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Republic of the Philippines  
Quezon City  
**OFFICE OF THE MAYOR**



*Herbert M Bautista mpa mnsa*

**EXECUTIVE ORDER NO. 17**  
Series of 2011



**AN ORDER FURTHER STREAMLINING THE PROCESS FOR DOING BUSINESS IN QUEZON CITY**

WHEREAS, Quezon City has been selected as the benchmark for doing business in the Philippines;

WHEREAS, improving ease of doing business in Quezon City would, therefore, promote not only the city, but the entire country's ranking in the world;

WHEREAS, the tasks should introduce greater efficiencies while streamlining processes, to improve the city government's ability to serve its constituents and the overall business community well;

WHEREAS, it is both the national and local leadership's desire for Quezon City and its constituents, to reap the benefits of a thriving economic environment by facilitating business registration and promoting orderly construction, to promote the development needs of the city;

WHEREAS, the objective of streamlining doing business processes should not compromise, for the sake of public welfare and safety, compliance with national laws (particularly the National Building Code and the Sanitation Code of the Philippines) and the local ordinance on the Sanitation Code;

**NOW THEREFORE, I, Herbert M Bautista**, Mayor of Quezon City, by virtue of the powers vested in me by law, do hereby order the following:

**Section 1. New guidelines and processes for new business permit registration**

1.1 The Business Permits and Licensing Office (BPLO) and the Quezon City Information Technology Development Office (QC-ITDO) shall proceed with the full development of the Business One Stop Shop (BOSS) processing and clearing system which will fully integrate the City Planning and Development Office (for locational clearance), the City Health Department (for the sanitary permit), the Bureau of Fire Protection (for the Fire Safety Inspection Certificate), and the Department of Building Official for the mechanical and electrical permits.

The QC-ITDO is tasked to ensure the reliability and dependability of the system, so that the processing of locational permits and business permits are not impeded at any time during work hours.

Until such time that this online process is fully operational, the CPDO shall assign its personnel at the BOSS to be able to fully evaluate the application for locational clearance within BOSS premises and within the hour of application.

1.2 The CPDO is tasked to act on (approve or disapprove) the locational clearance application for new businesses within one (1) hour or less from the time of application.

- 1.3 The above departments and offices shall work towards improving the convenience of the public in transacting with their respective Offices by:
- 1.3.1 Maximizing use of technology by automating what are presently processed manually, and integrating systems for streamlined processing between and among offices, to ensure reliability and consistency of data and for better checks and balance. The departments and offices shall coordinate with the QC-ITDO for this purpose.
  - 1.3.2 Maximizing their online presence in the city government website, *quezoncity.gov.ph*, by making available downloadable forms; uploading maps, matrices and guidelines; having a dedicated section on the website, to receive and answer queries so that applicants are better prepared when they approach their respective offices. The departments and offices shall coordinate with the QC-ITDO and the Communications Coordination Center for this purpose.
- 1.4 To ensure that there are no overlapping of local government jurisdictions over business enterprises, all businesses that have valid business registration with the BPLO are not "hawkers" that fall within the jurisdiction of the Market Development and Administration Department (MDAD).

## **Section 2. New guidelines and processes for building permits evaluation**

### **2.1 *Certificate of Occupancy for Health***

- 2.1.1 The issuance of the Certificate of Occupancy for Health by the Quezon City Health Department (QCHD) shall be a process independent from the process of issuing occupancy permits. For this purpose, the QCHD shall be guided by the following laws and policies for the issuance of the certificate of potability of drinking water in business and residential establishments and for other laws on sanitation.
- 2.1.1.1 the provisions of Presidential Decree 856 (issued in 1975), entitled "Code on Sanitation of the Philippines;"
  - 2.1.1.2 Ordinance No. 1735, series of 2006, entitled "An Ordinance prescribing the Sanitation Code of Quezon City, pursuant to the Local Government Code of 1991 and other pertinent laws;"
  - 2.1.1.3 Paragraph 3.3 of Office Order No. 25, series of 2007;
- 2.1.2 The QCHD shall submit for the approval of the Mayor, within one (1) week or five (5) working days from the issuance of this Order, the modified process that the QCHD shall follow in the issuance of Certificate of Occupancy for Health;
- 2.1.3 The QCHD shall see to the imposition of penal provisions of both national and local laws on violators, in coordination with the relevant offices, whether this be the BPLO (for business establishments) and the Department of Building Official (DBO) (for other structures), and the Quezon City Police District.
- 2.1.4 The BPLO and the DBO are hereby instructed to provide the QCHD a complete list of new business establishments and new structures, every third week of each month, which the QCHD shall use as guide to schedule its own inspections.

