



Republic of the Philippines
Province of Bukidnon
MUNICIPALITY OF MANOLO FORTICH
OFFICE OF THE SANGGUNIANG BAYAN
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**EXCERPT FROM THE MINUTES OF THE 12th REGULAR SESSION OF THE
20TH SANGGUNIANG BAYAN OF MANOLO FORTICH, BUKIDNON WHICH WAS
HELD AT SANGGUNIANG BAYAN SESSION HALL ON OCTOBER 6, 2022.**

PRESENT:

HON. REYNALDO L. BAGAYAS, JR.	Presiding Officer
HON. MIGUEL D. DEMATA	Municipal Vice Mayor
HON. JAY S. ALBARECE	Sangguniang Bayan Member
HON. RINA E. QUIÑO	Majority Floor Leader
HON. ELZEVIR A. DAGUNLAY	Sangguniang Bayan Member
HON. JOY L. CORDOVEZ	Sangguniang Bayan Member
HON. CHRISTY L. SALABE	Sangguniang Bayan Member
HON. JUNIDINI J. ARTAJO	Sangguniang Bayan Member
HON. ALEX D. PAYANGGA	IP Mandatory Rep.
HON. FLORAMAE D. PENASO	Liga ng mga Barangay Rep.
HON. JOHN ANTHONY G. LEYSON	SK Federation Rep.

ABSENT:

HON. RAQUEL A. BAYACAG	Sangguniang Bayan Member - On Sick Leave
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ORDINANCE NO. 2022-1742
(12th Regular Session)

AN ORDINANCE CREATING THE OFFICE OF THE BUILDING OFFICIAL (OBO) PURSUANT TO THE IMPLEMENTATION OF THE NATIONAL BUILDING CODE (PD 1096) AND ITS IMPLEMENTING RULES AND REGULATIONS (IRR), AS WELL AS ORDINANCES, ORDERS, CIRCULARS AND DECISIONS.

WHEREAS, the Office of the Building Official shall exist as the implementing arm to provide for all buildings and structures, a framework of minimum standards and requirements to regulate and control their location;

WHEREAS, to facilitate the compliance to the RA 9485 "Anti-Red Tape Act of 2007", and the R.A. No. 11032 "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", and their respective Implementing Rules and Regulations,

Mmm

Belated

WHEREAS, undertake the Municipality of Manolo Fortich accelerating economic and physical development as well as population growth made importance in the formulation and adoption of a uniform building code which shall embody up-to - date and modern technical knowledge on building design, construction, use, occupancy and maintenance,

WHEREAS, application of various business processes, procedures and others that are consistent with current laws for government transactions to improve the issuance of building permits and certificates of occupancy of the municipality,

WHEREAS, the local government, aims to establish efficiency and QUALITY SERVICE to strengthen the implementation of building permits and businesses process as mandated under PD 1096 Philippines; or the National Building Code of the

WHEREAS, while the building regulation functions have expanded due to municipality's increasing number of clients for building permits and certificate of occupancy applications, the office and the personnel mandated to respond to these changes have remained as two divisions under the Office of the Municipal Engineer;

WHEREAS, separate the Office of the Building Official (OBO) from the Municipal Engineer's Office (MEO) to fully undertake responsibilities for the enforcement of the provisions of the National Building Code of the Philippines (P.D. 1096) and it's Implementing Rules and Regulations (IRR);

NOW THEREFORE

BE IT ORDAINED by the Sangguniang Bayan of Manolo Fortich, Bukidnon in session that;

SECTION 1. DUTIES AND FUNCTIONS:

1. Generally, shall be responsible for the enforcement of the provisions of the National Building Code (P.D. 1096) and its Implementing Rules and Regulations (IRR) as well as ordinances, orders, circulars and decisions made pursuant to the code;
2. Shall be responsible for the processing and issuance of building permit, Occupancy permit and other ancilliary permits, certificates as well as the issuance of the same;
3. Shall be responsible for inspecting and determining compliance of any structure with the requirements of the National Building Code and the terms and conditions provided for in the building permit as issued.



4. Shall be responsible to undertake annual inspections of all buildings/structures and keep an up-to-date record of their status.
5. Shall be responsible for the imposition of appropriate fines/penalties issuance of work stoppage order of any building /structure or portion thereof found to be occupied or used contrary to the provisions of the National Building Code and prescribing the terms and conditions when the works will be allowed to resume;
6. Shall be responsible for the imposition of appropriate fines and penalties.
7. Shall be responsible for the discontinuing the occupancy or use of any building or structure or portion, thereof found to be occupied or used contrary to the provisions of the National Building Code;
8. Other tasks as may be directed by the Municipal Mayor.

