



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 28 - A
Series of 2019

CREATION AND ORGANIZATION OF THE CONSTRUCTION PERMITTING TASKFORCE FOR THE STREAMLINING ON THE PROCESSING FOR THE ISSUANCE OF BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY IN THE MUNICIPALITY OF BULAKAN.

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 service for speedy reforms that will further streamline their respective services;

WHEREAS, on January 04, 2018, the Department of the Interior and Local Government (DILG), 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) Local Government Units are tasked to perform the following functions:

1. Provide both budgetary and Logistic support for the implementation of the standards set in the said JMC, including the setting up of a one-stop for construction permits and clearance which includes the local Bureau of Fire Protection (BFP) staff.
2. Organize and lead the Joint Inspection Team and provide logistic support (e.g. transportation and other incidental expenses)
3. Allow the office of the building official and staff of the Municipality to undergo capacity building in relation to the implementation of the service standards under the JMC.
4. Forge partnership with DILG and DICT for automating the processing of Building Permits and Certificates of Occupancy, which may include provision of logistic for training in the operationalization of the system;
5. Take responsibility for the operations and maintenance of the e-Building Permitting System software that maybe set-up in connection with the JMC; and
6. Submit periodic status report on the Municipality's compliance with the JMC.

NOW THEREFORE, I VERGEL C. MENESES, Municipal Mayor, by virtue of the powers vested in by law, do hereby order to create and organize the construction Permitting Taskforce for the streamlining of the processing issuances of Building Permits and certificates of occupancy in the Municipality of Bulakan.

SECTION I - CREATION OF THE BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY MANAGEMENT BOARD (BPCO-MB)

Chairman..... Hon. Vergel C. Meneses
Municipal Mayor
Vice Chairman Dr. Reynaldo P. Gloria
Municipal Administrator
Members..... Archie Coronel
MLGOO
DE Henry C. Alcantara
Representative from DPWH
Ramon M. Lopez
Representative from DTI
SINSP Herminio R. Sabino
Local Fire Marshal (BFP)
Engr. Emmie Fernando
Municipal Building Official
Jerico Cunanan
MPDO-(OIC)

SECTION II. FUNCTIONS OF THE BPCO-MB are the 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 issuance with associated risk and issues of significant importance
3. Oversee the streamlining of the BPCO in compliance with the JMC 2018-01 and other related issuance.
4. Oversee the establishment of the monitoring system on the compliance of OBO – BFP and other offices set under the JMC, and implementation sanction for non-compliance.
5. Approve and support budgetary and logistical requirements for the implementation of the standards set in JMC, including the setting up of a One-Stop-Shop for Construction Permits (OSCP) and clearances which include the Local BFP staff.
6. Monitor and assess the over-all implementation of streamlining and automation.

SECTION III. CREATION OF THE BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY TECHNICAL WORKING GROUP (BPCO-TWG)

HEAD..... Engr. Emmie Fernando
Building official
Assistant Head..... Jerico Cunanan
MPDO (OIC)
Members..... Ramon Jacinto Rodrigo
Municipal Assessor
Leonora Magdangal
Municipal Treasurer
Evelyn Villaluz
Municipal Information Officer
SINSP Herminio Sabino
Local Fire Marshal (BFP)
Ma. Corazon De Guzman
Representative of Private Sector
KSSBB CHAIRPERSON

SECTION IV – FUNCTIONS OF THE BPCO-TWG are the following.

1. Undertake the review and assessment of the building permits and certificate of occupancy of the municipality in the light of the following issuance and their respective implementing Rules and Regulations (IRR)
 - a. PD 1096, otherwise known as the National Building Code of the Philippines and other referral and related laws;
 - b. 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
 - f. Batas Pambansa 344
2. Undertake Continuing studies and facilitates the adoption and application of various business processes, procedure 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 municipality.
3. commence the streamlining of the building permit 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.
 - 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 for Construction Permit (OSCP) BPOS
 - b. Establish a coordinate system one-stop -shop construction permit (OSCP)
 - c. Establish a coordinate in system in the technical review by concerned departments
 - d. Implement a one-time assessment of fees and charges related to application of BPCO and OC in coordination with BFP, Zoning officer, Assessors Office, Treasurer and Building official.
 - e. and processing of built permits in coordination with MIS and with approval from DICT.
 - f. Implement data sharing with OBO and other offices and departments, i.e Planning, Zoning, Treasurer, Assessors, BPLO and BFP. 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 BPOS-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 adaption of the streamlining processes of 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 the full implementation of the streamlined and automated BPCO and construction of the OSCP (One-Stop-Shop for const. Permits)
9. Perform other duties, functions and responsibilities as maybe directed by the Municipal Mayor.

SECTION 5. CREATIONS OF THE BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY SECRETARIAT (BPCOS). The head of the secretariat will be the Municipal Engineer and the staff under the office of the Building Official shall act as the Secretariat of BPCO-TWG

SECTION 6. FUNCTIONS OF BPCO SECRETARIAT:

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

SECTION 7. CREATIONS OF A ONE-STOP FOR CONSTRUCTION RELATED APPLICATION. A One-Stop-Shop- for construction permits (OSCP) is mechanism of coordination among Planning and Development Office, Assessors Office, Treasurers Office other concerned departments or office of the Municipality of Bulakan and the office of the Municipal Fire Marshal through co-locations of related functions and through a practical system of linkages.

SECTION 8. FUNCTIONS OF THE OSCP. The One- Step -Shop Construction Permit 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 and the BFP;
- c. Facilitate the retrieval of documentary requirements of building permits and certificates of occupancy that will be part of the OSCP backroom operations, such us the tax declaration and the current receipt of real property tax payments, in coordination with concerned departments;
- d. Implements a one- time assessment of fees and changes related to application for building permits and certificates of occupancy in coordination with the BFP, Assessors, Treasurers Office, and the OBO;
- e. Coordinate the conduct of joint inspections by the OBO, Assessors and BFP.
- f. Release Building Permits or Certificates of Occupancy either through online or physical release.

SECTION 9. The OSCP shall cater to the evaluation of Building Permit and Certificate of Occupancy applications for simple structure.

Structure with a maximum floor area of 1,500 sq. m. and which covers the following types of structures;

- a. Single dwelling residential building which are not more than three (3) story high;
- b. Commercial building which are not more than two (2) story high;
- c. Interior renovations inside a building which already has a building permit and occupancy permit;
- d. Warehouse of not that two (2) story high which is not for the storage of hazardous or combustible materials.
 - a. Single dwelling residential of not more than three (3) storeys;
 - b. Commercial buildings of not more than two (2) storeys;
 - c. Renovation with in a mall with issued building permit, and
 - d. Ware house storing non -hazardous substance

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

SECTION 11. Reportorial Responsibilities of the OBO/C/MEO. In addition to its responsibilities under the NBCP, the C/MEO 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.

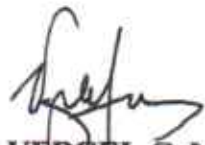
The OBO/C/MEO is also enjoined to provide all information on issued building permits to concerned departments or offices of the municipality, such as the BPLO, The Assessor's office and the treasurer's office as may be deemed necessary and appropriate and to the concerned Barangay, as soon as the building permit is released for 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-Red Tape Act of 2007, and for other Purpose.

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 as invalid, other section or provisions unaffected shall remain valid and effective.

SECTION 15. REPEALING CLAUSE. All prior inconsistent Orders/Issuances are hereby and/or modified accordingly.


VERGEL C. MENESES
Municipal Mayor
12-04-19