



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



**EXECUTIVE ORDER No. 22**  
Series of 2018

**PROVIDING FOR THE CREATION AND ORGANIZATION OF THE CONSTRUCTION PERMITTING TASK FORCE FOR THE PURPOSE OF STREAMLINING THE PROCESSES FOR THE ISSUANCE OF BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY IN THE CITY OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS, INCLUDING THE TECHNICAL WORKING GROUP, ITS COMPOSITION AND FUNCTIONS**

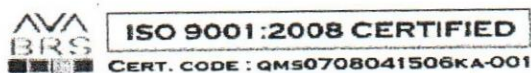
**WHEREAS**, the President of the Philippines, Rodrigo Roa Duterte, has made it imperative for all agencies and operating units of government to cut red tape and streamline processes for rendering services to the public;

**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 04 January 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 JMC, LGUs are tasked to perform the following functions, namely:

- (1) 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;
- (2) organize and lead the Joint Inspection Team and provide the logistical support, for instance, transportation and other incidental expenses;
- (3) allow the City Building Official and staff members to undergo capability building in relation to the implementation of the service standards under the JMC;
- (4) 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;



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- (5) 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
- (6) submit periodic status reports on the city's compliance with the JMC;

**NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa,** by virtue of the powers vested in me by law do hereby decree and order that:

Section 1. Creation and Composition of the BPCO-MB

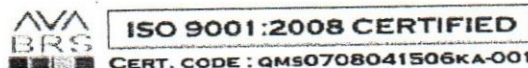
The Building Permits and Certificate of Occupancy Management Board (BPCO-MB, *for brevity*) is hereby created and organized, and it shall be composed of the following individuals with their respective designations, namely:

- |   |                   |
|---|-------------------|
| (a) Jaime R. Fresnedi,<br>City Mayor  | Chairperson;      |
| (b) Engr. Allan A. Cachuela,<br>City Administrator                                  | Vice Chairperson; |
| (c) Bernadette G. Ferino,<br>DILG Muntinlupa City Director for Operations           | Member;           |
| (d) Engr. Elpidio Y. Trinidad,<br>DPWH District Engineer                            | Member;           |
| (e) Anacleto C. Blanco, Jr.<br>NCR Regional Director, DTI                           | Member;           |
| (f) Supt. Bernard T. Rosete,<br>Fire Marshal, BFP Muntinlupa City Station           | Member;           |
| (g) Engr. Dynadelle N. Aranda,<br>Acting Head, Office of the City Building Official | Member;           |
| (h) EnP. Noel A. Cadorna,<br>Department Head II, City Zoning Administration Office  | Member.           |

In the event of resignation, transfer, cessation of employment, incapacity, or other similarly-situated circumstance of any member included in the enumeration above, the successor thereof shall assume membership in the BPCO-MB without need for further issuance of any instrument.

Section 2. Functions of the BPCO-MB

The BPCO-MB shall perform the following functions, namely:



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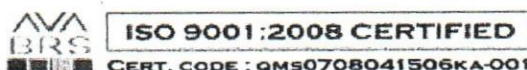
- (a) institute and approve policies and processes that ensure fair, open and transparent transaction and ensure equitable treatment;
- (b) provide advice in relation to the implementation of BPCO policies and issuances with associated risks and issues of significant importance;
- (c) oversee the streamlining of the BPCO in compliance to JMC No. 2018-01, and other related issuances;
- (d) oversee the establishment of the monitoring system on the compliance of Office of the City Building Official (OCBO), the Bureau of Fire Protection (BFP), and other offices set under the JMC and implement sanctions for non-compliance, when warranted;
- (e) 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 includes the local BFP staff members;
- (f) monitor and assess the over-all implementation of streamlining and automation.

Section 3. Creation and Composition of the BPOS-TWG

The Building Permit and Certificate of Occupancy Technical Working Group (BPCO-TWG) is hereby created and organized, and it shall be composed of the following individuals, namely:

- (a) Engr. Dynadelle N. Aranda,  
Acting Head, Office of the City Building Official Head;
- (b) EnP. Noel A. Cadorna,  
Department Head II, City Zoning Administration Office Assistant Head;
- (c) Vincent B. Misa,  
Acting Head, City Assessor's Office Member;
- (d) Anastacio L. Miñoza,  
City Treasurer Member;
- (e) Nancy B. Torero,  
Acting Head, Management Information Systems Member;
- (f) Supt. Bernard T. Rosete,  
Fire Marshal, BFP Muntinlupa City Station Member;
- (g) Elvie Sanchez-Quiazon,  
Representative, PCCI Muntinlupa Chapter Member.

