



An ICTSI Group Company

March 2, 2026

TO : **All Trucking & Equipment Service Providers**
Other Port Service Providers

SUBJECT : **COMPLIANCE WITH MENRO PERMIT REQUIREMENT OF THE**
MUNICIPALITY OF BAUAN

Dear Valued BIPI Service Partners:

Good day.

We would like to respectfully inform all service providers transacting with BIPI of the attached communication issued by the Municipal Environment and Natural Resources Office (MENRO) of the Municipality of Bauan.

In line with this, we kindly request all concerned service providers to secure the applicable MENRO permits to ensure full compliance with local environmental regulations and to avoid any delays during cargo delivery.

Once you have secured the required permit, please submit a copy via email to **Ms. Yshabelle Cruzat** at **ycruzat@bipi.ictsi.com** for proper monitoring and documentation. This will help ensure adherence to regulatory requirements and support uninterrupted operations within the Municipality of Bauan.

Should you need any assistance or require further clarification, please do not hesitate to coordinate with us.

Thank you very much for your cooperation.

Respectfully,

BAUAN INTERNATIONAL PORT, INC.


FERDINAND S. MAGTALAS
General Manager

Bauan-Mabini National Road,
Brgy. San Roque, Bauan
Batangas 4201, Philippines
Telephone: +6343 7274992-94
URL: <https://bipi.ictsi.com>



REPUBLIC OF THE PHILIPPINES
PROVINCE OF BATANGAS
MUNICIPALITY OF BAUAN



Municipal Environment and Natural Resources Office

February 25, 2026

Mr. FERDINAND MAGTALAS
General Manager
Bauan International Port Inc.
San Roque, Bauan, Batangas

Dear Sir:

Greetings of peace and environmental stewardship!

Pursuant to Section 3E, Article E, Chapter III of Bauan Revenue Code 2026 (Municipal Ordinance No. 25-11-0016, all non-resident operators of heavy equipment, delivery trucks, and agricultural machineries operating within the Municipality of Bauan are subject to the prescribed permit fee. (*See attached*)

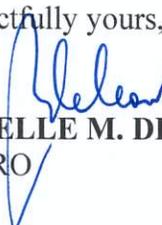
In this regard, all concerned resident companies, contractors, and business establishments are hereby respectfully directed to submit the following information:

- List of all contracted non-resident heavy equipment, delivery trucks, and agricultural machinery operators;
- Inventory of heavy equipment, delivery trucks, and agricultural machineries currently hired/rented.

Kindly submit the duly certified report to the Municipal Environment and Natural Resources Office (MENRO) on or before March 6, 2026 for monitoring and validation purposes.

Your cooperation and prompt compliance with this will be greatly appreciated.

Respectfully yours,


MAVELLE M. DE LEON
MENRO

Noted by:


WENDAH KATRINA RIVERA-DOLOR
Municipal Mayor

Bauan Municipal Hall, F. Mangobos St., Poblacion I, Bauan, Batangas

☎ 043 786-0967

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**we are ONE
in BAUAN**



REPUBLIC OF THE PHILIPPINES
PROVINCE OF BATANGAS
MUNICIPALITY OF BAUAN

Office of the Sangguniang Bayan



BAGONG PILIPINAS

HON. WENDAH KATRINA RIVERA-DOLOR
Municipal Mayor

HON. RONALD E. CRUZAT
Municipal Vice Mayor & Presiding Officer

HON. HERMINIO M. DOLOR
Municipal Councilor
Chairperson, Committee on Appropriations, Budget and Finance; Engineering, Infrastructure, Public Works and Land Use; and Sisterhood

HON. NEIL P. VALDEZ
Municipal Councilor
Chairperson, Committee on Labor and Employment; Trade, Commerce and Industry; and Ethics, Accountability and Good Governance

HON. JENNELLE CLARESTA GUENN S. ABANTE
Municipal Councilor
Chairperson, Committee on Ways and Means; Environment and Natural Resources; and Market Slaughterhouse and Economic Enterprise

HON. ROMEL B. BASILAN
Municipal Councilor
Chairperson, Committee on Rules and Privileges; Ordinances and Legal Matters; Legislative Affairs and Oversight; and Justice and Human Rights

HON. JESIMIEL JAKE O. GARCIA
Municipal Councilor
Chairperson, Committee on Health and Sanitation; Education; Digitalization and E-Governance; and Mental Health and Public Well-Being

HON. JOSEPHINE D. GIMENO
Municipal Councilor
Chairperson, Committee on Women, Children, and Family Affairs; Social Welfare and Development; Senior Citizens and Persons with Disabilities (PWD); Migrant Workers and Overseas Filipino Workers (OFW); and Civil Service and Human Resources

HON. MICHAEL T. ENDAYA
Municipal Councilor
Chairperson, Committee on Agriculture, Fisheries & Aquatic Resources and Food Security; Public Utilities; Water System, Power and Energy; and Games and Amusement

