



Republic of the Philippines
Region IV-A (CALABARZON)
Province of Cavite
CITY OF GENERAL TRIAS
OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. 18-16 (SPECIAL)

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Vice Chair, Committee on Education
SP Member Vivencio Q. Lozares, Jr.
Chair, Committee on Education

Sponsors : SP Member Christopher N. Custodio
SP Member Walter C. Martinez
SP Member Jonas Glyn P. Labuguen
SP Member Hernando M. Granados
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SP Member Sam Deaniel C. Morena

REGULATING THE ISSUANCE OF GOVERNMENT PERMITS TO PRIVATE SCHOOLS IN THE CITY OF GENERAL TRIAS.

WHEREAS, it is the duty of the City Government of General Trias to ensure that all educational institutions within its territorial jurisdiction abide the existing laws;

WHEREAS, records show that there are number of private schools in the City which have not met the standards set by the government to operate;

WHEREAS, these private schools, despite not meeting the criteria, are currently operating and thus unequipped to provide quality education and environment conducive to learning;

WHEREAS, Article XIV, Section 2 (1) of the 1987 Philippine Constitution states that the State shall establish, maintain, and support a complete, adequate, and integrated system of education relevant to needs of the people and society;

WHEREAS, Section 458 (a) (3) of Republic Act No. 7160 also known as the Local Government Code of 1991 states that the Sangguniang Panlungsod shall enact ordinances granting franchises and authorizing the issuance of permits or licenses, upon such conditions and for such purposes intended to promote the general welfare of the inhabitants of the City;

WHEREAS, to maintain the standards set by the State, it is imperative for the City Government to impose stricter issuance of Government Permits to Private Schools in the City;

WHEREFORE, on motion of SP Member Vivencio Q. Lozares, Jr. duly seconded by SP Member Kerby J. Salazar,

Be it enacted by the Sangguniang Panlungsod in a Session duly assembled, that:

SECTION 1. TITLE. This Ordinance shall be known as "REGULATING THE ISSUANCE OF GOVERNMENT PERMITS TO PRIVATE SCHOOLS IN THE CITY OF GENERAL TRIAS".

SECTION 2. SCOPE. This Ordinance covers all applications to open private elementary and secondary schools in the City of General Trias. This also applies to all City schools currently in operation that will undergo the inspection

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conducted by the City Planning and Development Office (CPDO), City Building Official or any authorized government unit.

SECTION 3. DECLARATION OF POLICY. It is the policy of the City Government of General Trias that all schools operating within its jurisdiction shall provide high standard, quality education and maintain campuses that are safe and conducive to learning. This means satisfying or exceeding the standards set forth in land use, building safety and sanitation. It is also the City Government's policy that any well-intended citizen who wishes to establish a school within the City shall be granted an opportunity to do so. The intention of this Ordinance is to coincide with the requirements of opening private schools set forth by the National Government through the Department of Education (DepEd) and must be taken as such.

SECTION 4. DEFINITION OF TERMS. The following terms are hereby defined as:

- a. **Building Permit** - an authorization granted by the Local Government Unit (LGU) through the City Building Official before the construction of a new or existing building can legally occur;
- b. **City Building Official** - a Government Officer authorized to grant permits related to buildings. He/She shall be responsible for carrying out the provision of the Building Code of the Philippines in the field as well as the enforcement of the implementing rules and regulations issued thereof;
- c. **Elementary School** - provides basic education from Kindergarten to Grade 6 level;
- d. **Homeowners Association (HOA)** - an organization composed of people who own a unit/house within a subdivision, planned community or condominium that makes and enforces rules for the properties within its jurisdiction;
- e. **Occupancy Permit** - a permit issued by the LGU through the City Building Official certifying the property's compliance to the government's building code and other laws and is suitable for habitation;
- f. **Pre-elementary** - covers all grades before Kindergarten such as Nursery and Preparatory;
- g. **Private School** - a school founded, administered and maintained by a private individual or group rather than by the government;
- h. **Secondary School** - covers Junior High School (Grades 7-10) and Senior High School (Grades 11-12); and
- i. **Zoning Permit/Locational Clearance** - a prerequisite in the issuance of Building Permit to ensure its conformity with the City's Comprehensive Land Use Plan (CLUP) and Zoning Ordinance.