### **2.2 *Locational clearance***

- 2.2.1 To remove duplication in documentation requirements, it shall be the City Planning and Development Office (CPDO) that shall require from the applicant, and be the repository of, the certified true copy of the transfer certificate of title, the barangay clearance, and the real property tax receipt, as compliance with its requirements for locational clearance.

2.2.2 In its issuance of the locational clearance certificate, the CPDO shall include the notation that it has the certified true copy or original copies of specific documents. It shall attach to the locational clearance certificate, one (1) set of the submitted architectural plans, as well as the photocopies of the TCTs, barangay clearance, and real property tax receipt, with each page initialed by the permit issuing authority of the CPDO.

2.2.3 The CPDO is tasked to complete the issuance of locational clearance for applications for building permits, within a maximum of five (5) working days from the time of receipt of the application until the issuance of order of payment, provided that such applications are submitted with complete requirements. The CPDO shall see to it that the public is continuously clearly and widely informed of its requirements, process and timelines for locational clearances.

### **2.3 Building permit**

2.3.1 The CPDO shall no longer require the notarization of its applications for locational clearance for building projects. Instead, its application forms shall include a sworn statement to be signed by the applicant on the correctness of all information contained in the application.

2.3.2 The Department of Building Official (DBO) shall receive from the building permit applicant, the original copy of the locational clearance with the CPDO-initialed attachments of the TCT, barangay clearance, real property tax receipt, and one (1) set of the submitted architectural plans, along with other requirements required by the National Building Code, as may be necessary.

2.3.3 The DBO is tasked to complete the process of evaluation and issuance of order of payment/advice of action to all building permit applications within a maximum of ten (10) working days from date of receipt of application, provided that such applications are submitted with complete requirements. The DBO should see to it that the public is continuously clearly and widely informed of its requirements, process and timelines for building permits.

2.3.4 The instructions contained in Office Order No. 25, series of 2007 (which applies to single detached residential buildings of not more than 300 sqm. within residential zones and stalls inside buildings with approved building / occupancy permits), which are not inconsistent with this Executive Order, shall continue to be followed.

2.3.5 Applicants must obtain the Fire Safety Inspection Certificate from the Quezon City Bureau of Fire Protection, before applying for occupancy permits.

2.3.6 Applicants shall submit applications for the Certificate for Final Electrical Inspection (CFEI), plumbing certificate, and occupancy permit at the same time, to the DBO. Applications which pass the DBO requirements shall be issued by the DBO, their CFEI, Plumbing Certificate, and Occupancy Permit at the same time, upon payment of the corresponding fees.

2.3.7 The DBO is tasked to complete the process of evaluating the applications for the CFEI, Plumbing Certificate, and the Occupancy Permit and the issuance of order of payment within a maximum of seven (7) working days from date of receipt of the application.

### **2.4 Issuance of tax declarations, in relation to approved building permit applications**

2.4.1 For purposes of facilitating the issuance of tax declarations on property improvements, and to regularly update records on real property improvements, the DBO and the City Assessor are hereby directed to integrate their systems, so that property improvements which will be issued occupancy permits are reported to the City Assessor within the same period that such occupancy permits are issued.

2.4.2 An applicant with approved building permit shall be advised to already apply for tax declaration on this property. Upon receipt of the application for tax declaration, the City Assessor is tasked to complete the processing of tax declarations within a maximum of three (3) working days after its date of receipt of applications for tax declarations. Thus, the processing of the tax declaration shall be done simultaneous to the period within which the DBO is evaluating the occupancy permit application, but the release of the tax declaration shall be done before the release of the occupancy permit.

2.4.3 The applicant must present the tax declaration to the DBO as a condition for the release of the occupancy permit.

2.4.4 The City Assessor's Office will undertake post-inspection of the property, to ensure that what has been declared is the actual state and use of the structure.

**Section 3. Implementing procedures.** The departments and offices affected by this Executive Order are hereby directed to submit to the Mayor (with copy furnished to the Communications Coordination Center), within five (5) working days upon receipt of this Executive Order, their respective implementing procedures and guidelines, to ensure sustained compliance with this Executive Order.

**Section 4. Repealing clause.** All orders, rules and regulations or parts thereof, which are inconsistent with the provisions of this Executive Order, are hereby repealed, amended or modified accordingly.

**Section 6. Effectivity.** This Order shall take effect beginning January 2, 2012.

Done, this 15th day of December 2011, in Quezon City.



HERBERT M BAUTISTA