HON. MARJORIE JELLY A. ADEL
Municipal Councilor
Chairperson, Committee on Public Order, Peace, Public Safety and Disaster Preparedness; Gender and Development; and Cooperatives and Livelihood

HON. ANTONIO L. CAGUETE
President – Association of Barangay Captains (ABC)
Ex-Officio – Sangguniang Bayan Member
Chairperson, Committee on Barangay Affairs; Transportation and Communication; Ethics for Barangay Officials; and Tricycle Franchise

HON. JENISSE JADE A. AGUILERA
President – Sangguniang Kabataan Federation
Ex-Officio – Sangguniang Bayan Member
Chairperson, Committee on Tourism, Culture and Arts; Youth and Sports Development; and Awards and Recognition

DR. NOEL C. BAUTISTA, BEE, DBA, DPA
Secretary to the Sangguniang


WENDAH KATRINA RIVERA-DOLOR
Municipal Mayor

EXCERPT FROM THE MINUTES OF THE 16th REGULAR SESSION HELD AT SANGGUNIANG BAYAN SESSION HALL, MUNICIPAL BUILDING, BAUAN, BATANGAS ON NOVEMBER 05, 2025, AT 2:00 P.M.

PRESENT:

HON. RONALD E. CRUZAT	Municipal Vice Mayor & SB Presiding Officer
HON. HERMINIO M. DOLOR	Sangguniang Bayan Member
HON. NEIL P. VALDEZ	Sangguniang Bayan Member
HON. JENNELLE CLARESTA GUENN S. ABANTE	Sangguniang Bayan Member
HON. ROMEL B. BASILAN	Sangguniang Bayan Member
HON. JESIMIEL JAKE O. GARCIA	Sangguniang Bayan Member
HON. JOSEPHINE D. GIMENO	Sangguniang Bayan Member
HON. MICHAEL T. ENDAYA	Sangguniang Bayan Member
HON. MARJORIE JELLY A. ADEL	Sangguniang Bayan Member
HON. ANTONIO L. CAGUETE	President, Association of Barangay Captains (ABC) Ex-Officio – Sangguniang Bayan Member
HON. JENISSE JADE A. AGUILERA	President, Sangguniang Kabataan (SK) Federation, Ex-Officio – Sangguniang Bayan Member

Hon. Jennelle Claresta Guenn S. Abante moved for the approval of the said ordinance, which was seconded by all SB Members. Municipal Vice Mayor and SB Presiding Officer, Hon. Ronald E. Cruzat, thereupon declared the same as approved, to wit:

ORDINANCE NO. 25-11-0016

REVENUE CODE 2026 OF THE MUNICIPALITY OF BAUAN

Author: Hon. Herminio M. Dolor
Hon. Jennelle Claresta Guenn S. Abante
Hon. Romel B. Basilar.

Co-Authors: Hon. Neil P. Valdez
Hon. Jesimiel Jake O. Garcia
Hon. Josephine D. Gimeno
Hon. Michael T. Endaya
Hon. Marjorie Jelly A. Adel
Hon. Antonio L. Caguete
Hon. Jenisse Jade A. Aguilera

WHEREAS, Section 129 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants local government units the power to create their own sources of revenue and to levy taxes, fees, and charges, subject to the provisions of the Code and consistent with the basic policy of local autonomy;

WHEREAS, Section 130 of the same Code provides that the exercise of taxing powers by local government units shall conform to the fundamental principles of uniformity, equity, administrative feasibility, and fiscal adequacy;

WHEREAS, Section 132 authorizes the Sangguniang Bayan to prescribe such taxes, fees, and charges not otherwise levied by the national government, provided that they are within the taxing powers expressly granted under the Local Government Code;

Article E
Permit Fee for Agricultural Machinery and Other Heavy Equipment

Definition of Terms:

Agricultural Machinery – Refers to any machinery or equipment primarily used for agricultural purposes, including but not limited to tractors, plows, harvesters, and other related tools.

Delivery Trucks – Vehicles used to transport goods, such as cargo trucks and specialized trucks, within the municipality.

Heavy Equipment – Includes large machinery and vehicles used in construction, earth -moving, or other industrial activities, such as bulldozers, graders, cargo trucks, dump trucks, backhoes, and similar equipment.

Section 3E.01. Imposition of Fees. There shall be collected an annual permit fee at the following rates for each heavy equipment, delivery trucks, or agricultural machinery from non-resident operators of said machinery, renting out said equipment and making deliveries to resident companies or resident business establishments in this municipality.

