



Republic of the Philippines  
**OFFICE OF THE MAYOR**  
City of Manila

EXECUTIVE ORDER NO. 12  
Series of 2022

**DESIGNATION OF OFFICIAL SIGNATORIES FOR VARIOUS PERMITS ISSUED BY THE CITY OF MANILA TO PROMOTE EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE FOR MANILEÑOS**

WHEREAS, under *Section 455 paragraph (b)(3)(iv) of Republic Act (R.A.) No. 7160, otherwise known as the Local Government Code of 1991*, the undersigned Mayor of the City of Manila has the power to issue licenses and permits and suspend or revoke them for any violation of the conditions on which they were issued, pursuant to law or ordinance;

WHEREAS, under *R.A. No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, it is the declared policy of the State to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government;

WHEREAS, in order to simultaneously attend to applications for permits, licenses, stickers, and clearances in the City of Manila and to abbreviate the processes in their issuance, it is imperative that the authorities to sign them be delegated to the heads of the appropriate departments pursuant to their designations given below;

THEREFORE, I, **MARIA SHEILAH "HONEY" H. LACUNA-PANGAN, MD, FPDS**, Mayor of the City of Manila, by virtue of the powers vested in me by the 1987 Philippine Constitution, the Local Government Code of 1991, and existing laws, hereby order:

Section 1. Official Signatories. - The following designated city officials shall be the signatories for the corresponding permits, licenses, stickers, and clearances:

<u>Permit</u>	<u>Signatories and Issuing Offices</u>
Sanitary Permit	City Health Officer, Manila Health Department
Building Permit	Building Official as recommended by the Chief of Processing Division with final clearance of the Mayor
Occupancy Permit	Building Official as recommended by the Enforcement Division with final clearance of the Mayor

Electrical Permit	Building Official as recommended by the City Electrician with final clearance of the Mayor
Annual Permit	Building Official as recommended by the Annual Chief, Office of the Building Official
Mechanical Permit	Building Official as recommended by the Mechanical Division Chief
Signboard Permit	Building Official as recommended by the Signboard Chief
Demolition Permit	Building Official for final clearance of the City Administrator
Fire Safety Inspection Permit	Fire Marshall, Bureau of Fire Protection
Registration Sticker	Director or Officer-In-Charge of the Bureau of Permits
Weighing Scale	City Administrator as recommended by the Market Administrator
Calibration	City Administrator as recommended by the Market Administrator
Zoning	City Planning and Development Officer
Business Permit	Secretary to the Mayor as recommended by the Director or Officer-In-Charge of the Bureau of Permits
Occupational Permit	Director or Officer-In-Charge of the Bureau of Permits
Show Cause Orders, Mission Orders and Other Special Permits	Director or Officer-In-Charge of the Bureau of Permits with final clearance from the City Legal Officer
Cease and Desist Orders Closure orders, and the likes	City Legal Officer by authority of the Mayor

Section 2. The above official signatories and their offices shall streamline processes in order to release the permits, licenses, stickers, and clearances to the applicants within the shortest possible turnaround time. The step-by-step processes and time of processing shall be posted conspicuously in front of their respective offices.


Section 3. The above signatories shall also draw up procedures for suspension or revocation of permits, licenses, stickers, and clearances should they be found to be irregularly issued or in cases of any violation of the conditions thereof subject to existing laws and ordinances as well as the procedures for the lifting of suspension or recall of revocation.

Section 4. All prior inconsistent orders, issuances, or directives are considered repealed or modified accordingly.

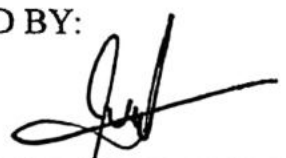
Section 5. This Order consists of only three (3) pages and shall take effect immediately upon issuance.

Section 6. A copy of this Executive Order shall be furnished the Office of the President, Malacañang Palace, pursuant to paragraph (b)(xii), Section 455 of the Local Government Code of 1991.

Done this 20 of July 2022, in the City of Manila, Philippines.

  
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**MARIA SHEILAH "HONEY" H. LACUNA-PANGAN MD, FPDS**  
*Mayor of the City of Manila*

ATTESTED BY:

  
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**ATTY. MARLON M. LACSON**  
Secretary to the Mayor