



Republic of the Philippines  
MUNICIPALITY OF QUEZON  
Province of Quezon  
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**OFFICE OF THE MAYOR**

**ADMINISTRATIVE ORDER NO. 06**  
**Series 2021**

TO : JEFFREY M. PACLIBON  
Acting Municipal Treasurer  
Quezon, Quezon

You are hereby designate as **Business Permit and Licensing Officer** of this municipality.

As BPLO-Designate you have the following functions:

- \* supervise the Business License program and assure compliance with municipal code, policies and regulations
- \* conducts tax collection activities for business licenses and related regulatory permits
- \* Inspect new businesses to assure that the proper licenses and permits have been obtained
- \* Oversees the processing of application and issuance of of related licenses and permits
- \* supervises staff through appropriate work oversight
- \* compiles program information and prepares reports

ISSUED this 4<sup>th</sup> day of January 2021 at Quezon, Quezon.

  
**MA. CARIDAD P. CLACIO**  
Municipal Mayor