society _____ IP _____ women group _____ PWDs _____ others (please specify: _____)	
23. How many peace and order council meetings were convened from January 2015 to December 2015? _____ meetings _____ business representatives	APPENDIX II.6: At least three (3) Attendance sheets of the meeting
23.a How many of these meetings were attended by business group representatives? _____ representatives _____ meetings	
24. Of the resolutions adopted by the Peace and Order Council, please cite a resolution that positively benefited the business community. Briefly explain how and if possible indicate quantifiable result.	APPENDIX II.7: Ordinance on peace and order that directly benefits the business community
25. Is the local business group represented in the Disaster Risk Reduction Management Council (DRRMC)? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.8: Name and contact details of the business organization

Questions	Appendix
26. Of the resolutions adopted by the DRRMC, please cite resolution that positively benefited the business community. Briefly explain how and if possible indicate quantifiable result.	APPENDIX II.9: Resolution on disaster risk reduction management that directly benefits the business community
27. Is there a document or an ordinance prescribing the participation of business sector representatives in the following: - Provincial Development Council <input type="checkbox"/> yes <input type="checkbox"/> no - Peace and Order Council <input type="checkbox"/> yes <input type="checkbox"/> no - DRRMC <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.10: Brief explanation on the selection of business sector representatives in the council
28. Do you hold a regular forum (e.g., Kapihan, Breakfast Meetings) with the business sector? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.11: LGU Report with attendance sheet and photos
28.a If yes, how often did you meet in 2015? (please indicate exact number of meetings) _____ meetings	
29. Do you have an on-going project with the business sector on local economic development? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX II.12: Brief summary of your project.
30. What active support and programs are initiated by the LGU to enable and complement specific national PPP program?	APPENDIX II.13: Brief description of current initiatives that are being undertaken to support national policies and programs
III. MSME Development	
31. Is there a provincial MSMED Council? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX III.1. Executive Order creating the MSMED Council
31.a If yes, how many members does it have? _____ members	
32. How many business representatives are in the MSMED Council. _____ representative/s	APPENDIX III.2. Printed & CD copy of Provincial MSMED Plan
33. Is there a provincial MSMED plan? <input type="checkbox"/> yes <input type="checkbox"/> no	
33.b If yes, do you appropriate and disburse fund for the MSMED plan? <input type="checkbox"/> yes <input type="checkbox"/> no	
34. Do you have policies that promote MSMEs development?	APPENDIX III.3: Ordinance or resolution for MSME development
35. Do you have Negosyo/MSME assistance center / counselor? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX III.4. Photo of the MSME assistance center/desk OR name and official contact details of the Counselor
36. How many MSMEs have you assisted? _____ MSMEs	APPENDIX III.5: Description of the assistance provided
IV. QUALITY MANAGEMENT SYSTEM & INNOVATIONS	
A. Efforts or Initiatives of the LGU to Improve Efficiency and Upgrade Quality Service	
37. Do you have quality management systems in place? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX IV.1: Brief description of the sample initiative
37.a If yes, please specify the quality management system/s that you adapt.	
38. Do you have a business office/tax payer's lounge? <input type="checkbox"/> yes <input type="checkbox"/> no	APPENDIX IV.2: Photo of the business office/tax payer's lounge

MOST BUSINESS-FRIENDLY LOCAL GOVERNMENT UNIT AWARD 2016

I. Rationale

The Philippines has been recognized as one of the top most improved economies in the world because of the reforms it successfully implemented over the last six years. To date, the country has achieved its goal of placing in the top one-third of the IFC (International Finance Corporation Doing Business Report; The Heritage Foundation Economic Freedom Index; Transparency International Corruption Perception Index; and the World Economic Forum Global Competitiveness Report.

These gains have also been reflected in the upward revenue streams of the country coupled with low unemployment rate and inflation. Certainly, the challenge is to sustain the gains by performing better each year and translating the policy improvement to inclusive local development.

PCCI lauds the commendable initiatives and partnership of the government with the private sector to achieve the exemplary reforms particularly in the ease of doing business. It is on this regard that PCCI deems it fit to recognize local government units that have demonstrated outstanding efforts in supporting good governance reforms to promote trade and investments, transparency, and efficiency in delivering business services to fuel up inclusive growth in the locality.

PCCI spearheads the annual search for the Most Business-Friendly Local Government Units Award to commend LGUs that have successfully enhanced or instituted an environment that is conducive to business. Likewise, the award aims to complement the efforts of the government to institutionalize standards in delivering quality services to the people as mandated by the Republic Act 9485 or the Anti-Red Tape Act of 2007.

