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	Department/Section:	Licensing
	Document Title:	PROCESSING OF CERTIFICATE OF ANNUAL INSPECTION

PURPOSE:


To establish guidelines on how to process and comply to the requirements for the issuance of Certificate of Annual Inspection.

OBJECTIVE:

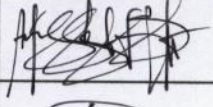



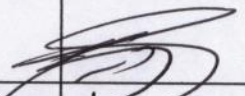


To comply with the requirement of the office of the Building Official (OBO) prior to issuance of the Business Permit.


RESPONSIBLE PERSON:

Licensing Supervisor, Licensing Staff, Engineering and Special Projects Manager or assigned authorized personnel, Safety and Pollution Control Officer, Accounting Payables Staff, Check Releasing Staff Data Protection Officer

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APPROVAL:

	Name/Title	Signature	Date
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	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		5/6/20
Final approved:	GENESIS GOLDI D. GOLINGAN President and CEO		12/28/2020


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PROCEDURE:


1. The Licensing Supervisor shall meet with the Office of the Building Official (OBO's) authorized personnel to request for a schedule of Building and Facility Inspection at RMCI's Main Hospital Building, Annex Building, Executive Building, Medical Arts Building and FHM Building.
2. The OBO will send a Letter of Inspection to Riverside Medical Center, Inc., through the Licensing Supervisor, stating the inspection's final date.
3. The Licensing Supervisor shall then meet with the Engineering and Special Projects Manager and Safety and Pollution Control Officer and request for authorized personnel to assist the OBO's authorized personnel on the day of the inspection.
4. The OBO's authorized personnel will inspect the building and facility. The Licensing Supervisor, Engineering and Special Projects Manager and/or Assigned Authorized Personnel and Safety and Pollution Officer and/or Assigned Authorized Personnel shall accompany and assist the OBO's authorized personnel all throughout the inspection.
5. After the inspection, the Licensing Supervisor will list down/ record the requirements needed for the issuance of Certificate, which will be given by the OBO's authorized representative at the same day.

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6. The Licensing Supervisor or Licensing Staff shall procure these requirements from the Engineering and Special Projects Department, in which will be assisted by the Assigned Authorized Personnel of the Engineering and Special Project Manager and Safety and Pollution Control Officer.
7. The Assigned Authorized Personnel shall then provide the necessary requirements needed or requested by the Licensing Supervisor or Licensing Staff.
8. The Assigned Authorized Personnel shall endorse the complete requirements requested to the Licensing Supervisor or Licensing Staff.
9. The Licensing Supervisor shall submit the requirements to OBO.
10. The Licensing Supervisor shall then secure the order of Payment from OBO.
11. The Licensing Supervisor or Licensing Staff shall process the payment for the inspection fee. He/she shall file a Request for payment, with the Payee and amounts stated in the order of payment from OBO and submit it to the Accounting Payable – Accounting department.
12. The Accounting Payable Staff shall then issue the check and secure approval.
13. The Licensing Supervisor or Licensing Staff shall get the signed check and voucher from the Check Releasing Staff.
14. The Licensing Supervisor or Licensing Staff shall then endorse the check and voucher to the City Treasurer's Office for the payment of the inspection fee.

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15. The Licensing Supervisor or Licensing Staff shall secure the Official Receipt from the City Treasurer's Office. Also, the City Treasurer's Offices' representative shall affix signature and complete printed name to the voucher.
16. The Licensing Supervisor shall then submit the original official receipt and original order of Payment to OBO. If additional requirements were requested upon submission, repeat steps #6, 7, 8, and 9.
17. The Licensing Supervisor shall make a regular follow-up prior to the release of the Certificate of Annual Inspection
18. The Office of the Building Official (OBO) will then schedule the release of the Certificate of Annual Inspection to RMCI.
19. The Licensing Supervisor shall pick-up/ retrieves the issued Certificate of Annual Inspection at OBO.
20. The Licensing Supervisor or Licensing Staff shall send a copy of the Certificate of Annual Inspection to Facilities Management and Engineering and Special Projects Department.
21. The Licensing Supervisor or Licensing Staff shall post to every appropriate Building, a copy of the Certificate of Annual Inspection.
22. The Licensing Supervisor shall safe-keep a copy of the Certificate of Annual Inspection and endorses the original copy to the Data Protection Officer.

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REFERENCE:

Guidelines from Office of the Building Official (OBO) Local Government Unit City of Bacolod. <http://www.bacolodcity.gov.ph/doing-business/how-to-apply-for-business-permit/requirements>. Retrieved: December 08, 2019