SECTION 5. REQUIREMENTS FOR ISSUANCE OF GOVERNMENT PERMIT.

For application of Zoning Permit/Locational Clearance, the following must be submitted to the City Planning and Development Office (CPDO):

1. Certified True Copy of Title;
2. Certified True Copy of Tax Declaration;
3. Tax Clearance;
4. Proof of at least Five Hundred square metres (500 sq.m.) lot for preschools and/or Five Thousand square metres (5 000 sq.m.) for elementary and secondary schools as school site;
5. Lot Plan/Location Map;



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6. Original/Certified True Copy of Contract of Lease (if not leased);
7. Articles of Incorporation, if applicant is a corporation; and
8. Requirements shall also apply pursuant to Article IV, Section 30, Paragraph 30.7 of DepEd No. 88 s. 2010 otherwise known as the Revised Manual of Regulations for Private Schools in Basic Education: "Private schools should own sites adequate for their own buildings, for physical education and athletics, military training and recreation, and also for vocational education where this course is required in the curriculum. Its size, nature, location and accessibility must adequately serve the purpose of the school. It should be free from noise, unpleasant odors and dust, and should be efficiency far from cockpits, dancing halls, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic highway, jails, railroad yards, and manufacturing and industrial establishment".

For application of Building Permit, the following must be submitted to the Office of the City Building Official:

1. Five (5) sets of lot survey plans (with recent geodetic/relocation survey conducted by a Registered Geodetic Engineer);
2. Five (5) sets of design plans (building, architectural, electrical, plumbing, mechanical, sanitary, and electronics plans) signed and sealed over the printed names of the duly licensed and registered professionals. Plans must strictly adhere to the specifications and safety requirements of the Building Code of the Philippines for schools;
3. Five (5) sets of design specifications;
4. Five (5) sets of bills of materials;
5. Structural Design Analysis for all buildings/structures except one (1) storey and single detached building/structure with a total floor area of twenty square metres (20 sq.m.) or less;
6. Structural Design Analysis (signed and sealed by Professional Electrical Engineer);
7. Soil Boring Test for buildings/structures three-storey and higher;
8. Photocopy of the Professional Regulatory Commission (PRC) ID and Professional Tax Receipts (PTR) of professionals in charge of the design plans and work supervision;
9. Two (2) Certified True Copies of Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), on file with the Registry of Deeds;
10. Two (2) Certified True Copies of Tax Declaration of land and existing building/improvements (land classification should conform with proposed use of the building/structure);
11. Two (2) Original Copies of Tax Clearance;
12. Two (2) Photocopies of Current Real Property Tax Receipt;
13. Duly Notarized Copy of the Contract of Lease, Contract to Sell or Deed of Absolute Sale (in additional to items 10-12, in case the applicant is not the registered owner of the location);
14. Barangay Clearance (specifying the permit being secured);
15. Environmental Compliance Certificate (for ECC covered projects);
16. National Housing Authority (NHA) Clearance (for constructions within NHA area of jurisdiction);
17. Traffic Impact Analysis for traffic generating building that gave very high volume of pedestrian and vehicular traffic;
18. Developer's or HOA's Clearance whichever is applicable as to relevant restrictions within the subdivision;
19. Mayor's Permit of Contractor; and
20. Secretary's Certificate (for Corporation).



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For application of Occupancy Permit, the following must be submitted to the Office of the City Building Official:

