



## OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208  
Telephone No. 043-2843146 Email: [mayorsoffice@pinamalayan.gov.ph](mailto:mayorsoffice@pinamalayan.gov.ph)

### EXECUTIVE ORDER NO. 039-2019

#### AN EXECUTIVE ORDER CREATING AND ORGANIZING THE CONSTRUCTION PERMITTING TASKFORCE FOR THE STREAMLINING OF THE PROCESSES FOR THE ISSUANCE OF BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY IN THE MUNICIPALITY OF PINANAMALAYAN, ORIENTAL MINDORO

**WHEREAS**, the President of the Philippines, Rodrigo Roa Duterte, has made it imperative for all agencies and operating units of government to cut red tape and streamline processes for rendering services to the public;

**WHEREAS**, the President, in his 2017 State of the Nation Address, reiterated his directive to all government agencies with frontline services "for speedy reforms" that will further streamline their respective services;

**WHEREAS**, on January 04, 2018, the Department of the Interior and Local Government (DILG), the Department of Public Works and Highways (DPWH), the Department of Information and Communications Technology (DICT), and the Department of Trade and Industry (DTI) issued Joint Memorandum Circular (JMC) No. 2018-01 entitled, "*Guidelines in Streamlining the Processes for the Issuance of Building Permits and Certificates of Occupancy*" which aims to set service standards in processing Building Permits and Certificates of Occupancy by Local Government Units (LGUs).

**WHEREAS**, under the Joint Memorandum Circular (JMC), LGUs are tasked to perform the following functions:

- a. Provide both budgetary and logistical support for the implementation of the standards set in the said JMC, including the setting up of a One-stop Shop for Construction Permits (OSCP) and clearances which includes the local Bureau of Fire Protection (BFP) staff;
- b. Organize and lead the Joint Inspection Team and provide logistic support (e.g. transportation and other incidental expenses);
- c. Allow the Office of the Building Official/City/Municipal Engineer's Office (OBO / C/MEO) and staff of cities and municipalities to undergo capacity building in relation to the implementation of the service standards under the JMC;
- d. Forge partnerships with DILG and DICT for automating the processing of Building Permits and Certificates of Occupancy, which may include provision of logistics for training in the operationalization of the system;
- e. Take responsibility for the operations and maintenance of the e-Building Permitting System software that may be set-up in connection with the JMC; and
- f. Submit periodic status report on the City/Municipality's compliance with the JMC.

**NOW THEREFORE, I, ARISTEO A. BALDOS, JR.**, Municipal Mayor, Pinamalayan, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order:

#### **Section 1. CREATION OF THE BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY MANAGEMENT BOARD (BPCO-MB).**

**Chairperson :**

**HON. ARISTEO A. BALDOS, JR.** - Municipal Mayor

**Vice Chairperson:**

**MS. MIRASOL J. SANTOS** - Municipal Administrator

**Members:**

**HON. RIO S. MERCENE** - SB Member/ SB Chair. Committee on Good Governance

**MS. AMELIA L. RAMOS** - Municipal Local Government Operations Officer

**ENGR. TEODORA M. FORTU** - Municipal Engineer/Building Official

**ENGR. MANOLITO E. MASCULINO** - Zoning Officer/MENRO Designate

**EnP ROSENIO A. TORIANO** - Municipal Planning and Development Coordinator

**District Engineer, DPWH or his authorized representative**

**DTI Provincial Director or his authorized representative**

**Municipal Fire Marshal, Bureau of Fire Protection (BFP)**

**DICT Provincial Director**



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**Section 2. FUNCTIONS OF THE BPCO-MB.** The key functions of the BPCO-MB are following:

1. Institute and approve policies and processes that ensure fair, open and transparent transaction that ensure equitable treatment;
2. Provide advice in relation to implementation of BPCO policies and issuances with associated risk and issues of significant importance;
3. Oversee the streamlining of the BPCO in compliance with JMC 2018-01 and other related issuances;
4. Oversee the establishment of the monitoring system on the compliance of OBO, BFP and other offices set under the JMC and implement sanction for non-compliance;
5. Approve and support budgetary and logistical requirements for the implementation of the standards set in the JMC, including the setting up of a One-stop Shop for Construction Permits (OSCP) and clearances which include the local BFP staff; and
6. Monitor and assess the over-all implementation of streamlining and automation.

