

**[ DPWH NBCDO MEMORANDUM CIRCULAR NO. 01  
SERIES OF 2012, May 28, 2012 ]**

For the guidance and compliance of all local Building Officials, City/Municipal Engineers and others concerned, in order to expedite the issuance of Building, Ancillary/Accessory Permit and Certificates, covering the construction of Public School Buildings in accordance with Section 302 of the National Building Code of the Philippines (PD 1096) the following additional Implementing Rules and Regulations (IRR) are hereby promulgated and issued:

1. To ensure compliance of Section 209 of PD 1096 and its IRR, all public school buildings shall be exempt from payment of permit fees.
2. In order to obtain a Building, Ancillary/ Accessory Permits and Certificates, the applicant/owner shall file duly accomplished Application Forms with the Office of the Building Official (OBO).
3. Together with the accomplished y prescribed application forms, the following shall be submitted to the OBO:
  - (a) As proof of ownership of the lot, either certified true copies of the OCT/TCT or a duly notarized Deed of Donation.
  - (b) Three sets blue print copies of lot survey plans, design plans, specifications and other contract documents prepared, signed and sealed over the printed names of the duly licensed and registered professionals.
4. The Division Superintendent of Schools (DSS) and/or the duly authorized representative, Department of Education (DepEd) shall accomplish Boxes 1, 3 and 4 of the Application Forms for Building, Ancillary/Accessory Permits and Certificates, while the concerned private Architect/Engineer hired by the owner or District Engineer, Department of Public Works and Highways (DPWH) as the case maybe, shall accomplish Box 2 for the Full Time Inspection and Supervision of Construction Phase and the Design Professionals who prepared the design plans and other related contract documents shall accomplish Box 5, and the various Ancillary Permits.
5. The concerned District Engineer, DPWH and the Physical Facilities and School Engineering Division (PFSED) DepEd shall submit and follow up the processing of the building, ancillary/ accessory permits and certificates with the OBO.
6. Within fifteen days upon submission of the complete documentation requirements, permits are deemed issued unless a written notice of disapproval is issued to the applicant/ owner.
7. Upon completion of the construction phase, the District Engineer, DPWH, shall coordinate with the School Head/ Principal (DepEd) in the submission of the duly accomplished completion form to the OBO so that the occupancy permits