



Republic of the Philippines  
City of Bago  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

**ORDINANCE NO. 13-08**

**AN ORDINANCE REGULATING THE ESTABLISHMENT AND OPERATION OF BOARDING HOUSES AND DORMITORIES IN THE CITY OF BAGO, PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF, AND FOR OTHER PURPOSES.**

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Sponsored by: SP Member Bernadette M. Somcio  
Chairman, Committee on Social Services  
Chairman, Committee on Education

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On motion of Sangguniang Panlungsod Member Bernadette M. Somcio, duly seconded by Sangguniang Panlungsod Member Ma. Josefa Y. Matti, the Sangguniang Panlungsod as a whole:

Be it ordained by the Sangguniang Panlungsod of the City of Bago that:

**Section 1. Title of the Ordinance.** – This ordinance shall be known as The Bago City Ordinance on Boarding Houses and Dormitories.

**Section 2. Rationale.** – In 1980 Bago City College was established as a tertiary educational institution to serve the youth of Bago City and other municipalities and cities. It has offered affordable and quality education that has attracted many students. The growth of the Bago City College has been consistent since and it has been noted that more than 50% of these students are not only from Bago City and its hinterlands but also from distant municipalities, cities and provinces. These students need a place they can stay in while away from their homes. This in a limited scale also happens in several barangays where there are secondary schools. Some students who live far opt to stay in boarding houses for the duration of the week or months as they attend classes. Furthermore, it has been noticed that there are also professionals who stay as regular boarders or transients in dormitories and boarding houses. Hence boarding houses and dormitories have become necessary for students and others who seek temporary residence while in Bago.

Dormitories and boarding houses have become a thriving business in Bago City that should be encouraged as they respond to the dwelling needs of a sizable number of people; however, the protection and safety of boarders in all aspects being serious concerns of the City of Bago necessitate that regulations and standards for the establishment and operation of boarding houses and dormitories in the City of Bago be clearly imposed.

This Ordinance shall ensure that boarders living in boarding houses and dormitories within the scope of the City have sufficient and decent living quarters that are healthful and sanitary, have facilities conducive to their studies, rest and other pursuits, and free from pernicious influences that may endanger their physical, social, psychological, and moral development.

**Section 3. Definition of Terms.**

As used in this Ordinance, the following terms shall mean as:

- a. Dormitory or Boarding house – refers to any house, building or structure or any portion thereof, in which five (5) or more persons are regularly accepted as boarders upon payment for food and/or lodging purposes. The said payment may be in the form of cash, goods and/or services which are made regularly.
- b. Boarder – refers to any student or any person who lives in a boarding house or dormitory for a consideration payable in cash, goods, services or any combination of these mentioned.
- c. Landlord/lady, Owner, Operator – refers to any natural or juridical person who owns, manages or maintains a dormitory or boarding house, or the duly authorized representative or agent of such person.

d. License/Permit – is a right or permission granted by the City Government of Bago in accordance with the law by competent authority to any natural or juridical person to operate, manage or maintain a dormitory or boarding house after payment of the license fees.

e. Bed space owners –refers to any natural or juridical persons who owns, manages or maintains any house, building or structure or a portion thereof who accepts less than five (5) persons who occupy beds or sleeping space for a consideration of money, services or goods or a combination thereof.

f. Permit Plate – refers to a metal or plastic plate at least 15 centimeters wide and 30 centimeters long specifying the maximum number of boarders or bed spaces an owner is authorized to accept, with the permit number and year said permit is valid for, and shows that the owner has complied with standards and requirements for sanitation, health, and safety.

h. Local Council for the Protection of Women (LCPW) – is a body established in the City the main function of which is to see to the interests and protection of the women in Bago City.

**Section 4. Registration of Boarders.** – Boarding Houses shall maintain a register of boarders specifying the name, age, sex, address, school and course studied together with the curriculum year; or place and address of employment for those working, and to include name, address and contact numbers of parents or guardians for minors. Owners or landlords/ladies shall also keep a copy of the written permission or contract with parents of minors to board in such boarding house/dormitory. This registry shall record the days, months or years of the stay of the boarders.

This registry shall be available for perusal and inspection of persons in authority for any lawful purpose.

**Section 5. Bago City College as Agent.** The Bago City College as an agent of the City Government of Bago must maintain a register of duly licensed boarding houses which they may recommend to enrolling students. They shall also have a registry of students boarding on a specific year and their boarding houses, owners of such and contact numbers. Guidance Counselors and school nurses of Bago City College shall also include in their duties visits to boarding houses and shall make reports and recommendations to the College Administrator who in turn shall submit these to the Local Council for the Protection of Women (LCPW).

