



REPUBLIC OF THE PHILIPPINES
CITY OF MANILA

OFFICE OF THE CITY ADMINISTRATOR

COMMITTEE ON DORMITORIES



**BASIC GUIDELINES FOR OPERATION OF DORMITORIES
& BOARDING HOUSES IN THE CITY OF MANILA**

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I. CREATION OF COMMITTEE ON DORMITORIES

EXECUTIVE ORDER 7 was signed and approved by His Honor, **Mayor ALFREDO S. LIM** on *06 July 2007* creating a Committee to conduct inspection of all dormitories, boarding houses, room for rent and such allied businesses to ensure that these establishments are operated in accordance with sanitary, fire and other safety laws and ordinances.

The Committee is composed of the following members:

- | | | |
|--|-------|-----------------|
| 1. The City Administrator | | Chairman |
| 2. The City Engineer | | Member |
| 3. The Superintendent
Fire Prevention & Protection Bureau | | Member |
| 4. The Officer-in-Charge
Manila Health Department | | Member |
| 5. The Director
Bureau of Permits | | Member |
| 6. The Officer-in-Charge
Department of Public Services | | Member |
| 7. The City Electrician | | Member |
| 8. The Officer-in-Charge
Officer of the City Treasurer | | Member |

The Committee is authorized to organize teams to carry out the purposes of its creation. Members of each Composite team must be in proper uniform, with proper identification and must observe utmost respect and courtesy during the course of each inspection.

The Chairman of the Committee on Dormitories will issue a Mission Order stating the names of authorized inspectors, date of operation and area of inspection.

The Committee shall also submit to the Secretary to the Mayor the progress report of activities it had undertaken (including actions required) to effectuate its objectives.

II. DEFINITION & CLASSIFICATION OF DORMITORIES

ORDINANCE NO. 4765. *An Ordinance Prescribing rules and regulations for the operation and maintenance of dormitories and boarding houses in the City of Manila, providing penalties for violation thereof; and for other purposes.*

Be it explained by the Municipal Board of the City of Manila, that:

DORMITORY AND BOARDING HOUSE DEFINED. – Any dormitory or boarding house within the meaning of this Ordinance shall be held to include any house or building or portion thereof in which six or more persons may be regularly accepted as boarders for compensation by the day, week or month.

**(Ordinance 4765, Sec. 1)*

For the purpose of this Ordinance, dormitories and boarding houses shall be classified as follows:

- CLASS A - accommodations for 50 boarders or more;
- CLASS B - accommodations for 30 boarders or more but less than 50;
- CLASS C - accommodations for 20 boarders or more but less than 30;
- CLASS D - accommodations for five (5) boarders or more but less than 30;

**(Ordinance 4765, Sec. 3 – Classes of Dormitories and Boarding Houses)*

Every person desiring to secure permit and license to own, keep, conduct or maintain any dormitory or boarding house shall, in his application, make a detailed statement of the following:

a. The kind of construction of the building;

b. The size of each room for guests or boarders;

c. Sanitary facilities;

d. The condition of light and ventilation;

e. The greatest number of persons that can be accommodated at any one time;

f. Size of dining room;

g. Size of kitchen; and

h. Number of employees.

**(Ordinance 4765, Sec. 5 – Contents of Application)*

III. BASIC REQUIREMENTS FOR OPERATING DORMITORIES

1. MAYOR'S PERMIT & BUSINESS LICENSE

Occupational Permit for employees

It shall be unlawful for any person, entity or corporation to own, keep, maintain or conduct, any boarding house or dormitory without first obtaining a permit from the

Mayor and a license therefor duly approved by the proper city authorities. The permit and license abovementioned shall specify the number of persons permitted to dwell or board in every boarding house or dormitory and shall always be displayed in a conspicuous place therein and no person shall maintain or conduct any dormitory or boarding house except in accordance with the terms and conditions of the license issued therefor.

**(Ordinance 4765, Sec. 2 – Permits, License)*

2. FIRE SAFETY INSPECTION CERTIFICATE

2.1. Fire escape/fire exit.

- a. Passageways shall be properly lighted at each flight of stairs, at the intersection of corridors, and at the point of egress to fire escapes. A red light shall be kept during the night.
- b. Every boarding house or dormitory shall, whenever practicable, be provided with fire escapes. Fire escapes should be placed preferably at street front of the building, far from the stairs and accessible from any point in any floor by means of a clear, unobstructed passage way of at least 1.00 m. wide. This width shall be maintained also on the passageway from the bottom of the fire escape to the street.

**(Ordinance 4765, Sec. 8 – Exit Requirements)*

2.2. Fire protection equipment (fire extinguisher, hose cabinet)

The premises shall be provided with proper fire fighting facilities such as hose cabinets and fire extinguishers.