TYPE OF EQUIPMENT	FEES
Tractors	
a. Hand Tractors	₱500.00
b. Light Tractors	₱1,000.00
c. Heavy Tractors	₱2,000.00
Bulldozers	₱2,000.00
Forklifts (all capacity)	₱2,000.00
Graders	₱2,000.00
Cargo Trucks:	
4-wheelers	₱1,000.00
6-wheelers	₱1,500.00
10-wheelers	₱1,800.00
12-wheelers	₱2,000.00
16-wheelers	₱2,200.00
18-wheelers	₱2,500.00
20-wheelers	₱3000.00
Over 20-wheelers	₱2,000.00
Road Rollers	₱3,500.00
Pay Loaders	₱2,000.00
Backhoe	₱2,000.00
Rock Crusher	₱2,000.00
Batching Plant	₱2,000.00
Crane	₱2,000.00
Prime Movers / Flatbed Trailers	₱2,500.00
Fuel Tanker	₱2,500.00
Other agricultural machinery, heavy equipment and delivery trucks not enumerated above	₱2,000.00

Section 3E.02. Time and Manner of Payment. The fee imposed herein shall be payable prior to the rental of the equipment upon application for a Special Mayor's permit.

Section 3E.03. Administrative Provisions. The Municipal Environment and Natural Resources Office (MENRO) shall keep a registry of all heavy equipment and agricultural machinery, which shall include the make and brand of the heavy equipment and agricultural machinery and name and address of the owner/operator.

Wendah Katrina Rivera-Dolor
WENDAH KATRINA RIVERA-DOLOR

The MENRO shall notify in writing any and all companies hiring heavy equipment's agricultural machineries at least two (2) months before the start of securing new / renewing business permit and demand the submission of a list of all contracted heavy equipment operators including the list of heavy equipment's employed, hired and to be hired by the identified resident companies and business establishments in this municipality.

Section 3E.03-Penalty. Any violation of the provisions of this Article shall be subject to a fine of two thousand five hundred pesos (P2,500.00) or imprisonment of not less than one (1) month but not more than six (6) months, or both such fine and imprisonment in the discretion of the court.

Provided that in the case of a corporation, firm, partnership or association, the penalty shall be imposed upon its officials responsible for such violation.

Article F
Permit Fees on Tricycle Operation

Section 3F.01- Imposition of Fee. There shall be collected from the owner of a bicycle, pedaled tricycle, motorcycle and motorized tricycle operating within this municipality the following fees:

PARTICULARS	FEES
For registration of bicycle permit	P500.00
Electric Vehicle ¹	P200.00
Plate / Sticker (depends on purchase cost of Plate / Sticker)	P250.00
For registration of tricycle	P400.00
Filing Fee	P350.00
Inspection Fee	P100.00
Parking Fee	P350.00
Computerization Fee	P200.00
Mayor's Permit	P1,200.00
For Transfer of Tricycle Franchise	P2,000.00


 WENDAH KATRINA RIVERA-DOLOR

Section 3F.02- Time of Payment. The fee imposed herein shall be due on the first day of February and payable to the Municipal Treasurer within the first twenty (20) days of February of every year. For bicycle and pedaled tricycle acquired after the first twenty (20) days of February, the permit fee shall be without penalty within the first twenty (20) days following its acquisition.

Section 3F.03- Municipal Tricycle Franchising and Regulatory Committee (MTFRC). There is hereby created a Municipal Tricycle Franchising and Regulatory Committee to be composed of the following:

¹ As defined in LTO Administrative Order No. 2021-039; Consolidated Guidelines in the Classification, Registration and Operation of all types of Electric Motor Vehicles
Page | 32

Chapter 9
FINAL PROVISIONS

Section 9.01 - Separability Clause. If for any reason, any section or provision of this Ordinance shall be held to be unconstitutional or invalid by competent authority, such judgment or action shall not affect or impair the other sections or provisions thereof.

Section 9.02 - Applicability Clause. All other matters relating to the impositions in this Ordinance shall be governed by pertinent provisions of existing laws and other ordinances.

Section 9.03 - Repealing Clause. All ordinances, rules and regulations, or part thereof in conflict with, or inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

Section 9.04 - Effectivity. This Ordinance shall take effect on January 1, 2026, Enacted,

Ordained – November 05, 2025

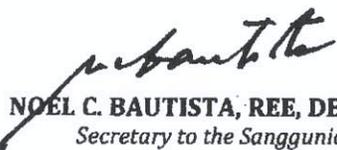
CERTIFICATION

This is to certify that Ordinance No. 25-11-0016 was duly approved by the members of the Sangguniang Bayan on November 05, 2025, during the 16th Regular Session held at the Sangguniang Bayan Session Hall, Municipal Building, Bauan, Batangas.



RONALD E. CRUZAT
Municipal Vice Mayor & Presiding Officer

ATTESTED:



NOEL C. BAUTISTA, REE, DBA, DPA
Secretary to the Sanggunian

APPROVED:



WENDAH KATRINA RIVERA-DOLOR
Municipal Mayor
in Bauan, Batangas, DEC. 12, 2025