II. Nomination and Selection Process

Interested LGUs can participate in the award program in two ways:

- (1) The LGU can be nominated by the local chamber, other business associations and cooperatives by submitting a completed Nomination Form to the PCCI Awards Committee. The Governors or Mayors shall also sign this form to indicate their willingness to be nominated.
- (2) LGUs can likewise nominate themselves by submitting a completed form with endorsement of the PCCI regional officers. All entries will be processed and tabulated by the Awards Committee.

Finalists of the Award will be notified to attend a panel interview in Metro Manila.

to prepare a brief presentation on the LGU achievements and/or initiatives in the award criteria and present it before a panel of judges for final judging.

8. A Hall of Fame Award will be given to an LGUs that will win three (3) times within a five year period.
9. The period covered as a basis of the award is continuing implementation of the criteria from January 2015 to June 2016.
10. To be qualified, duly accomplished nomination form and bidbook with the required attachments must be submitted on or before 05 September 2016 to the PCCI Secretariat.
11. Any clarifications on the rules of the award should be forwarded to:

PCCI Secretariat
c/o Sussette Rosuelo or Analyn De Ocampo
3/F Commerce and Industry Plaza, 1030 Campus Avenue
cor. Park Avenue, MckKinley Town Center, Fort Bonifacio, Taguig City
Phone (02) 846-8677 local 117 or 102
Email: Iguaward@philippinechamber.com

VI. Awards Presentation

The awards will be presented to the winning LGUs by His Excellency President Rodrigo Roa Duterte during the 42nd Philippine Business Conference which will be held on 14 October 2016.

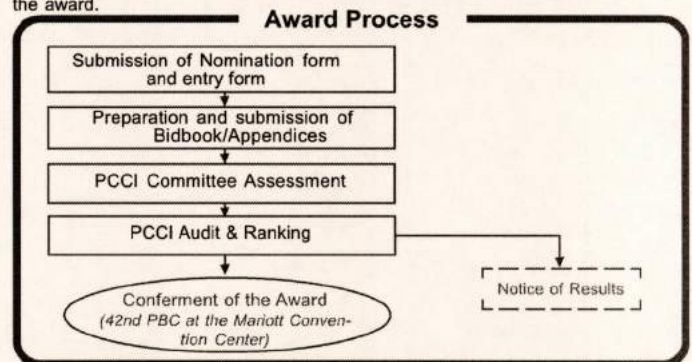
Quality Customer Service (for city and municipality only)

The city/municipality should exemplify business-friendly procedures in the issuance of Business Permits, Building and Occupancy Permits, and Real Property Tax Declarations. It is also expected that the LGUs provides an enabling environment conducive to professional business transactions and transparent dealings with the LGU personnel in every process.

V. Rules

1. Nominations for the Most Business-Friendly Local Government Unit Award are open to all Municipalities, Cities and Provinces nationwide.
2. PCCI accredited local chambers of good standing can submit nominations for municipality, city or province. The nominating body must fill-out the nomination form and the Governor or Mayor of the nominated LGU must sign to indicate willingness to be nominated. Finally, the nomination form must be endorsed by the PCCI Regional Governor and PCCI Area Vice President. The form must be received by the PCCI Awards Committee not later than the deadline of submission.
3. Reputable business organizations, trade associations, academic institutions, socio civic organizations, and cooperatives may submit nominations provided that these nominations are endorsed by PCCI Regional Governor and PCCI Area Vice President.
4. LGUs may also nominatethemselves by submitting the completed nomination form to the Awards committee with endorsement from the PCCI regional officers. Directory of Regional Governors and Area Vice Presidents may be viewed at www.philippinechamber.com; or interested LGUs may also contact the PCCI secretariat for assistance in facilitating the endorsement of their application.
5. The nominated LGU must:
 - Agree to abide by the rules and regulations of the Award;
 - Be willing to give additional information as may be required by the Awards Committee
 - Have the Governor/Mayor or his designated representative available for interview.
6. To be considered for the award, LGUs must obtain a minimum score, which is to be determined by the Awards Committee.
7. Levels of judging:
 - a) **First level:** Based on the documentation provided by the nominated LGUs, information shall be tabulated by the PCCI Awards Committee and validated by the Technical Working Group. Only entries that qualify in the screening will proceed to validation of entries.
 - b) **Second level:** From the validated entries, a list of finalists will be requested

The panel will be composed of PCCI and its distinguished partners from the public and private institutions in the country. LGU executive shall be requested to prepare a five-minute presentation articulating their achievements in the five (5) criteria of the award.