SECTION 2. FUNCTIONAL STATEMENTS OF EACH SECTION

ADMINISTRATIVE DIVISION:

1. Responsible for proper record management, safekeeping of approved permits and certificates, issuance of certifications, preparations of communications and recording of incoming and outgoing communications.
2. Take charge of personnel management including appointment, papers, leave of absence, benefits, personnel records, benefits, personnel records, discipline, performance evaluation and other personnel related matters.

PROCESSING AND EVALUATION DIVISION:

1. Reviews, evaluates, processes, and issues all permit applications and certificates.
2. Assesses permit application fees, penalty and surcharge pursuant to the new schedule of fees and charges of PD 1096.

INSPECTION AND ENFORCEMENT DIVISION:

1. Ensures that all plans, specifications and other documents are in order and that all changes, modifications and alterations in the design plan and issuance of necessary amendatory permits.

2. Conducts inspection of all buildings/structures to ensure safety and compliance, including annual inspection of buildings, mechanical and electrical installation, signs and signboard structures and keeps records of the same.
3. Responsible for serving notices to persons or corporations violating provisions of the National Building Code.

SECTION 3. ORGANIZATIONAL STRUCTURE

STAFFING PATTERN

NO. OF POSITIONS	POSITION TITLE	SALARY GRADE
1	Municipal Government Department Head I BUILDING OFFICIAL (Civil Engineer/Architect)	24
1	Municipal Government Assistant Department Head I Asst. Building Official (Civil Engineer)	22
ADMINISTRATIVE DIVISION		
1	Administrative Officer - III	18
1	Records Officer I - (Administrative Officer - I)	10
1	Data Controller II - (Administrative Assistant - II)	8
1	Administrative Aide - IV	4
1	Driver II - (Administrative Aide - IV)	4
1	Messenger	2
PROCESSING AND EVALUATION DIVISION		
1	Engineer - III (Civil Engineer)	19
BUILDING PERMIT SECTION:		
1	Engineer - II (Civil Engineer)	16
1	Engineer - I (Civil Engineer)	12
1	Architect - I (Architect)	12
1	Engineer - I (Electrical Engineer)	12
1	Engineer - I (Mechanical Engineer)	12
1	Engineer - I (Geodetic Engineer)	12
1	Engineer - I (Electronics and Communication Engineer)	12
1	Building Inspector - III	11
ELECTRICAL PERMIT SECTION:		
1	Engineer - II (Electrical Engineer)	16
1	Engineer - I (Electrical Engineer)	12
2	Electrical Inspector - II	8
2	Electrical Inspector - I	6

INSPECTION AND ENFORCEMENT DIVISION		
1	Engineer - III (Civil Engineer, Electrical Engineer, Mechanical Engineer)	19
MONITORING AND OCCUPANCY SECTION:		
1	Engineer - II (Civil Engineer, Electrical Engineer, Mechanical Engineer)	16
1	Architect - I (Architect)	12
1	Engineer - I (Civil Engineer)	12
1	Engineer - I (Electrical Engineer)	12
1	Engineer - I (Mechanical Engineer)	12
1	Engineer - I (Geodetic Engineer)	12
1	Engineer - I (Electronics and Communication Engineer)	12
2	Engineering Aide - IV	4
BUSINESSES AND ANNUAL INSPECTION SECTION:		
1	Engineer - II (Civil Engineer, Electrical Engineer, Mechanical Engineer)	12
1	Engineer - I (Civil Engineer)	12
1	Building Inspector - II	8
2	License Inspector - I	6

SECTION 4. EFFECTIVITY. This Ordinance shall take effect upon its approval and appropriations

This Ordinance was enacted on motion of Hon. Jay S. Albarece and unanimously seconded by the members present.

ENACTED: October 6, 2022.

CERTIFIED CORRECT:



LYDIA O. LASTIMOSA

Secretary to the Sanggunian

CERTIFIED AND ATTESTED TO HAVE BEEN ENACTED ON OCTOBER 6, 2022:

REYNALDO L. BAGAYAS, JR.

Presiding Officer

Municipal Vice Mayor

APPROVED:



ROGELIO N. QUIÑO

Municipal Mayor