1. Campus Development and Landscaping Plans that include parking space and playground;
2. Completion Forms of Civil Works, Electrical Works, Sanitary Works, and Mechanical Works duly signed by the owner, signed and sealed by the Civil Engineer/Architect, Electrical Engineers, Sanitary Engineer, Mechanical Engineer in charge of the construction. Engineers must attach photocopies of their respective PRC ID and PTR;
3. Two (2) sets of approved plans of Building, Electrical, Sanitary and Mechanical as case requires;
4. Three (3) copies of each of Building, Sanitary and Mechanical Permits;
5. Three (3) copies of the latest Real Property Tax Receipts or Clearances;
6. Three (3) copies of Tax Declaration (land classification should conform to the proposed use of the buildings/properties);
7. Three (3) copies of Transfer Certificate of Title (TCT) and Land Title;
8. One (1) copy of the latest Fire Safety Inspection Certificate;
9. Homeowner's Association (HOA) permission if the establishment is located within its subdivision; and
10. Requirements shall also apply pursuant to Article IV, Section 30, Paragraph 30.9 of DepEd No. 88 s. 2010 otherwise known as the Revised Manual of Regulations for Private Schools in Basic Education which states as "Prior to issuance of permit, the school shall comply with the following:
 - a. Situated far from traffic, neighbors and fire hazards so that necessary instruction and study can be carried on without undue interference from neighbors or traffic and so arranged that the classroom work going on in one will not interfere with those going on in the other classrooms, study rooms, laboratory rooms or library,
 - b. Planned and so constructed that in case of fire, typhoon and earthquake, all students can evacuate the building promptly and safety,
 - c. Provided with fire escapes, fire extinguishers and other safety devices,
 - d. Provided with satisfactory toilet facilities, separate for students and faculty by gender,
 - e. Adequately and properly lighted and ventilated,
 - f. Contains sufficient space, furniture and fixtures for the general needs of the administrative staff, faculty and students,
 - g. Not used in any manner for private residence or for other purposes that might interfere directly or indirectly in the proper functioning of the school,
 - h. Accessible and suitable administrative office, faculty rooms and library,
 - i. Adequate space for students/personnel services,
 - j. Sufficient space for Home Economics and other vocational courses,
 - k. The doors of the classrooms and laboratory rooms lead or open outwards towards the corridors, and
 - l. In case of a two (2) or more storey building, at least two (2) stairs with a minimum width of two (2) metres shall be provided subject, however, to other government regulations. Ramps shall be provided for students with special needs (BP No. 344 or Accessibility Law)".

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- k. The doors of the classrooms and laboratory rooms lead or open outwards towards the corridors, and
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SECTION 6. GENERAL PROVISIONS. The proposed school must adhere to the City's Comprehensive Land Use Plan (CLUP), Zoning Ordinance (Ordinance No. 2000-009) and Building Code of the Philippines. It must also adhere to the standards set by the Department of Education (DepEd) for location of school to environment and school buildings.

SECTION 7. PROHIBITED ACTS. The City Building Official shall not issue an Occupancy Permit if, upon Final Inspection, the structure does not meet the standards of the Building Code of the Philippines and the Department of Education (DepEd).

No private school shall use any of the aforementioned permits of another school that is no longer operational or a permit that has expired.

No residential housing units shall be reclassified for educational or institutional use/purposes.

SECTION 8. PENALTY CLAUSE. Any private school that violates this Ordinance shall have its Occupancy Permit revoked. Likewise, any private school owner or shareholder who violates this Ordinance shall be fined with an amount of Five Thousand Pesos (Php 5 000.00) or an imprisonment for a period not exceeding one (1) year, or both at the discretion of the Court.

SECTION 9. REPEALING CLAUSE. All other ordinances, executive orders, rules and regulations contrary to or inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 10. SEPARABILITY CLAUSE. If for any reason, any part or provision of this Ordinance shall be declared unconstitutional or invalid, other parts that are not affected thereof shall continue to be in full force and effect.

SECTION 11. EFFECTIVITY CLAUSE. This Ordinance shall take effect thirty (30) days after its posting at the bulletin boards of the City Government and upon publication in a newspaper of local circulation.

ENACTED under THIRD/FINAL READING on 26 JULY 2018.



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SP Member


JONAS GLYN P. LABUGUEN
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SP Member


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CHRISTOPHER N. CUSTODIO
SP Member

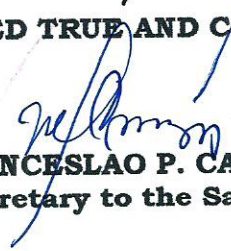

FLORENCIO D. AYOS
SP Member


VIVENCIO Q. LOZARES, JR.
SP Member


HERNANDO M. GRANADOS
SP Member


SAM DANIEL C. MORENA
SP Member/SKF President

CERTIFIED TRUE AND CORRECT:


WENCESLAO P. CAMINGAY
Secretary to the Sanggunian


ATTESTED:


MAURITO C. SISON
City Vice Mayor/Presiding Officer

APPROVED:


ANTONIO A. FERRER
City Mayor