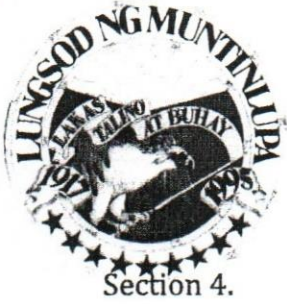
In the event of resignation, transfer, cessation of employment, incapacity, or other similarly-situated circumstance of any member included in the enumeration above, the successor shall assume membership in the BPOS-TWG without need for further issuance of any instrument. In the case of members belonging to the private sector in the same situation abovementioned, the City Mayor shall appoint another individual according to recommendations made by the other members of the BPCO-MB and BPOS-TWG.



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Section 4.

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Functions of the BPCO-TWG

The BPOS-TWG shall perform the following functions, namely:

- a. undertake the review and assessment of the building permits and certificates of occupancy issued by the City Government, in light of the following issuances and their respective implementing rules and regulations, namely:
  - i. Presidential Decree No. 1096, otherwise known as the National Building Code of the Philippines, and other related laws;
  - ii. Republic Act No. 9514, otherwise known as the Fire Code of the Philippines;
  - iii. Republic Act No. 9845, otherwise known as the Anti-Red Tape Act (ARTA) of 2007;
  - iv. Republic Act No. 7160, otherwise known as the Local Government Code of 1991;
  - v. City Zoning Ordinance and other related city ordinances;
  - vi. Batas Pambansa Blg. 344;
- b. undertake continuing studies and facilitate the adoption and application of various business processes, procedures and others that are consistent with the current laws and issuances, and that are permissible for government transactions to improve the issuances of building permits and certificates of occupancy by the City Government;
- c. commence the streamlining of the building permits and certificates of occupancy with the participation of offices and departments of the City Government involved therein, and towards this end:
  - i. prepare and implement the process flow and procedures manual, based on streamlined and automated application process to improve service standards, and, eventually, allow online application on Business Permits Online System (BPOS);
  - ii. establish a functional One-Stop Shop on Construction Permits (OSCP);
  - iii. establish a coordinated system in the technical review by concerned departments;
  - iv. implement a one-time assessment of fees and charges related to the application of building permits and certificates of occupancy in coordination with the Bureau of Fire Protection, the City Zoning Administration Office, the City Assessor's Office, the City Treasurer's Office and the Office of the City Building Official;
  - v. develop a web-based system software for online application, submission and processing of building permits in coordination with the Management



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Information Systems and in conjunction with the Department of Information and Communications Technology;

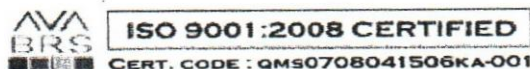
- vi. implement data sharing with the Office of the City Building Official and other concerned departments and offices;
  - vii. organize and lead the Joint Inspection Team.
- d. recommend capacity development activities to enhance the competence and to improve service standards of the city in planning, operations, maintenance and monitoring of streamlined and automated Business Permits Online System-One-Stop Shop (BPOS-OSS);
- e. take charge in the overall guidance in monitoring the implementation of streamlined procedures and processes, in conducting inspections, and in issuing building permits and certificates of occupancy;
- f. prepare reports and recommendations to the City Mayor for the adoption of the streamlined processes and procedures related to building permits and certificates of occupancy through the issuance of an Executive Order;
- g. coordinate with business groups and contractors to support the new guidelines in the streamlined processes for the issuance of business permits and certificates of occupancy;
- h. prepare budget and logistical requirements necessary to support the full implementation of the streamlined and automated business permits and certificates of occupancy and the construction of the One-Stop Shop for Construction Permits;
- i. perform other duties, functions and responsibilities as may be directed by the City Mayor, or other competent authority.

Section 5. Secretariat of the Building Permit and Certificate of Occupancy

The Secretariat of the Building Permit and Certificate of Occupancy, both for the Management Board and the Technical Working Group, is hereby created. It shall be led by Engr. Aileen Cortez, and it shall be composed of the staff members of the Office of the City Building Official.

Section 6. Functions of the Secretariat

The Secretariat shall perform the following functions, namely:



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- a. prepare for and call meetings of the BPCO-MB and TWG;
- b. record and keep minutes of meetings and agreements during BPCO-TWG;
- c. draft guidelines, procedures and processes of the streamlined building permits and occupancy systems for the approval of the City Mayor and the City Council;
- d. keep and maintain all records, communications and other documents of the BPCO-MB and BPCO-TWG; and
- e. perform other tasks as may be directed by the City Mayor, or other competent authority.

