



Republic of the Philippines
Province of Laguna

MUNICIPALITY OF LOS BAÑOS

Special Science and Nature City

OFFICE OF THE MAYOR

Municipal Hall, National Highway, Brgy. Timugan, Los Baños, Laguna 4030 Philippines
Tel Nos. (049) 530 2585 and 530 2589

EXECUTIVE ORDER NO. 030 Series of 2021

DIRECTING THE REORGANIZATION OF THE CONSTRUCTION PERMITTING TASKFORCE FOR THE STREAMLINING OF THE PROCESSES FOR THE ISSUANCE OF BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY (BPCO) IN THE MUNICIPALITY OF LOS BAÑOS.

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 (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 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 for construction-related permits and clearances which includes the local Bureau of Fire Protection (BFP) staff;
- b. Organize and lead the Joint Inspection Team and provide logistical 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, ANTONIO L. KALAW, Municipal Mayor of Los Baños, Laguna, 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
Vice-Chairperson
Members

Hon. Antonio L. Kalaw
Atty. Robert T. Lavinia
Engr. Ricky R. Estopace
Ms. Twila T. Torres

Ms. Laricar S. Salac
Ms. Jasmilyn B. Cunanan
Ms. Michiko R. Escalante
FSI Noemi O. Francisco
Engr. Joven Calabia
Mr. Clarke S. Nebrao

Municipal Mayor
Municipal Administrator
Municipal Engineer/Building Official
Municipal Planning and Development Coordinator
Data Controller III
Zoning Inspector I
DILG-MLGOO
BFP-Fire Marshal
DPWH-District Engineer
DTI-Provincial Director

Section 2. FUNCTIONS OF THE BPCO-MB. The key 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 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-related Permits (OSCP) and clearances which include the local BFP staff;
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. Ricky R. Estopace	Municipal Engineer/Building Official
Assistant Head	Ms. Twila T. Torres	Municipal Planning and Development Coordinator
Members	Mr. Marcelo O. Alcachupas Mr. Alexander L. Bejosano Mr. Jerry V. De Mesa	Municipal Assessor Municipal Treasurer ICO- Information and Communication System Office
	FSI Noemi O. Francisco Ms. Laricar S. Salac Ms. Jasmilyn B. Cunanan Ms. Eleonor P. Jimenez	BFP Fire Marshal Data Controller III Zoning Inspector I President, Poblacion Public Market Vendors Association

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

1. Undertake the review and assessment of the building permits and certificates of occupancy issued by the municipality in 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 (NBCP) and other referral and related laws;
 - b. 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 municipality.
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.
 - 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 BPOS.
 - b. Establish a functional one-stop-shop on construction permit (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 BP and OC in coordination with BFP, Zoning Officer, Assessor's Office, Treasurer and OBO.
 - e. Develop a web-based system software for online application, submission, and processing of building permits in coordination with MIS and with approval from DICT.
 - f. Implement data sharing with OBO and other offices and departments specifically with the Planning, Treasury, 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 municipality in planning, operations, maintenance and monitoring the streamlined and automated BPOS-OSS.

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 the full implementation of the streamlined and automated BPCO and construction of the OSCP (One Stop Shop for Construction Permits)
9. Perform other duties, functions and responsibilities as maybe directed by the Municipal Mayor.

Section 5. CREATION OF THE BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY SECRETARIAT (BPCOS).

Head Secretariat Members	Engr. Tristee Rio V. Lipit Mr. Brian C. Bernal Mr. Raul R. Saul Mr. Armando S. Agustin	Engineer II Engineering Assistance Labor Foreman Construction & Maintenance Man
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Section 6. FUNCTIONS OF BPCO SECRETARIAT. Their key functions are:

1. Prepare for and call meetings of BPOS-TWG;
2. Record and keep minutes of meetings and agreements during the BPOS-TWG meeting;
3. Draft guidelines, procedures and processes of the streamlined building permits and occupancy systems for approval of the Municipal Mayor and the Sangguniang Bayan;
4. Keep and maintain all records and communications and other documents of the BPOS-TWG; and
5. Perform other tasks and functions assigned by BPOS-TWG.

Section 7. CREATION OF A ONE-STOP SHOP FOR CONSTRUCTION-RELATED APPLICATION. A One-Stop Shop for Construction Permits is a mechanism of coordination among the OBO/MEO, Municipal Planning and Development Office (MPDO), Municipal Assessor's Office, Municipal Treasurer's Office, Information and Communication System Office, other concerned departments or offices of the Municipality of Los Baños and the Municipal Fire Marshal through co-location of related functions and through a practical system of linkages.

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:

1. Receive applications and documents for Building Permits and Certificates of Occupancy, either through online or physical submission;
2. Coordinate and facilitate the conduct of technical review by the concerned departments of the Municipality (e.g., MPDO, Barangay Official) and the BFP;
3. 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;
4. 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 MPDO, the Assessor's Office, the Treasurer's Office, and the OBO/MEO;
5. Coordinate the conduct of joint inspection by the OBO/MEO, the Assessor's Office, and the BFP;
6. Receive payment of all related fees and charges, either through online or physical payments, in coordination with the BFP and the OBO/MEO; and,
7. 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 sq.m., 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:

1. Mr. John Christian V. Mapacpac, Local Assessment Operations Officer I of the 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;
2. Ms. Olivia L. Maliglig, Admin Aide of the Treasurer's Office who shall be responsible for the issuance of the current tax receipt of the applicant as required by the MPDO 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;
3. Ms. Laricar S. Salac , Data Controller III and/or Ms. Jasmilyn B. Cunanan, Zoning Inspector I of the MPDO 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 Certificates and Fire Safety Inspection Certificates, 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 basis (every 5th 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 P Republic Act 11032 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 19th day of May , 2021 at Los Baños, Laguna.

HON. ANTONIO L. KALAW
Municipal Mayor