III. Award Category

The categories are as follows:

Municipality: Level 1 - 1st class to 2nd class municipality
Level 2 - 3rd class to 6th class municipality

City: Level 1 - highly urbanized
Level 2 - Independent component 1st class to 3rd class city
Level 3- 3rd class to 6th class city

Province: Level 1- 1st class to 2nd class province
Level 2- 3rd class to 5th class province

Special Citations may be awarded to LGUs that have outstanding programs or initiatives in specific areas.

IV. Criteria

The LGU must clearly state its vision and mission and the overarching thrust of the incumbent administration. It must demonstrate commendable efforts in instituting good governance characterized by accountability, transparency, and efficiency. Likewise, it must demonstrate exemplary leadership and dynamism through continued and sustained efforts to promote trade, investments and tourism; and foster good working relationship with the private sector and other local government units.

QUALIFYING INDICATORS

1. **Investment Promotions.** The LGU must have established an investment promotion and generation strategy to advance equitable local economic development. It is deemed important that LGUs invest in putting up a mechanisms that will provide guidance to stakeholders including investors and citizenry.
2. **Anti-Red Tape Act.** This law has provided a framework in which transparency and accountability in government offices including LGUs could be practiced and instituted. In this award, a significant weight was given to the ARTA compliance and initiatives of the LGU particularly in the area of business processing and licensing system.
3. **Fiscal Transparency.** LGUs must be compliant with its financial obligations and transparent in its transactions. It is highly commendable for an LGU to have sound financial policy and adhere to responsible public spending.

ESSENTIAL INDICATORS

Trade, Investment, and Tourism Promotion. The LGU must have displayed its competence and commitment to generate local revenue and employment by enabling a competitive business environment through policies, incentives, and infrastructure that support its distinct position in sustainable local economic development.

A. Local revenue generation and Job creation

- Comprehensive program promoting trade and investment (with special consideration on the outcome of trade mission;)
- Existence of an active website containing quick access to available information on specific growth areas, business incentives, providing investors a comprehensive guide to business costs and application requirements and procedures
- Existence of infrastructure development plan that supports or opens opportunity for investments
- Tourism promotion activities and sustainable tourism program (e.g. tourism assistance centers, tourism police, licensed tourist guide,
- Land use and administration plan that supports or opens opportunity for investment
- Presence of a functioning Public Employment System Office (PESO)
- Availability and development of educated and skilled manpower

B. Sustainable growth and development

- Environment-friendly initiatives and policy
- Hazard evaluation and Disaster Risk Reduction Management

- Budget allocation for initiatives, plans, and activities that are geared towards mitigating if not eradicating environmental hazard caused by economic development or business growth

Public-Private Sector Partnership (PPP). The LGU must consider the interest of the private sector as its partner in coming up with a local development plan. There must be a private sector representation in the local councils (e.g local development; peace and order; and disaster risk reduction management council), in which, the selection process of accreditation or membership is clearly defined and observed. The LGU must have shown initiatives in adopting business-related resolutions passed by these councils and in spearheading a joint project implementation with the private sector. Furthermore, the LGU must also highlight its active support and programs that enable and complement specific national PPP program from various sectors or industry (energy, power, mining, fishery, agriculture, transportation, tourism, among others)

Quality Management Systems and Innovations

The LGU must make good use of available resources to improve its operations and delivery of service. It is desirable for LGU to have proactive stance in using information and communications technology (such as the internet), creative promotional materials, and doing special campaigns to promote potential investment opportunities; and also service the needs of the constituencies. These emphasize the desire of the local government to go beyond the conventional way of promoting the local economy.

- Exemplary efforts or initiatives of the LGU to be compliant with the ISO9001:2000
- Computerization of systems and processes (i.e active website, downloadable application forms, and on-line transactions on business application processes)
- Provision of training programs for personnel to enhance/promote quality services to investors and constituents; and availability of support program for individuals who want to pursue higher studies as part of continuous improvements and promotion of quality human resource.
- A comprehensive website that contains substantial information about the LGU (its organization, management, contact information, development updates, thrusts, trade and investment opportunities, cost of doing business among others

Local Government Collaboration

The LGU must establish close coordination of efforts, services, and resources to ensure effective and smooth implementation of its programs with other government units in the area. It must also exercise general supervision and leadership over its barangay (for cities and municipalities nominee) and component municipalities and cities (for province nominees). Moreover, it must establish cooperative undertakings with other local government units particularly within the region in order to promote region-wide growth and development.



