

# WE ARE HIRING OFFICE OF THE BUILDING OFFICIAL (OBO) CLERK

DEADLINE : 20 JUNE 2025

HRD-NOV-2025-1110

Job Level 8, PhP 678.20/day  
Fixed-term Employment

Qualified applicants are requested to  
**PERSONALLY SUBMIT** the following to the  
**HRD on or before: 20 JUNE 2025:**

1. Application letter: Addressed to the: President and CEO Manjit T. Singh Reandi
2. Barangay Certification (Residency and complaints, its nature, and status, if any)
3. Diploma
4. NBI Clearance
5. Notarized Personal Data Sheet (PDS) with three (3) character reference with email addresses and contact numbers. PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES. Write N/A if not applicable
6. Transcript of Records )
7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS  
SHALL NOT BE ENTERTAINED**

## Qualification Standards

EDUCATION: Bachelor's Degree in Civil

Engineering/Architecture preferably with PRC license

EXPERIENCE: At least 1 year working experience in the processing of a building permit or any regulatory permits

TRAINING: None required

OTHER REQUIREMENT: Knowledgeable in Microsoft Office and various Google tools

## Job Description

The position shall provide administrative support to the Office of the Building Official in the enforcement of the National Building Code of the Philippines and in the implementation of the Policy Guidelines on the Issuance of an Authority to Operate.

## General Duties and Responsibilities

1. Receives and checks the completeness of requirements of applications for any National Building Code (NBC) Permits or Certificates.
2. Notify evaluators/Inspectors of applications for any NBC Permits and Certificates.
3. Prepare Performance Evaluation System (PES) related reports and other reports required from the OBO.
4. Receives and checks the completeness of requirements of applications for an Authority to Operate and clearances for Business Permits.
5. Notify evaluators of the Building, Locational, and Sewerage Clearances on incoming applications.
6. Prepares the Order of Payment and ATAP.
7. Regularly updates the Building Official on the day – to – day operations of the office.
8. Perform other tasks as assigned from time to time, as necessary.

*The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law*