**Section 6. Issuance of License.** The following provisions shall govern the issuance of license to dormitory and boarding houses.

a. Boarding houses and dormitories and bed spaces shall be considered as business establishments; hence, shall be required to secure annual business and sanitary permits to operate. The following shall be the requirements in the procurement of the above-stated permits and licenses:

1. an approved building permit,
2. certificate of occupancy in the case of existing buildings,
3. certificate of compliance of zonal requirements, for new dormitories/boarding houses,
4. certificate of annual inspection as required by the nature of the business,
5. Fire Safety Inspection Certificate (FSIC) from the local Bureau of Fire Protection Unit

b. Aside from the written permits and licenses, owners shall secure a license plate which shall be prominently displayed at the front doorway of the dormitory or boarding house, building or structure.

c. Applicants for business permits/licenses to operate boarding houses, bed spaces and/or dormitories must indicate the number of occupants such can accommodate and in no case shall be permitted to accommodate dwellers or boarders beyond the number stipulated therein;

d. Renewal of license shall be granted upon the submission of the owner of a sworn statement that he/she will continue to comply with this ordinance subject to periodic inspection by duly authorized authorities to determine his/her compliance.

e. A graduated schedule of license fees shall be levied by the City Treasurer's Office depending on the capacity of boarders that can be accommodated by the dormitory or boarding house provided that the actual amount to be levied shall be determined from time to time by the Sanggunian Panlungsod. Unless otherwise provided, the schedule of license fees per annum shall be as follows:

1. Two hundred fifty pesos (P250.00) for dormitory/boarding houses with a capacity for not more than five (5) boarders.

2. Five hundred pesos (P500.00) for a dormitory/boarding house with a capacity for more than five (5) but not more than fifteen (15) boarders.

3. Seven Hundred fifty (P750.00) pesos for a dormitory/boarding house with a capacity for more than fifteen (15) but not more than twenty (20) boarders.

4. One thousand pesos (P1,000.00) for a dormitory/boarding house with a capacity for more than twenty (20) but not more than thirty (30) boarders.

5. One thousand five hundred pesos (1,500.00) for a dormitory/boarding house with a capacity for more than thirty(30) but not more than fifty (50) boarders.

6. Two thousand pesos (P2,000.00) for a dormitory/boarding house with a capacity for more than fifty (50) boarders.

#### **Section 7. PREMISES AND FACILITIES**

a. Construction – The building to be used as dormitory/boarding house must comply with the National Building Code of the Philippines and its revised implementing rules and regulations.

b. Exits and passageways – shall conform with the Fire Code of the Philippines 2008 and its IRR.

c. Alarm System and Fire Protection Equipment – shall conform with the Fire Code of the Philippines 2008 and its IRR.

d. Rooms

1. Bedroom -The bedrooms for boarders must comply with the provisions of the National Building Code especially in terms of space, lighting, ventilation so as to ensure comfort and ease for the occupants of the same.

2. Dining room – The dining room shall be separate from the sleeping quarters and must be maintained in a sanitary condition all the time.

3. Study areas – Adequate space and facilities for a conducive study room shall be provided. Appropriate tables and comfortable chairs must be provided; likewise with lights bright enough for studying boarders.

4. Receiving Room- There shall be a receiving room where visitors maybe received. Visitors of the opposite sex than those who occupy the sleeping quarters shall not be allowed to stay in the bedroom at anytime of the day or night.

5. Lavatory and Bathroom – One comfort room and one bathroom shall be provided for every ten (10) boarders.

6. Kitchen – There shall be a separate kitchen area which shall be maintained in a sanitary condition all the time. Plastic or metal garbage receptacles shall be provided with tight fitting covers. Garbage and waste materials shall be removed regularly so as not to become a health hazard or nuisance. Receptacles shall be properly cleaned immediately after these are emptied.

7. Water Supply – There shall be provisions for safe, potable water and adequate supply for washing and other purposes.

8. Laundry and Washing – There shall be adequate water and facilities for washing and drying of laundry.

9. Lighting and Ventilation – The kind of lights to be provided in the rooms shall conform to the provisions of the Philippine Electrical Code.

10. Sanitation - The premises including the yard, driveways ,and alleys contiguous with the premises, shall, at all times, be kept clean, sanitary and free from dust, dirt, refuse, rubbish, flies, rodents, mosquitoes,

cockroaches and other harmful materials or vermin. This includes the provision of drainage that is in working and sanitary condition to ensure healthful surroundings for the boarders.

#### **Section 8. – Lighting and Ventilation**

a. Lighting and electrical installations – Rooms, passageways, stairways and other parts of the premises shall be lighted by natural and/or artificial means in consonance with the Philippine Electrical Code.

1. Electrical equipment and installations shall conform to the Philippine Electrical Code and shall be subjected to periodic inspection.

2. Lighting equipment, devices and fixtures, shall at all times, be maintained in clean, safe and in good working condition.

b. Ventilation – The premises shall conform to the ventilation requirements embodied in the Philippine Electrical Code.

**Section 9. Health Certificates** – All personnel, particularly cooks, food handlers, waiters or kitchen helpers who handle food, shall be required health certificates before being allowed to work.

