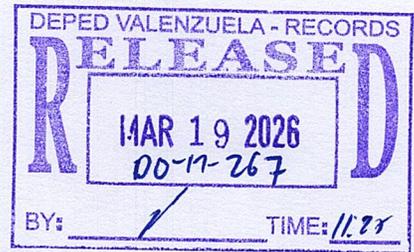




DepEd ICT Unit  
 Web Posted by: [Signature]  
 Control no.: 26 PMB 341

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



**Office of the Schools Division  
 Superintendent**

**DIVISION MEMORANDUM**

No. 0266, s. 2026

**DESIGNATION AS OFFICER-IN-CHARGE OF THE  
 BUSINESS PERMIT AND LICENSE OFFICE**

To: OIC, Assistant Schools Division Superintendent  
 Chief Education Supervisors - CID and SGOD  
 Education Program Supervisors & Public Schools District Supervisors  
 Division Unit Heads & Specialists  
 All Elementary & Secondary School Heads  
 All Others Concerned

- Attached is a Memorandum from Hon. Weslie T. Gatchalian, City Mayor, City Government of Valenzuela dated March 13, 2026 relative to Designation of Atty. Larina D. San Diego as Officer-in-Charge of the Business Permit and License Office effective March 16, 2026.
- For information and guidance of all concerned.

**NOEL D. BAGANO**  
 Schools Division Superintendent

Encl.: As stated  
 References: As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

**DESIGNATION BUSINESS PERMIT AND LICENSE OFFICE**

MAE/KC - DESIGNATION AS OFFICER-IN-CHARGE OF THE BUSINESS PERMIT AND LICENSE OFFICE  
 \_\_\_\_\_/March 18, 2026



Address: Pio Valenzuela St., Marulas, Valenzuela City  
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
 Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdvalenzuela@deped.gov.ph)  
 Official Website: <https://www.depedvalenzuela.com>



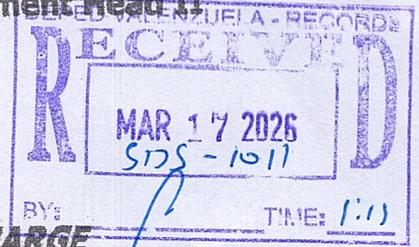


**TO :** **ATTY. LARINA D. SAN DIEGO**  
**City Government Assistant Department Head II**

**FROM :** **THE CITY MAYOR**

**DATE :** **13 MARCH 2026**

**SUBJECT :** **DESIGNATION AS OFFICER-IN-CHARGE**  
**OF THE BUSINESS PERMIT AND LICENSE**  
**OFFICE**



**Effective March 16, 2026, you are hereby designated as the Officer-In-Charge of the Business Permit and License Office.**

Through the directions of the City Mayor, you are tasked to perform the following:

- Plans, develops, and implements policies to streamline business application procedures, including the management of the Business One-Stop Shop (BOSS);
- Maintains a comprehensive database of all registered business establishments and issues, as needed, retirement certificates (for closures) and certificates of no business/with business.
- Acts as a key revenue-generating department by conducting business tax assessments, reviewing submitted financial documents, and ensuring proper fee collection;
- Advises the Local Chief Executive (Mayor) and the Sangguniang Bayan/Panlungsod on policies related to business operations, tax amendments, and investment promotion;
- Conducts inspections to ensure safety compliance with zoning and operational rules;
- Plan, evaluate, design and implement the Office management systems, procedures and policies, ensuring proper compliance with the law;
- Designs and manages variety of processes to ensure exact, appropriate and effective enforcement of business licensing with the city;
- Assist the public with general information as well as in completing required licensing forms, provides information to the public pertaining to licensing of businesses;
- Determines which inspections are necessary for approval of licensing; communicates with Health Office when required, with Zoning Office, with Engineering Office and Fire Personnel, and other applicable departmental personnel when required and necessary for the approval of business licenses;
- Design procedures and systems in communicating with unlicensed businesses with expired licenses for proper compliance with licensing laws and ordinances;
- Prepares and issues notices for delinquent, unlicensed businesses and licenses renewal for businesses and follows through with necessary collection procedures;

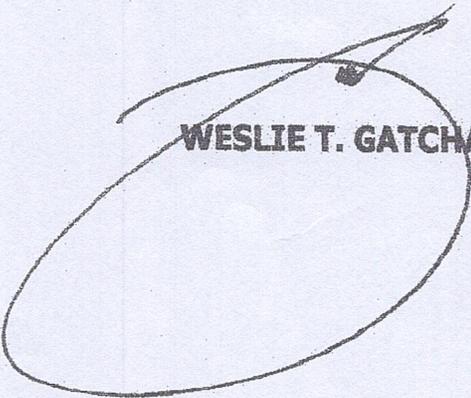


- Stays informed of current city and country business license regulations to provide recommendations for needed changes, recommends changes in business licensing ordinances, policies and procedures;
- Closely monitor and ensure that the financial expenditures of the Office are within the approved budget;
- Exercise general supervision over the staff of the Office;
- Performs such other functions as maybe assigned by the Executive.

For your information and proper guidance.

As such, you are expected to deliver your utmost best in managing the Business Permit and License Office, as you have been doing the past several years.

For your information and proper guidance.

  
**WESLIE T. GATCHALIAN**

cc: All Concerned Offices  
HRMO  
File