



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area Manila



097.13 DPWH
11.27.2024

NOV 26 2024

DEPARTMENT ORDER)
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NO. 215)
Series of 2024)
dt 11/27/2024

**SUBJECT : Levels of Authority of DPWH
Officials for Building Code-Related
Activities**

In the interest of service, and pursuant to the return of the National Building Code Development Office (NBCDO) from the Office of the Secretary to the Office of the Undersecretary for Technical Services and Information Management Service by virtue of Department Order No. 32, series of 2024, the levels of authority of DPWH Officials concerning Building Code-related activities, except those matters falling under the National Building Code Review Committee (NBCRC) as stated in Department Order No. 169, series of 2024, are hereby established as prescribed in the attached Matrix (Annex A).

This Order does not modify existing duties and/or levels of authority for Building Officials which shall continue to be governed by the appropriate laws and issuances.

For the information and compliance of all concerned.


MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN4V19004

LEVELS OF AUTHORITY ON BUILDING CODE ENFORCEMENT (DPWH CENTRAL OFFICE)			
NBCDO ACTIVITIES/ INITIATIVES	NBCDO EXECUTIVE DIRECTOR/OIC-EXECUTIVE DIRECTOR	UNDERSECRETARY FOR TECHNICAL SERVICES	SECRETARY
A. BUILDING CODE POLICIES AND STANDARDS			
1. COMMENTS ON BUILDING CODE RELATED LAWS	Prepare (Copy Furnish the Legislative Liaison Office for further instruction/ coordination)	Recommend	Approve
2. IMPLEMENTING RULES AND REGULATIONS OF ALL KINDS OF BUILDING STANDARD LAWS INVOLVING THE DPWH	Prepare	Recommend	Approve
3. INTERAGENCY ISSUANCES	Prepare	Recommend	Approve
4. DEPARTMENT ORDER/MEMORANDUM CIRCULAR AND/OR SPECIAL ORDER	Prepare	Recommend	Approve
5. MEMORANDA CIRCULAR	Prepare	Recommend	Approve
B. BUILDING CODE OPERATIONS			
1. APPOINTMENT/DESIGNATION OF BUILDING OFFICIALS			
a. Appointment of Building Officials	Procedure to be covered by a separate issuance		Approve
b. Designation of District Engineers as Building Official through Special Order	Prepare	Recommend after discussion with the concerned Undersecretary for Operations and Human Resource and Administrative Service (HRAS)	Approve
c. Designation of Other Officials as Building Officials	Prepare	Recommend after discussion with the HRAS	Approve
2. DECISIONS, ORDERS AND RESOLUTIONS ON BUILDING CODE CASES			
a. Case numbering, docketing, and records management	Sign		
b. Status quo orders and other Interim or Interlocutory orders to the Building Official, Communication to Parties and other Stakeholders	Sign		
c. Designation of Inspectors for Buildings and Structures			
i. Inspections for Dangerous and Ruinous Buildings/Structures and other violations of PD 1096	Sign		
ii. Inspections for Condemnation/Structural Evaluation of: (a) Complex Structures; (b) Multi-Structure; and (c) Government Buildings		Sign (Joint inspection of NBCDO, Technical Services, and other DPWH Offices, as may be required)	
d. Non-litigious Motions, or motions which the Department may act upon without prejudicing the rights of adverse parties, such as but not limited to the filing of Motion for extension to file answer, Motion for leave (excluding Motion to Dismiss)	Sign		

e. Decisions/Orders/Resolutions on the Appeal from the OBO Decision, Order or Resolution for Violation/s of PD 1096	Prepare	Recommend	Sign
f. Submissions to the Office of the President on Appeal	Sign		
g. Issuance of Certificate of No Appeal / No Motion for Reconsideration	Sign		
h. Transmittal to the Parties and the Building Officials	Sign		
i. Request for Office of the Solicitor General (OSG) Representation in the filing of Comments, if necessary, before the Office of the President, CA, Supreme Court, and other bodies	1. Determine necessity for comment 2. Prepare	Recommend	Approve
j. Filing of criminal complaints for violations of Section 213 of the NBCP after final decision by the Secretary			
i. Referral to the concerned Office of the Building Official	Prepare	Recommend	Approve
ii. Direct filing by the Central Office (upon failure or refusal of OBO to file)	Prepare	Recommend	Approve
3. NATIONAL BUILDING CODE DEVELOPMENT FUND (NBCDF)			
a. Any proposal for increase of Building Code related fees	Prepare	Recommend	Approve
b. Communication to the City/Municipal Treasurer and/or for Building Official and other Local Officials	Sign		
c. Monitor/audit the submitted report of the Local Treasurer and Building Official	Sign		
d. Utilization of 15% share of Office of the Building Official - Program of Works (PoW)	Sign		
e. Request for issuance of Special Allotment Release Order (SARO) & Notice of Cash Allocation (NCA)	Prepare	Recommend	Approve
f. Request for inclusion of National Building Code Development Fund (NBCDF) to the DPWH General Appropriations Act (GAA) (Special Provisions)	Prepare	Approve	
4. OPINION/EXTERNAL COMMUNICATIONS ON ALL BUILDING CODE RELATED MATTERS			
a. Opinions directed to the Building Official and Private Stakeholders on Non-Policy Related Matters (issued on a case-to-case basis)	Sign		
b. Opinions directed to other Government Stakeholders on Non-Policy Related Matters (issued on a case-to-case basis)	Prepare	Approve	
c. Opinions on all Policy-Related Matters	Prepare	Recommend	Approve
d. Other Communications that do not require formulation of an Opinion for Private Stakeholders	Sign		
e. Other Communications that do not require formulation of an Opinion for Government Stakeholders	Sign (Addressee is Director and below or equivalent)	Sign (Addressee is Assistant Secretary, Undersecretary, or equivalent)	Sign (Addressee is Secretary or equivalent)
5. OTHER MATTERS			
a. Inspection of Buildings/Structures in Non-Appealed Cases by NBCDO Inspectorate Team	Sign		
b. Meetings and Conferences on Building Code Related Subjects			
i. Non-policy related concerns	Sign		
ii. Policy-related concerns	Prepare	Recommend	Approve

6. TRAINING			
a. Program and Schedule	Sign (in coordination with HRAS and/or PABO/other government agencies)		
b. Certificates of Training, Attendance, and Participation	Prepare	Recommend	Approve
7. BOARD OF CONSULTANTS			
a. Procurement of Services of Consultants	in accordance with existing rules and regulations		
b. Meeting with Board of Consultants	Sign		
c. Contracts and Incidents, including fees	Prepare	Recommend	Approve
<p>*"Policy-determining" or "policy-related" means that there is requirement of formulation of a position for consistent or uniform action on the part of the office concerned; otherwise, the matter is considered non-policy determining.</p> <p>In cases not covered above, Section 39, Chapter 8, Book IV of Executive Order No. 292 or other appropriate laws, rules and regulations shall govern.</p>			