**Section 10. Security of Boarders** – Security of Boarders, either from intruders or other persons, from pernicious influences and other factors that may have adverse effect upon them shall be an important concern of the owners, landlords/landladies. In this connection:

a. Landlords/landladies or their authorized representatives shall be present in the dormitories or boarding houses at all times.

b. Male boarders shall not be allowed to stay in females' sleeping quarters at anytime. Partitions between bedrooms shall conform to the provisions of the National Building Code.

c. No drinking among student boarders at any time within the vicinity of the dormitory or boarding house shall be tolerated by the owners or landlords/landladies.

d. No gambling among student boarders at any time within the vicinity of the dormitory/boarding house shall be tolerated by the owners or landlords/landladies.

e. No smoking shall be allowed inside sleeping quarters or any other closed areas to avoid causing of fire or sicknesses due to smoke circulating within the dormitory/boarding house.

f. A reasonable curfew hour shall be imposed by the landlords/landladies; visiting hours shall also be regulated for the benefit of all the boarders.

g. No deadly weapons like firearms, bladed weapons, and explosives shall be kept or carried within the premises of the boarding house.

h. Security Guards shall be provided for boarding houses with fifty or more boarders.

i. Boarding houses and dormitories shall have printed rules and regulations displayed at a prominent place in the vicinity, which shall be regularly discussed with the boarders. This shall include the pertinent provisions of this ordinance and shall include most importantly the contact numbers of the local City Social Welfare and Development Office ( CSWDO), the Philippine National Police ( PNP), the Bureau of Fire Protection Unit ( BFPU), the Bago City Hospital (BCH) and the Local Council for the Protection of Women (LCPW) .

**Section 11. Local Council for the Protection of Women (LCPW).** – The Local Council for the Protection of Women shall be created through an executive order by the Local Chief Executive. From among the members of this Council, the Taskforce Dormitories/Boardinghouses shall be formed and which shall oversee to the compliance of the owners, landlord/landladies of the provisions of this Ordinance. They shall conduct inspection of dormitories/boarding houses at least twice a year and submit a report with their recommendations as to the conditions of the boarding houses to the Council. Members of the Taskforce shall

be; but not limited, to the following enumerated: (A representative maybe sent by the member in case he/she cannot go with the Taskforce.)

- a. the City Mayor
- b. the Sanggunian Panlungsod Chairperson of the Committee on Women and Family
- b. the City Social Welfare and Development Officer
- c. the City Health Officer
- d. the City Tourism Officer
- e. the City Treasurer
- f. the Chief of Police
- g. the Head of the PNP Women and Children’s Desk
- h. the Bago City College Administrator
- i. the Chief of the Bureau of Fire Protection Unit
- j. the Representative of the NGO for the women sector

**Section 12. Responsibility for Observance of the Ordinance, Violations and Penalties Thereof –**

1. The owner, landlord/landlady shall be responsible for maintaining the dormitory or boarding house in accordance with this Ordinance.

2. The City Government shall revoke the owner and landlord/landlady’s license if he/she fails to comply with any of the provisions thereof and subject further to the following fines:

- First violation –Written Warning
- Second Violation – Fine of One Thousand Pesos (P1,000.00) for violations as determined and recommended by the Taskforce on Dormitories and Boarding Houses
- Third Violation – Fine of Three Thousand Pesos (P3,000.00) for violations as determined and recommended by the Taskforce on Dormitories and Boardinghouses.

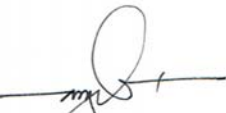
**Section 13. NATIONAL BUILDING CODE.** – This ordinance shall be supplemented by the applicable provisions of the National Building Code and National Fire Code whenever there is a conflict between the provisions hereof and the National Building Code on building requirements the Codes shall prevail.

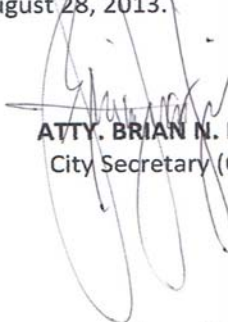
**Section 14. Repealing Clause.** – Any ordinance and issuance which are inconsistent with any provision hereof shall be considered repealed or rendered null and void.

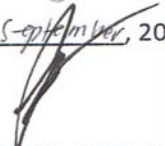
**Section 15. Effectivity** – This Ordinance shall take effect thirty (30) days after its approval by the Local Chief Executive and after due publication and notice to the public in general, with the exception of existing dormitories/boarding houses which shall be given grace period of six (6) months from the date of enactment of this Ordinance within which to comply with the provisions of this Ordinance.

Enacted, August 28, 2013.

I hereby certify to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Panlungsod during its regular session held on August 28, 2013.

Attested:   
**NICHOLAS M. YULO**  
City Vice Mayor and  
Presiding Officer

  
**ATTY. BRIAN N. MARTIR**  
City Secretary (CGDH-I)

Approved Done this 5th day of September, 2013.  
  
**RAMON D. TORRES**  
City Mayor