**Section 3. CREATION OF THE BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY TECHNICAL WORKING GROUP (BPCO-TWG).**

**Head:**

**ENGR. TEODORA M. FORTU** - Municipal Engineer/ Building Official

**Assistant Head:**

**MR. NORMAN T. DELA CRUZ** - Zoning Officer I

**Members:**

**MR. CARLITO M. MEJICO** - Municipal Assessor  
**MR. PLARIDEL S. CUPIADO** - Acting Municipal Treasurer  
**MR. JOHN DAVE M. DELOS SANTOS** - Public Information Officer  
**MR. EDWIN C. MICIANO** - Licensing Officer III  
**MR. JOHN NEIL EVALNGELISTA** - Information System Analyst II  
**MR. EDWIN C. ANDAL** - Kapulungan ng Sandigang Magkakarne  
**Municipal Fire Marshal, BFP**

**Section 4. FUNCTIONS OF THE BPCO-TWG.** The key functions of the BPOS-TWG are the following:

1. Undertake the review and assessment of the building permits and certificates of occupancy of the Municipal in the light of the following issuances and their respective Implementing Rules and Regulations (IRR):
  - a. PD 1096, otherwise known as the National Building Code of the Philippines and
  - b. other referral and related laws;  
The Fire Code of the Philippines (RA 9514);
  - c. RA 9845 or Anti-Red Tape Act of 2007 (ARTA);
  - d. RA 7160 or Local Government Code;
  - e. Local Zoning Ordinance and other related ordinances; and
  - f. Batas Pambansa 344.
2. Undertake continuing studies and facilitate the adoption and application of various business processes, procedures and others that are consistent with the current laws and issuance and permissible for government transactions to improve the issuance of building permits and certificate of occupancy of the municipal.
3. Commence the streamlining of the building permits and certificate of occupancy with the participation of offices and departments in the municipal government that are involved in the process of issuing building permits and certificate of occupancy.



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- a. Prepare and implement the process flow and procedures manual based on streamlined and automated application process to improve service standard and that will allow online application on One-stop Shop for Construction Permits (OSCP).
  - b. Establish a functional OSCP.
  - c. Establish a coordinated system in the technical review by concerned departments.
  - d. Implement a one-time assessment of fees and charges related to the application of BPCO in coordination with BFP, Zoning Officer, Assessor, Treasurer and Building Official.
  - e. Development a web-based system software for online application, submission, and processing of build permits in coordination with MIS and with approval from DICT.
  - f. Implement data sharing with OBO and other offices and departments ie. Planning, Zoning, Treasurer, Assessor, BPLO and BFP.
  - g. Organize and lead the joint inspection team.
4. Recommend capacity development activities to enhance the competencies and improve service standards of the municipal in planning, operations, maintenance and monitoring the streamlined and automated OSCP.
  5. Take charge in the overall guidance in monitoring the implementation of streamlining procedures and processes, conduct of inspections and in the issuance of building permit and certificates of occupancy.
  6. Prepare report and recommendation to the Municipal Mayor for the adoption of the streamlining processes and procedures related to building permits and certificate of occupancy through an Executive Order.
  7. Coordinate with business groups and contractors to support the new guidelines in the streamlining and processes for issuance of BPCO.
  8. Prepare budget and logistical requirements necessary to support he full implementation of the streamlined and automated BPCO and construction of the OSCP.
  9. Perform other duties, functions and responsibilities as maybe directed by the City/Municipal Mayor.

**SECTION 5. CREATION OF THE BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY SECRETARIAT (BPCOS).** The staff under the office of the Building Official shall act as the Secretariat of BPOS-TWG headed by **ENGR. RHEA ANN CULLA**. The members of the Support Group shall also assist the BPOS-TWG in the performance of its functions:

<b>MS. LYN T. OZAR</b>	Administrative Assistant II, Mun. Administrator's Office
<b>MR. EUFRESENIO PRIELA</b>	Administrative Aide IV, Municipal Assessor's Office
<b>MR. AEVAN HAESSEN PALUSTRE</b>	Administrative Assistant I, Municipal Treasury Office

**SECTION 6. FUNCTIONS OF BPCO SECRETARIAT.** Their key functions are:

- a. Prepare for and call meetings of BPCO-TWG;
- b. Record and keep minutes of meetings and agreements during the BPCO-TWG meeting;
- c. Draft guidelines, procedures and processes of the streamlined building permits and occupancy systems for approval of the Municipal Mayor and the Municipal Council;
- d. Keep and maintain all records and communications and other documents of the BPCO-TWG;  
and
- e. Perform other tasks and functions assigned by BPCO-TWG.

**SECTION 7. Creation of a One-Stop Shop for Construction-Related Application.** A One-stop Shop for Construction Permits (OSCP) is a mechanism of coordination among the OBO/MEO, Zoning Division, Assessor's Office, Treasurer's Office, Management Information Systems Office, other concerned departments or offices of the Municipality of Pinamalayan and the Office of the Municipal Fire Marshal through co-location of related functions and through a practical system of linkages.