**(Ordinance 4705, Sec. 9 – Alarm System)*

2.3. Fire alarm.

The premises of class A, B and C boarding houses shall be provided with proper emergency alarm bell, sending stations or gongs which shall be conveniently located for easy access.

**(Ordinance 4765, Sec. 9 – Alarm System)*

2.4. Automatic emergency lighting system.

2.5. Illuminated directional signs.

2.6. Storage of flammable liquids or combustible materials.

No storage of flammable liquids or combustible materials shall be placed on the passageways, fire escapes, stairs, and exits, or any part of the premises without permit from the Fire Department.

**(Ordinance 4765, Sec. 11– Storage of Flammable Liquids and Combustible Materials)*

2.7. Fire safety programs & measures required.

The owner, operator, manager or administrator of dormitories or other similar establishments shall provide and post in conspicuous places along the hallway/corridor of each floor their approved Emergency Evacuation Plan.

**(Fire Code of the Philippines, Sec. 1.103)*

3. CERTIFICATE OF FINAL ELECTRICAL INSPECTION (for the current year)

- a. All rooms, passageways, stairways and other parts of the premises shall be properly and adequately lighted by natural or artificial means or by both in consonance with standards of illumination practices.
- b. Good lighting shall be provided in all rooms and premises and shall include illumination adequate in amount for such premises and rooms used for reading and study purposes shall have at least an illumination level of 50-foot candles.

- c. For class A dormitories and boarding houses, the electrical lighting facilities for passageways, stairways, and fire exits shall be connected on the supply side of the main service equipment of the building.
- d. All lighting equipment, devices and fixtures shall be regularly maintained and kept clean and in good working condition.
- e. The electrical installation and equipment shall be subject to the provision of the National Electrical Code and subject to inspection.

**(Ordinance 4765, Sec. 12 – Lighting and Electrical Facilities)*

4. SANITARY PERMIT

4.1. Health certificates of employees.

Cooks, food handlers, and helpers who handle food for the boarders and other persons in dormitories and boarding houses are hereby required to secure health certificates before being allowed to work and must possess up-to-date health certificates at all times.

**(Ordinance 4765, Sec. 22 – Health Certificates Required)*

4.2. Mixed sleeping quarters for men & women.

It shall be unlawful for any person, entity or corporation to own, keep, maintain or conduct any dormitory or boarding house for mixed (male and female) boarders in the same building.

**(Ordinance 4765, Sec. 17 – Mixed (male & female) Boarders in Dormitories & Boarding Houses Prohibited)*

4.3. Sanitary facilities & plumbing fixtures.

Every dormitory or boarding house shall have at least one shower-head, one floor drain, one water closet and one lavatory for every ten boarders.

**(Ordinance 4765, Sec. 16– Sanitary Facilities; Plumbing Fixtures)*

4.4. Kitchen and Dining room requirements.

- a. Every dormitory or boarding house shall have a kitchen, with adequate natural or artificial lighting system or both which furnishes at least ten-foot candles on all working surfaces measured by a suitable light meter or photometer.
- b. The walls of the kitchen shall be cemented up to the height of 1.25 meters from the floor.
- c. Kitchen shall be well ventilated by natural or artificial means or both. Stove hoods, chimney and exhaust ventilation system for adequate fans shall be provided when necessary.
- d. Kitchen and dining rooms shall be effectively screened against flies 8 to 12 mesh per linear inch and provided with self-closing doors.
- e. The minimum floor area of a kitchen shall be six square meters with minimum width of two meters for dormitories or boarding houses with less than 20 boarders; while those of more than 20 boarders shall have a kitchen with a minimum floor area of 12 square meters with a minimum width of three meters.
- f. Every boarding house or dormitory shall have a separate dining room with adequate ventilation and lighting system which furnishes at least ten-foot candles.

**(Ordinance 4765, Sec. 18 – Kitchen and Dining room requirements)*

4.5. Premises to be kept clean and sanitary.

The floors, walls, ceilings, windows, tables, chairs, beds, plumbing fixtures, kitchen, stairways, passageways, yard, driveways and alleys contiguous with the premises

shall be kept clean, sanitary, and free from rubbish, refuse, dust, dirt, useless or offensive materials, flies, rodents, and other vermin.

**(Ordinance 4765, Sec. 19 – Premises to be kept Clean and Sanitary)*

4.6. Ventilation, size of room and bed spacing.

- a. All buildings erected or altered for use as dormitory or boarding house shall have their rooms of such size that adequate air space shall be provided for each occupant. The minimum height of bedrooms shall be three meters, unless air conditioned where it shall not be less than two-and-a-half meters, the minimum length, three meters. **(6 occupants allowed for every 20 sq.m.)**
- b. All bedrooms shall have a window area of at least ten percent of the floor area unless air-conditioned.
- c. Beds shall be so spaced so that the distance between two beds shall be at least sixty centimeters.

