



OFFICE OF THE MUNICIPAL MAYOR

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

EXECUTIVE ORDER NO. 036-2018

AN 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 PINAMALAYAN, 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 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 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, Local Government Units are tasked to perform the following functions:

- a. Provide both budgetary and logistical support for the implementation of the standards set in the said Joint Memorandum Circular, including the setting up of a one-stop for construction-related permits and clearances which includes the local Bureau of Fire Protection (BFP) staff;
- b. Organize and lead the Join Inspection Team and provide logistic support (e.g. transportation and other incidental expenses);
- c. Allow the Office of the Building Official and staff of cities and municipalities to undergo capacity building in relation to the implementation of the service standards under the Joint Memorandum Circular;
- d. Forge partnership 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 Joint Memorandum Circular; and
- f. Submit periodic status report on the City/Municipality's compliance with the Joint Memorandum Circular

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

Section 1. Creation of a One-Stop Shop for Construction-Related Application. A One-Stop Shop for Construction Permits is a mechanism of coordination among the Office of the Municipal Building Official, Zoning Office (ZO), Municipal Assessor's Office, Municipal Treasurer's 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 at the Office of the Municipality Building Official which shall provide frontline services to applicants related to Building Permits and Certificate of Occupancy applications.

Section 2. 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., ZO, Barangay Official) and the Municipality BFP;
- c. Facilitate the retrieval of documentary requirements for Building Permit and Certificate of Occupancy that will be part of the OSCP backroom operation, such as the tax declaration, 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 Office, the Assessor/s Office, the Treasurer's Office, and the OBO;
- e. Coordinate the conduct of joint inspection by the OBO, 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; and
- g. Release Building Permit or certificate of occupancy, either through online or physical release.

Section 3. Detail of personnel to OSCP. The following personnel shall be detailed at the OSCP effective immediately:

- a. **MR. RICHARD Z. GARCIA** – Administrative Aide III from the Office of the Municipal Engineer.
- b. **MR. SULPICIO CONDE**, Administrative Aide I from the 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, and the assessment of new improvement to the land where the structure will be constructed;
- c. **MR. AEVAN HAESAN PALUSTRE**, Administrative Assistant I from the Office of the Municipal Treasurer who shall be responsible for the issuance of current tax receipt of the applicant as required by the Zoning Office and the collection of Building Permit fees as part of the backroom operation at the OSCP;
- d. **MR. BONG RYAN MARTINEZ**, from the 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 as a documentary requirement to the Building Permit application.

Section 4. Detail of BFP staff. The BFP shall detail staff to the OSCP who shall be responsible to evaluate Fire Safety Evaluation Certificates, issue Order of Payment, and receive payments at the OSCP.

Section 5. Reportorial Responsibilities of the OBO. In addition to its responsibilities under the NBCP, the OBO shall provide the local BFP and the Assessor's Office a list of issued Building Permits on a monthly basis (every 5th day of the month) for their reference, in anticipation of the applicant's future application for a Certificate of Occupancy.



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The OBO is also enjoined to provide all information on an issued Building Permit 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 concerned barangay, as soon as the Building Permit is released to the applicant.


Section 6. Funding. The Municipal Government shall allocate the funds necessary to cover the expenses needed for the full implementation of these reforms.

Section 7. 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 8. Repealing Clause. All prior inconsistent Orders/Issuances are hereby repealed and/or modified accordingly.

Section 9. Effectivity. This Executive Order shall take effect immediately upon signing thereof.

Done in the Municipality of Pinamalayan this 22nd day of November, 2018.


ARISTEO A. BALBOS, JR.
Municipal Mayor