

**GUIDELINES FOR THE BCDA'S ISSUANCE/APPROVAL OF PERMITS,
LICENSES, AND SIMILAR DOCUMENTS DURING THE PERIOD
OF THE COVID-19 STATE OF CALAMITY**

1. **Purpose.** This Office Order is in compliance with the ARTA Advisory No. 01, series of 2020, or the ADVISORY FOR THE ADOPTION OF FAST-TRACK MEASURES DURING THE COVID-19 STATE OF CALAMITY. Specifically, it sets the guidelines and procedures for the issuance of BCDA-issued permits, licenses, renewal or extension of contract, and processing of other documents and services.

2. **Renewal of Permits, Licenses, or Business Contracts that shall Expire During the Enhanced Community Quarantine**

Permits, Licenses, or Contracts that shall expire or pending renewal during the Enhanced Community Quarantine (ECQ) are automatically extended provided that an official request for its renewal is filed online at bcda@bcda.gov.ph by the concerned client, partner, individual or entity. The said request shall be duly addressed to the BCDA President and CEO.

The concerned BCDA unit shall verify with the contact person of the entity that submitted the request, to ascertain the authenticity of the request.

Any required supporting documents shall likewise be submitted online.

Extensions are valid until the ECQ is lifted or withdrawn, subject to submission of requirements within 5 working days after the ECQ has ended.

3. **Applications for New Permits/Licenses, and Submission of Proposals, Reports and Other Documents**

New applications for registration, permits/licenses and proposals, including submissions of digital copies of supporting documents, may be filed via email at bcda@bcda.gov.ph. It shall be addressed to the BCDA President & CEO thru the concerned Group or Department.

Upon receipt of the said application or proposal, the applicant or proponent shall be duly informed of its application's or proposal's status via email. Approval or disapproval of a permit/license or proposal shall be subject to post audit.

The BCDA shall also accept online submissions of reports and other necessary documents.

An application or proposal is considered incomplete if essential/mandatory supporting documents are not submitted – thus are considered non-submission. The incomplete application shall be returned to the sender via email with the instruction to complete the application. Applications are considered incomplete if essential supporting documents are not submitted – thus are considered non-submission.

4. Submission of Unnotarized Documents to BCDA

For documents that require notarization prior to submission, BCDA shall accept these documents unnotarized for processing of applications for certifications, permits or licenses. BCDA shall also accept unnotarized documents such as contracts that may be entered into during the ECQ.

However, these submitted documents must be notarized within 5 working days after the termination of the ECQ period.

5. Payment of Fees

For payments of fees or any payment due to BCDA, the following procedure may be observed:

- a. An email shall be sent to BCDA at bcda@bcda.gov.ph, regarding the transaction;
- b. The client shall be advised to choose between Development Bank of Philippines or Land Bank of the Philippines for the payment thru interbranch transaction; if InstaPay or Pesonet system is available to the client, this channel may be utilized whichever is practicable;
- c. Upon receipt or verification of a client's payment by BCDA, the client shall be issued an Official Receipt which may be picked up at the BCDA Office on a designated date/time.

6. Security Measures and other Administrative Matters

- a. The Records Management Division is tasked to coordinate with ICTD for the purpose of coming up with a timely and efficient acknowledgment system to all incoming communications as discussed in Clauses 2, 3 and 4.
- b. Ensure that proper procedures and systems are in place to comply with ARTA.
- c. On the reduction of signatories and requirements, all BCDA employees shall refer to the BCDA-adopted measures to fast-track the approval of documents using online/email approval process as described in BCDA Office Order No. 003, series of 2020 (attached).

PLEASE BE GUIDED ACCORDINGLY.



VIVENCIO B. DIZON
President and CEO