**(Ordinance 4765, Sec. 14 – Ventilation, Size of Rooms, Bed Spacing)*

4.7. Overcrowding.

Any dormitory or boarding house which does not follow the spacing for beds as herein prescribed shall be deemed overcrowded.

**(Ordinance 4765, Sec. 15 – Evidence of Overcrowding)*

5. CERTIFICATE OF ANNUAL BUILDING INSPECTION

5.1. Type of buildings.

- a. Any 3-storey building erected for dormitory or boarding house for the accommodation of over 100 persons or any building or section of building exceeding 3-storey to be used for said purposes, shall be of reinforced concrete structural framing or of steel structural framing covered with concrete. PROVIDED, FURTHER, That if more than 50% of such buildings are altered the requirements herein provided shall be complied.
- b. Building accommodating less than 100 persons shall not exceed 3-storey in height or 12 meters if of non-fireproof structures but in no case lower in quality than that of a frame structure.

**(Ordinance 4765, Sec. 7 – Types of Building)*

5.2. Common Building Violations

- a. Dilapidated building structures, floor, sidings, ceilings.
- b. Inadequate emergency entrance and exit facilities.
- c. Failure to comply with provisions of open space.
- d. Defective plumbing and absence of water supply.

**(National Building Code – P.D. 1096)*

6. SUFFICIENT GARBAGE DISPOSAL FACILITIES

Suitable fly-proof and water-tight garbage receptacles made of metal with metal tight fitting covers shall be provided. Garbage and other waste materials shall be removed from the premises daily and shall not be allowed to become nuisance. Immediately upon emptying such receptacles, same shall be properly cleaned.

**(Ordinance 4765, Sec. 20 – Garbage Receptacles)*

7. PERSONAL ACCIDENT INSURANCE

8. NO SMOKING SIGN REQUIRED

The owner, operator, manager or administrator of the establishment shall provide and post in conspicuous places therein appropriate and legible “NO SMOKING Pursuant to City Ordinance of Manila” signs of uniform color and size to be determined by the Office of the Mayor.

***Overall size – 297 x 210 mm/A4 size); font & size for “NO SMOKING AREA” or “SMOKING AREA” – Arial Black 122pt; font & size for “GOVERNMENT WARNING” – Arial Black 48pt; font & size for “Tobacco Regulation Act” – Arial Black 132 pt.**

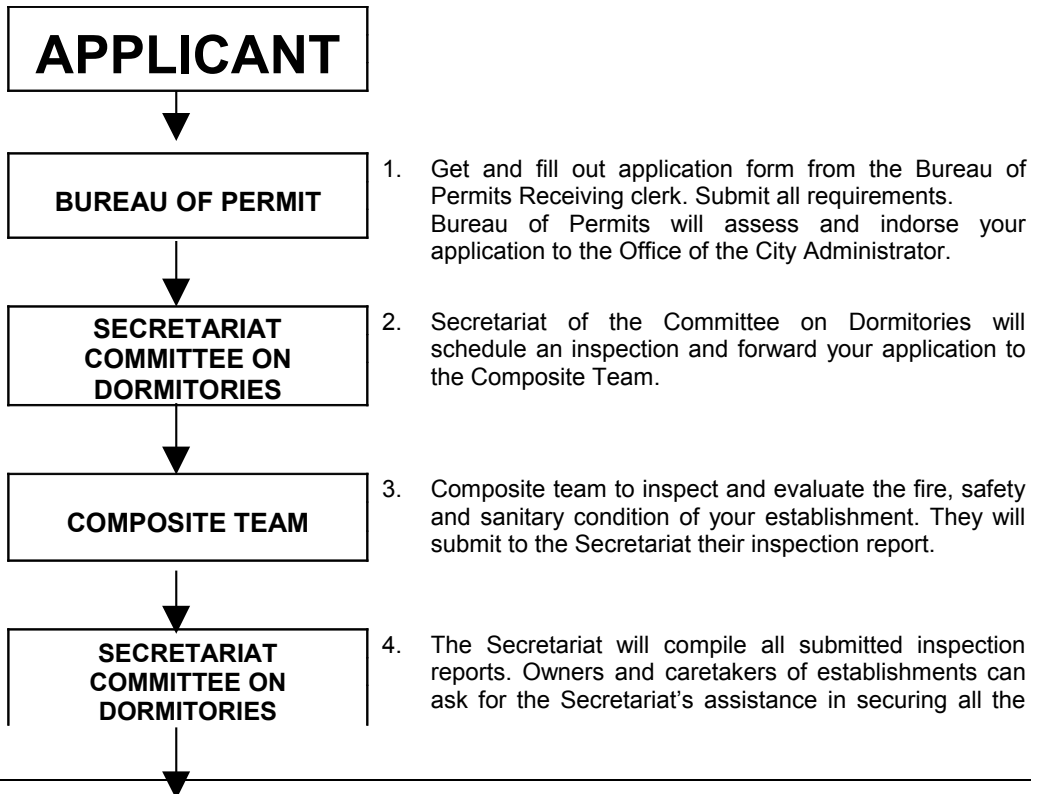
**(Ordinance 7748, Sec. 4 – No Smoking Sign Required)*