Section 7. One-Stop Shop for Construction-Related Applications

A One-Stop Shop for Construction Permits is a mechanism of coordination among the Office of the City Building Official, the City Zoning Administration Office, the City Assessor's Office, the City Treasurer's Office, the Management Information Systems Office, and other concerned departments and offices of the City Government of Muntinlupa and the Office of the City Marshal, Bureau of Fire Protection, Muntinlupa City Station, through co-location of related functions and through a practical system of linkages.

The One-Stop Shop for Construction Permits (OSCP, *for brevity*) shall be located where the Office of the City Building Official (OCBO) discharges its functions. The OCBO shall provide frontline services and backroom operations as described in the JMC aforementioned and its accompanying Manual of Operations.

Section 8. Functions of the OSCP

The OSCP shall perform the following functions, namely:

- 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 City Government, i.e., the City Zoning Administration Office, the concerned Barangay Official, and the Bureau of Fire Protection, Muntinlupa City Station;
- c. facilitate the retrieval of documentary requirements for Building Permits and Certificates of Occupancy that will form part of the OSCP backroom operations, such as tax declaration and the current receipts 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 Bureau of Fire Protection, Muntinlupa City Station, the City Zoning Administration, the City



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- Assessor's Office, the City Treasurer's Office, and the Office of the City Building Official;
- e. coordinate the conduct of joint inspection by the Office of the City Building Official, the City Assessor's Office, and the Bureau of Fire Protection, Muntinlupa City Station;
  - f. receive payments of all related fees and charges, either through online or physical payments, in coordination with the Bureau of Fire Protection, Muntinlupa City Station, and the Office of the City Building Official;
  - 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 so-called simple structures, which are defined as follows:

- a. single residential dwelling, not more than three (3) storeys;
- b. commercial buildings, not more than two (2) storeys;
- c. renovation within a mall with issued Building Permit; and
- d. warehouse storing non-hazardous substances.

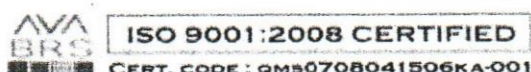
Section 9. Detail of Personnel to OSCP

The following personnel of the City Government shall be detailed at the OSCP immediately, namely:

- a. representative/s from City Assessor's Office, responsible for the issuance of tax declaration as required in the National Building Code of the Philippines (NBCP) and provided by the Office of the City Building Official, and the assessment of new improvements to the land where the structure will be constructed;
- b. representative/s from the City Treasurer's Office, responsible for the issuance of the current tax receipt of the applicant as required by the City Zoning Administration Office, and the collection of the Building Permit fees as part of either the frontline or the backroom operations at the OSCP, whichever arrangement the city may decide;
- c. representative/s from the City Zoning Administration Office, 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 Office of the City Building Official as documentary requirement to the Business Permit application.

Section 10. Detail of Bureau of Fire Protection, Muntinlupa City Station Personnel

The Bureau of Fire Protection, Muntinlupa City Station (BFP-MCS) shall detail staff members to the OSCP, responsible for the evaluation of applications for Fire Safety Evaluation



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Certificates and Fire Safety Inspection Certificates, for the issuance Orders of Payment, and for the receipt of payments at the OSCP from the cashier deployed by the City Government.

Section 11. Reportorial Requirements

In addition to its responsibilities under the NBCP, the Office of the City Building Official shall provide the BFP-MCS and the City Assessor's Office a list of issued Building Permits on a monthly basis on every fifth day of the month, for their reference, in anticipation of the application for Certificate of Occupancy.

The Office of the City Building Official is also enjoined to provide all information on issued Building Permits to concerned departments and offices of the City Government, such as the Business Permits and Licensing Office, the City Assessor's Office, and the City 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 City Mayor and the Barangay Captains of the City of Muntinlupa shall work out an arrangement wherein the city officials shall be allowed to collect barangay fees and issue Barangay Clearance in accordance to Republic Act No. 11032, otherwise known as "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 City 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 sections or provisions unaffected shall remain valid and effective.

Section 15. Repealing Clause

All prior inconsistent orders and issuances are hereby repealed and/or modified accordingly.



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Section 16. Dissemination

A copy of this Executive Order shall be furnished the Office of the president and the Metropolitan Development Authority for their respective information and guidance, pursuant to Section 455 (b) (1) (xii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, as amended.

Section 17. Effectivity

This Executive Order shall take effect immediately upon signing thereof.

**DONE AND EXECUTED** on this 06<sup>th</sup> day of November 2018 in the City of Muntinlupa.

  
JAIME R. FRESNEDI  
City Mayor

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