



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: OFFICE OF THE BUILDING OFFICIAL / LGU - ORMOC

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes [] No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Issuance Of Building Permit	PD 1096 (National Building Code)	Ra 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)	Executive Order #41 JMC 2018-01	Aug. 08, 2019 Jan. 04, 2018	None
Issuance Of Occupancy Permit	PD 1096 (National Building Code) / Ra 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)	Ra 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)	Executive Order #41 JMC 2018-01	Aug. 08, 2019 Jan. 04, 2018	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: ISSUANCE OF BUILDING PERMIT

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
*Duly Filled-up Forms *Transfer Certificate of Title *Sketch Plan *As-built Plans & Specifications	PD 1096 (National Building Code) / RA 11032	1. Submit all accomplished forms with plans and other documents to the OBO receiving desk.	JMC 2018-01	5 Days	PD 1096 Sched Of Fees/ Fees Depend On Its Floor Area & Usage
		2. Follow up the processing of your application (applicant will receive a text message regarding his/her application after evaluation)			
		3. Payment			
		4. Releasing			
TOTAL				5 DAYS	

GOVERNMENT SERVICE: ISSUANCE OF OCCUPANCY PERMIT

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
*Duly Filled-up Forms *Construction Logbook *Plans & Specifications	PD 1096 (National Building Code) / RA 11032	1. Submit all accomplished forms with plans and other documents to the OBO receiving desk.	JMC 2018-01	5 Days	PD 1096 Sched Of Fees/ Fees Depend On Its Floor Area & Usage
		2. Follow up the processing of your application (applicant will receive a text message regarding his/her application after evaluation)			
		3. Payment			
		4. Releasing			
TOTAL				5 DAYS	