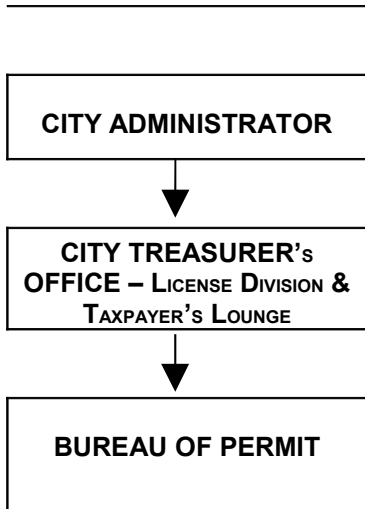
IV. PENALTY *(under Ordinance 4705)*

PENALTY. In case of violation of any of the provisions of the Ordinance, the license and permit to operate the dormitory or boarding house shall, after being given due notice (*1st, 2nd and Final notice*), be revoked by the Mayor, forfeiting to the City all sums paid.

**(Ordinance 4765, Sec. 23– Penalty)*

V. PROCESS FLOW FOR BUSINESS PERMIT & LICENSE





needed permits and certificates.

5. Upon submission of all the requirements, the City Administrator will indorse your application to the Bureau of Permits – for issuance of Municipal Permit and License.
6. Secure Statement of Account (SOA) at the License Division, and pay for all the necessary business taxes at the Tax Payer’s Lounge.
7. Present all accomplished requirements to the Bureau of Permits for issuance of your Municipal Permit and License.

*REQUIREMENTS & PROCESS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

VI. STEPS IN APPLYING FOR A PERMIT & LICENSE

(DORMITORY, BOARDING HOUSE, ROOM FOR RENT OR OTHER SIMILAR ESTABLISHMENT)

- Step 1** Proceed to the Bureau of Permits and get a Business application form from the receiving clerk. Properly and completely fill-out the application form.
The Bureau of Permits is located at the G/F of the Manila City Hall.
- Step 2** For *new applicant(s)*, submit the following documents together with your accomplished application form to the Bureau of Permits:
 - Barangay certificate
 DTI certificate/SEC
 Lease of Contract
 - Public Liability Insurance
 For *renewal of permit/license*, you are requested to present/submit your previous business permit/license to the Bureau of Permits.
- Step 3** The (Bureau of Permit) receiving clerk will issue a claim stub acknowledging the receipt of your application. The Bureau of Permits will then issue and forward your application to the Committee on Dormitories, Office of the City Administrator.
- Step 4** Upon receipt of the Indorsement from the Bureau of Permits, the Secretariat of the Committee on Dormitories will schedule an inspection to check the fire, safety and sanitary condition of your establishment. The inspection will be conducted/ carried out by the Dormitory Composite Team.

* For renewal, submit your previous Business Permit, Fire Safety Inspection

Certificate(FSIC), Certificate of Final Electrical Inspection (CFEI), Sanitary Permit, & Certificate of Annual Building Inspection to the Secretariat of the Committee on Dormitories.

Step 5 The composite team will assess and submit a report to the Committee on Dormitories whether your establishment has complied with the set standards of the City of Manila for sanitary, fire and safety requirements.

For schedule and inquires concerning the result(s) of the inspection conducted by the composite team on your establishment, please visit or call the Committee on Dormitories Secretariat (located at the City Administrator's Office, 2nd Floor Manila City Hall; tel. # 5270984).

Step 6 After accomplishing and submitting all required documents, the Committee on Dormitories Secretariat will indorse your application to the Bureau of Permits.

Step 7 Secure a Statement of Account (SOA) at the License Division of the City Treasurer's Office and present it to the Bureau of Permits for issuance of Municipal Permit and Business License.

**Please furnish the Secretariat of Committee on Dormitories copies of all the stated requirements so we can update your business profile and for other future record purposes.*



LINISIN, IKARANGAL ANG MAYNILA

Office of the City Administrator /JPM

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