

## CONSTRUCTION POLICIES AND GUIDELINES

- a) General Policies:
- i) **Qualified Applicants.** Structure owners whose name appears on the census conducted on 1991 and/or 2001;
  - ii) **Allowed Works.** Only the following construction works shall be allowed for implementation within the JHRA:
    - (a) *Repair.* Remedial work done on any damaged or deteriorated portion/s of a building/structure to restore its original condition.
    - (b) *Renovation.* Any physical change made on a building/structure to increase its value, utility and /or to improve its aesthetic quality.
    - (c) *Alteration.* Construction in a building/structure involving changes in the materials used, partitioning, location/size of openings, structural parts, existing utilities and equipment but does not increase the overall area thereof.
  - iii) **Conversion.** There will be no conversion in the use or occupancy of the structure.
  - iv) **New Construction.** No new constructions are to be allowed within the JHRA.
  - v) **Authority to Abate and/or Demolish.** JHMC shall have the authority to stop and/or demolish all construction works not in compliance with the approved repair/renovation/alteration plans.
  - vi) **Government Infrastructure Projects.** No government infrastructure projects shall proceed without the expressed consent from JHMC/BCDA.
  - vii) **Prohibited Works**
    - (a) Horizontal and vertical expansion
    - (b) Works done resulting in an increase in the original floor area
    - (c) Cutting of trees
- b) Construction Guidelines
- i) Documentary requirements to be submitted by applicants:
    - a. Letter of Intent to conduct repair/renovation/alteration;
    - b. In case of minor repair/renovation/alteration works:
      - Cost Estimate, Bill of Materials and repair/renovation/alteration plans signed by the structure owner.
    - c. In case of works affecting structural members:
      - Cost Estimate, Bill of Materials and repair/renovation/alteration plans duly signed and sealed by a registered Engineer or Architect concurred by the structure owner.
    - d. Duly notarized Undertaking and Waiver
  - ii) Documentary requirements to be submitted by the Implementing Agencies of the Government:
    - a. Letter of Intent to conduct construction works;
    - b. Approved Program of work (POW) and Construction Plans; and
    - c. Copy of contract between the Implementing Agency and the Contractor.

**STRUCTURE REPAIR/RENOVATION/ALTERATION APPLICATION FORM**

<b>PERSONAL DATA</b> (to be filled up by the applicant)		
NAME : (Family name, First name, M.I.)		
ADDRESS :		
TEL. NO.	OCCUPATION	SEX M <input type="checkbox"/> F <input type="checkbox"/>
NAME OF SPOUSE : (Family name, First name, M.I.)		
<b>HOUSEHOLD MEMBERS</b>		
	NAME	AGE
1		
2		
3		
4		
5		
6		
7		
(Use additional sheet if necessary)		
<b>List of items for repair :</b>		
1 Structure owner	1991 Census <input type="checkbox"/>	2001 census <input type="checkbox"/>
2 Scope of Repair works		
a. Repair		<input type="checkbox"/>
Cost Estimates		<input type="checkbox"/>
Bill of Materials		<input type="checkbox"/>
Technical plans signed by structure owner		<input type="checkbox"/>
b. Renovation affecting structural members		<input type="checkbox"/>
Cost Estimates		<input type="checkbox"/>
Bill of Materials		<input type="checkbox"/>
Technical plans duly signed and sealed by a registered Engineer or Architect concurred by the structure owner		<input type="checkbox"/>
c. Alteration		<input type="checkbox"/>
Construction in a building/structure involving changes in materials, partitioning, openings, structural parts, utilities and equipment but does not increase overall area		<input type="checkbox"/>
(Use additional sheet if necessary)		
I declare under the penalties of perjury that the above information was made in good faith, verified by me and to the best of my knowledge and belief is true and correct.		Date
		Applicant's Signature
<b>CENSUS VERIFICATION</b> (To be filled up by JHMC Representative)		
		Date
This is to certify that based on records of DENR / NHA, the residential house of _____ was included in the census conducted by DENR/NHA on _____ with Tag No. (if included).		

**UNDERTAKING AND WAIVER**

KNOW ALL ME BY THESE PRESENTS :

I, \_\_\_\_\_ of legal age, Filipino, single/married, and a resident of \_\_\_\_\_, Baguio City, Philippines, do hereby depose and state :

1. That I am the owner and occupant of the structure located at \_\_\_\_\_ which is included in the 1991 DENR census and/or the 2001NHA-JPDC census, and/or 2013 JHMC Structure Survey;
2. That I have applied for a permit from the John Hay Management Corporation (JHMC) for the repair/renovation/alteration of the said structure with Conditional Permit for Repair/Renovation/Alteration No. \_\_\_\_\_;
3. That there is an urgent need to conduct a repair/renovation/alteration thereon in order to make it habitable;
4. That the said permit is conditional and revocable in nature, dependent upon the terms and conditions set under the Construction Policies and Guidelines within the John Hay Reservation Area (JHRA) approve by the JHMC Board of Directors;
5. That I undertake to faithfully comply with the terms and conditions of the permit. Failure on my part to comply with the terms and conditions of the permit shall be grounds for de-listing of my name from the 1991 DENR Census and/or the 2001 NHA-JPDC Census, and/or 2013 JHMC Structure Survey;
6. The issuance of this conditional permit for repair/renovation/alteration does not give me absolute right over the lot where my residential structure has been built and the area where said improvement will be constructed;
7. That in the event of violation of the terms and conditions of the permit. I hereby authorize JHMC or its duly authorized representative to demolish the said structure without any need of judicial action and confiscate the materials in favor of the government;
8. That for this purpose, I constitute JHMC as my attorney-in-fact and hold JHMC and any of its officers free and harmless from any and all suit relative to the demolition.
9. That for this purpose, I constitute JHMC as my attorney-in-fact and hold JHMC and any of its officers free and harmless from any and all suit relative to the application for Repair/Renovation/Alteration.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ of \_\_\_\_\_ 200\_\_ at Baguio City, Philippines.

\_\_\_\_\_  
Applicant

Signed in the presence of:

\_\_\_\_\_  
PUNONG BARANGAY

**ACKNOWLEDGEMENT**

Republic of the Philippines )  
Done in the City of Baguio ) S.S.

Before me, a Notary Public, for and in the City of Baguio, Philippines, appeared \_\_\_\_\_, made known to me and to me known to be the same person who executed the foregoing Undertaking & Waiver, presented to me an integrally complete document and acknowledged to me that the same is his/her free act and voluntary deed.

The Undertaking and Waiver consists of one (1) page including the page on which this Acknowledgement is written, signed by the Party and his/her witnesses, and sealed with my Notarial Seal.

WITNESS MY HAND AND SEAL

Notary Public  
Commissioned until \_\_\_\_\_  
PTR Number \_\_\_\_\_  
Date Issued \_\_\_\_\_ Place of Issue \_\_\_\_\_  
Doc. No. \_\_\_\_\_; Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_; Series of \_\_\_\_\_