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The Municipality's One-Stop Shop for Construction Permits (OSCP) shall be located where the OBO/MEO discharges its functions. The OBO/MEO shall provide frontline services and backroom operations as described in the JMC and its accompanying Manual of Operations.

**Section 8. Functions of the OSCP.** The OSCP shall have the following functions:

- a. Receive applications and documents for Building Permits and Certificates of Occupancy, either through online or physical submission;
- b. Coordinate and facilitate the conduct of technical review by the concerned departments of the Municipality (e.g., Zoning, Barangay Official) and the Municipality BFP;
- c. Facilitate the retrieval of documentary requirements for Building Permits and Certificates of Occupancy that will be part of the OSCP backroom operation, such as the tax declaration and the current receipt of real property tax payments, in coordination with concerned departments;
- d. Implement a one-time assessment of fees and charges related to applications for Building Permits and Certificates of Occupancy in coordination with the BFP, the Zoning Division, the Assessor's Office, the Treasurer's Office, and the OBO/MEO;
- e. Coordinate the conduct of joint inspection by the OBO/MEO, the Assessor's Office, and the BFP;
- f. Receive payment of all related fees and charges, either through online or physical payments, in coordination with the BFP and the OBO/MEO; and,
- g. Release Building Permits or Certificates of Occupancy, either through online or physical release

The OSCP shall cater to the evaluation of Building Permits and Certificates of Occupancy applications for "simple structures". "Simple Structures" are defined as structures with a maximum floor area of 1,500 square meter, and which covers the following types of structures:

- a. Single dwelling residential of not more than three (3) storeys;
- b. Commercial buildings of not more than two (2) storeys;
- c. Renovation within a mall with issued Building Permit; and,
- d. Warehouse storing non-hazardous substance.

**Section 9. Detail of personnel to OSCP.** The following personnel shall be detailed at the OSCP effective immediately:

- a. **MR. SULPICIO M. CONDE**, Administrative Aide II, Municipal Assessor's Office who shall be responsible for the issuance of a tax declaration as required in the NBCP which shall be provided by the OBO /MEO, and the assessment of new improvement to the land where the structure will be constructed;
- b. **MS. MARY ANN M. LATOMBO**, Administrative Aide V, Municipal Treasurer's Office who shall be responsible for the issuance of the current tax receipt of the applicant as required by the Zoning Office and the collection of Building Permit fees as part of either the frontline or the backroom operations at the OSCP, whichever arrangement the LGU may decide;
- c. **MR. FERDANTHUR L. JACINTO**, Messenger, Zoning Division who shall be responsible for the verification/issuance of Locational Clearance as part of the OSCP backroom operation and for the provision of a copy of the said clearance to the OBO/MEO as a documentary requirement to the Building Permit application.

**Section 10. Detail of BFP staff.** The BFP shall detail staff to the OSCP who shall be responsible to evaluate applications for Fire Safety Evaluation Clearance and Fire Safety Inspection Certificate, issue Orders of Payment, and receive payments at the OSCP from the LGU Cashier.

**Section 11. Reportorial Responsibilities of the OBO /MEO.** In addition to its responsibilities under the NBCP, the OBO /MEO shall provide the local BFP and the Assessor's Office a list of issued Building Permits on a monthly



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basis (every 5<sup>th</sup> day of the month) for their reference, in anticipation of the applicant's application for a Certificate of Occupancy.

The OBO/MEO is also enjoined to provide all information on issued Building Permits to concerned departments or offices of the Municipality, such as the BPLO, the Assessor's Office, and the Treasurer's Office, as may be deemed necessary and appropriate, and to the concerned barangay, as soon as the Building Permit is released to the applicant.

**Section 12. Arrangement with the Barangays.** The Local Chief Executive and the barangays shall work out an arrangement whereby municipal officials shall be allowed to collect barangay fees and issue Barangay Clearance in accordance to the Republic Act 11032 or An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise Known as the Anti-Red Tape Act of 2007, and for other Purposes.

**Section 13. Funding.** The Municipal Government shall allocate the funds necessary to cover the expenses needed for the full implementation of these reforms.

**Section 14. Separability Clause.** In the event that any section or provision of this Executive Order is declared unconstitutional or invalid, other section or provisions unaffected shall remain valid and effective.

**Section 15. Repealing Clause.** All prior inconsistent Orders/Issuances are hereby repealed and/or modified accordingly.

**Section 16. Effectivity.** This Executive Order shall take effect immediately upon signing thereof.

Done this 23<sup>rd</sup> day of September 2019 at Pinamalayan, Oriental Mindoro.

  
ARISTEO A. BALDOS, JR.  
Municipal Mayor