



Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
 City of Davao

**EXECUTIVE ORDER NO. 12**  
 Series of 2019

760-11 ED, LMD

**AN ORDER TO INSTITUTIONALIZE A ONE-STOP SHOP FOR CONSTRUCTION PERMITS (OSSCP), AND CREATING A TEAM IN THE PROCESSING, INSPECTION, APPROVAL AND RELEASE OF CONSTRUCTION PERMITS AND CERTIFICATES OF OCCUPANCY IN DAVAO CITY**

**WHEREAS**, the recently-approved Philippine Development Plan 2017-2022 espouses "people-centered, clean, efficient and effective governance";

**WHEREAS**, the President in his 2017 State of the Nation Address (SONA) reiterated his directive to all government agencies with frontline services for "speedy reforms" that will further streamline their respective services;






**WHEREAS**, to set public service standards, the Department of Interior and Local Government (DILG), Department of Public Works and Highways (DPWH), Department of Information and Communications Technology (DICT), and Department of Trade and Industry (DTI) issued Joint Memorandum Circular (JMC) No. 2018-01 dated January 04, 2018 prescribing the Guidelines in Streamlining the Processes for the Issuance of Building Permits and Certificates of Occupancy;

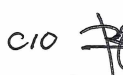
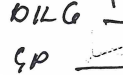
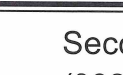
**WHEREAS**, in compliance to the said JMC, a One-Stop Shop Processing System of Construction Permits and Certificates of Occupancy shall be established to provide mechanism of coordination among concerned offices or agencies through co-location of related functions and through a practical system of linkages and to set standards in processing construction permits and certificates of occupancy by local government units;

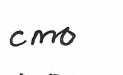

**NOW, THEREFORE, I, SARA Z. DUTERTE**, Mayor of the City of Davao, in pursuit of an efficient and effective public administration, by virtue of the powers vested in me by law, do hereby order the following:



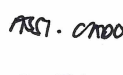


**SECTION 1. COMPOSITION.** There is hereby created a One-Stop Shop for Construction Permits (OSSCP) Team and the same shall be composed by the following persons and/or heads of the following offices, to wit:

- Chairperson : City Mayor or her duly authorized representatives
- Co-Chairperson : City Administrator
- Members :

-  7-17-19 Office of the City Building Official (OCBO)
-  7-17-19 Zoning Officer/Office of the City Planning and Development Office (CPDO)
-  7-17-19 City Assessor's Office (CASSO)
-  7-17-19 City Treasurer's Office (CTO)
-  7-18-19 Bureau of Fire Protection (BFP)

CIO  7-12-19  
 DILG  7-17-19  
 SP  7-17-19

CMB  7-17-19  
 B-BUREAU  7-18-19

CARD  7-17-19  
 ASST. CMDR TRD  7-17-19  
 ASST. CMDR OPR  7-15  
 CITY  7-15  
 ROD  7-17-19  
 PENCELL MYCA H. MONTES



Representatives from OCBO, CPDO, CASSO, and CTO shall be designated by the Local Chief Executive while the representatives of the BFP shall be designated by the BFP Chief.

**SECTION 2. FUNCTIONS.** The One-Stop Shop for Construction Permits (OSSCP) Team is expected to exercise the following functions:

- A)** Give prompt and efficient assistance to all the individuals within Davao City who wishes to secure construction permits and certificates of occupancy;
- B)** Ensure that all the buildings and structures within Davao City are compliant with all the requirements and standards set by law;
- C)** Keep the records of all the owners of buildings and structures who already complied all the necessary requirements;
- D)** Perform such other acts that are necessary to effectively and meaningfully carry out all its functions.

**SECTION 3. SECRETARIAT** – It shall be the duty of the Chairperson or her duly authorized representatives to determine the appropriate personnel who shall comprise the Secretariat.

**SECTION 4. STANDARDS FOR PROCESSING CONSTRUCTION PERMITS AND CERTIFICATES OF OCCUPANCY.** Standards for processing construction permit applications and securing Certificates of Occupancy shall be in accordance with the guidelines prescribed in the said JMC.

**SECTION 5. JOINT INSPECTION TEAM (JIT).** The Joint Inspection Team (JIT) shall be composed of the following representatives from each offices designated by the Local Chief Executive and Chief of Office respectively, to wit:

- 1. Office of the City Building Official (OCBO) - Team Leader
- 2. City Assessor's Office (CASSO)
- 3. Bureau of Fire Protection (BFP)

**SECTION 6. DUTIES AND FUNCTIONS OF JIT.** The JIT shall conduct the required inspection of the structure or building subject for inspection. The OCBO, being the team leader, shall take charge in organizing the inspection team, in preparing and in synchronizing the schedules of the inspection team members, and in providing logistics for the inspection team.

**SECTION 7. AUTOMATION/COMPUTERIZATION OF PROCESS.** For efficient and effective implementation of this Order, all concerned offices are enjoined to automate/computerize related processes in the issuance of building permits and certificates of occupancy, through the assistance of the CITC, which may include, among others, the following:

- 1. Filing of application;
- 2. Storage and retrieval of application forms and documents;
- 3. Payment of fees and charges;
- 4. Issuance of permits and certificates;

5. Database sharing among the OCBO, CPDO, CTO, CASSO, Business Bureau, and with the BFP.

**SECTION 8. INFORMATION SHARING.** The OBO is enjoined to provide all information on approved Construction Permits and Certificates of Occupancy to concerned departments or offices of the local government, including all documentary requirements.

The CITC shall develop computerized database and ensure capacities for data and information sharing among concerned offices or agencies, especially the OCBO, CASSO, Business Bureau, CTO, as well as the Bureau of Fire Protection (BFP) and Registry of Deeds (ROD), when applicable, and to concerned barangays for the submission and processing of such applications mentioned above.

**SECTION 9. FUNDING/OPERATING COSTS.** All costs pertaining to its operation, capacity building, including the payment of honoraria, incidental, operational, and other expenses of the said Teams, and other appropriate personnel, as may hereinafter be identified by the City Mayor, shall be taken from the available funds of the City Government of Davao or from the 15% of the OCBO fund, as mandated in the Department of Public Works and Highways (DPWH)-Department of Interior and Local Government (DILG) Joint Memorandum Circular No. 001 dated July 04, 2013, subject to the usual accounting and auditing rules and regulations.

**SECTION 10. SEPARABILITY CLAUSE.** If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**SECTION 11. REPEALING CLAUSE.** All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

**SECTION 12. EFFECTIVITY.** This Executive Order shall take effect immediately.

Done on 11 JUL 2019 in Davao City, Philippines.

  
**SARA Z. DUTERTE**  
City Mayor

Attested by:

  
**Atty. ZULEIKA T. LOPEZ**  
City Administrator