Philippine Chamber of Commerce and Industry

INVITATION TO NOMINATE MOST BUSINESS-FRIENDLY LGUs

Award Category

- **Province**
 - Level 1- 1st class to 2nd class
 - Level 2- 3rd to 5th class
- **City**
 - Level 1- Highly urbanized cities
 - Level 2- 1st to 2nd class
 - Level 3- 3rd to 6th class
- **Municipality**
 - Level 1- 1st to 2nd class
 - Level 2- 3rd to 6th class

How to Join

- Step 1** ☞ Submit duly signed nomination form;
- Step 2** ☞ Submit completed bid questions and bidbook
- Step 3** ☞ Attend a panel interview

Award Criteria

- I. Qualifying**
- Investments
 - Anti-Red Tape
 - Fiscal Accountability
- II. Essential**
- Trade, Investments, & Tourism Promotions
 - Public-Private Sector Partnership
 - MSME Development
 - Quality Management System & Innovation
 - Local Government Collaboration'
 - Quality Customer Service (for City and Municipality)

**Deadline of submission of all documents is
September 9, 2016**

For details, contact the Awards secretariat at (02) 846-8196; 846-8677
local 117 or 102 or email lguawards@philippinechamber.com;
sussette.rosuelo@philippinechamber.com.



2016 Most Business-Friendly Local Government Units

Endorsed by:

Name and Signature of
PCCI Regional Governor

Name and Signature of
PCCI Area VP

Background Information (To be filled-out by the nominated LGU)

Official name of LGU: _____

Name of Governor/ Mayor: _____

Business Address: _____

Contact Number/s: _____ Fax: _____

Email Address: _____ Website: _____

Contact Person: _____ Designation/Position: _____

Mobile No.: _____ Contact No.: _____ Fax: _____ Email: _____

We hereby agree to be officially nominated for the 2016 Most Business-Friendly LGU Award and we understand that we will:

1. Abide by the rules and regulations of the 2016 Most Business-Friendly Local Government Unit Award;
2. Give additional information as may be required by the Award Committee;
3. Make ourselves available or our designated representative for interview and for conferment of the award on October 2016 at the Marriot Conference Hall should the LGU be adjudged as a winner.

Conforme:

Date:

Governor's / Mayor's Signature

OFFICIAL NOMINATION FORM

Official name of LGU: _____

Name of Governor/Mayor: _____

Business Address: _____

Contact Number/s: _____

Email Address: _____ Fax: _____

Contact Person: _____ Designation: _____

Phone (Office): _____ Fax: _____

Mobile Number: _____ Email address: _____

We would like to be nominated to PCCI's Most Business-Friendly LGU Awards 2016 and we understand that we will:

1. Abide by the rules and regulation the Most Business-Friendly Local Government Unit Award 2016;
2. Give additional information required by the Committee;
3. Make available the Governor/Mayor or his designated representative for interview and conferment of the award during the 42nd Philippine Business Conference on October 2016 at the Marriot Conference Center in the city of Pasay.

Conforme: _____ Date: _____

Name of Governor/Mayor

Endorsed by:

Name and Signature of
PCCI Area Vice President

Name and Signature of
PCCI Regional Governor



2016 Most Business-Friendly Local Government Units

OFFICIAL NOMINATION FORM (for use of LCCIs and other organizations)

Our organization officially nominates (NAME OF LGU) _____
to the Philippine Chamber of Commerce and Industry's Most Business-Friendly Local
Government Unit (LGU) Award 2015. This LGU falls under the following category:

- | | |
|--------------|--|
| Municipality | <input type="checkbox"/> 1 st - 2 nd class |
| | <input type="checkbox"/> 3 rd - 6 th class |
| City | <input type="checkbox"/> Highly urbanized |
| | <input type="checkbox"/> 1 st - 2 nd class |
| | <input type="checkbox"/> 3 rd - 6 th class |
| Province | <input type="checkbox"/> 1 st - 2 nd class |
| | <input type="checkbox"/> 3 rd - 5 th class |

Nominated by:

Name of Local Chamber/Business Organization/ Socio-Civic Organization: _____

Name of President: _____

Business Address: _____

Contact No.: _____ Mobile No.: _____ Email: _____

Name of Contact Person: _____

Contact Number: _____ Mobile Number: _____ Email: _____

Signature of President: _____