



**Republic of the Philippines  
Tanggapan ng Sangguniang Panlungsod  
City of Naga**



**ORDINANCE NO. 813**

**AN ORDINANCE PRESCRIBING GUIDELINES, STANDARDS AND REQUIREMENTS  
GOVERNING THE CONSTRUCTION, USE, OCCUPANCY AND OPERATION OF  
DORMITORIES AND BOARDING HOUSES IN THE CITY OF NAGA: -**

Be it ordained by the Sangguniang Panlungsod of the City of Naga, that:

**SECTION 1. - TITLE OF ORDINANCE.** - This ordinance shall be known as “The Dormitories and Boarding Houses Ordinance of the City of Naga”.

**SECTION 2. - SCOPE OF ORDINANCE.** - The provisions of this ordinance shall control/apply in the construction, use, occupancy and operation of dormitories and boarding houses in the City of Naga to insure that student youth and working minors living in dormitories and boarding houses shall have sufficient shelter, shall live in an environment free from pernicious influences, and conducive to the promotion of his/her health, and shall be protected against exploitation, improper influences or hazards pre-judicial to his/her development.

**SECTION 3. - DEFINITION OF TERMS.** - As used in these ordinance unless specifically provided otherwise:

- a. **DORMITORY OR BOARDING HOUSE** – refers to any house, building or structure or portion thereof, in which six (6) or more persons are regularly accepted as boarders upon payment for the use of living quarters and facilities and/or provisions of meals. Payment may be made by the day, week or otherwise in money, goods and/or services.
- b. **BOARDERS** – refers to any student, working minor or person who lives in a dormitory or boarding house for a consideration payable in money, goods, services, or any combination of money, goods or services.
- c. **OWNER** – refers to any natural or judicial person who owns, manages or maintain a dormitory or boarding house, or the duly authorized agent or representative of such person.
- d. **PERMIT** – refers to a written authorization issued annually by the city officials concerned in accordance with the local ordinance to any natural or judicial person applying for permission to operate, manage or maintain a dormitory, boarding house or to provide bed space.
- e. **LICENSE** – is a right or permission granted in accordance with the law by competent authority after payment of the license fees, to any natural or judicial person to engage in the operation of a dormitory or boarding house.

- 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 spacer the owner is authorized to accept, the permit number and year said permit is valid for, and that the owner has complied with standards and requirements of health, safety and sanitation.
- g. BED SPACE OWNER – refers to any natural or juridical person who owns, manages, or maintains any house, buildings or structure or portion thereof who accepts less than six (6) persons who occupy beds or sleeping space for a combination of money, goods or services.

Where a bed space owner accepts six (6) or more persons within the premises, the same shall be considered a dormitory or boarding house and shall be covered by the provisions of these guidelines.

**SECTION 4. - ISSUANCE OF LICENSE.** - The following provisions shall govern the issuance of license to dormitory and boarding houses;

- a. No license shall be issued until after an applicant for said license shall have satisfactorily shown to duly authorized City Authorities that he/she has complied with the standards and requirements of this ordinance. The owner shall submit a Sworn Statement of compliance and that there are separate activities and premises for males and females boarders.
- b. In addition to the written license the owner shall secure a license plate which shall be prominently displayed at the front doorway of the dormitory or boarding house, building or structure.
- c. 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 City Authorities to determine if he/she complied with this ordinance.
- d. A graduated schedule of license fees shall be levied by the City Treasurer depending on the number of boarders of the dormitory or boarding house provided that the actual amount of fees to be levied shall be determined from time to time by the Sangguniang Panlungsod. Unless otherwise provided, the schedule of license fees per annum shall be as follows:
  - 1. Fifty (P50.00) Pesos for a dormitory or boarding house with accommodation for six (6) but not less than twenty (20) boarders.
  - 2. Eighty (P80.00) Pesos for a dormitory or boarding house for twenty (20) but less than Fifty (50) boarders.
  - 3. One hundred Twenty (P120.00) Pesos for a dormitory or boarding house for Thirty (30) but less than One hundred (100) boarders.
  - 4. One Hundred Fifty (P150.00) Pesos for a dormitory or boarding house for Fifty (50) but less than One hundred (100) boarders.
  - 5. One Hundred Eighty (P180.00) Pesos for a dormitory or boarding house for One Hundred for more boarders.

**SECTION 5. - REGISTRATION.** - All boarders shall be required to register before occupying the dormitory or boarding house. The registration form shall contain the following information: name, address, age, school and/or place of work, name and address of parents or guardian. A boarder who is a minor shall be required to submit the written permission of his/her parent or guardian to register as a boarder at the particular dormitory or boarding house.

A registry of all boarders should be kept by the owner for each current calendar year.

**SECTION 6. - PREMISES AND FACILITIES.** - Facilities and premises for males and females in a particular dormitory or boarding house shall always be separated.

- a. **CONSTRUCTION** – The building shall be fireproof and shall have complied with building code regulation for the type of building; provided that a building three (3) stories or more shall be made up of a reinforced concrete with structural framing or of steel structural framing covered with concrete.
- b. **EXITS** - There shall be passageways and fire escapes.
  - 1. Passageways shall be at least one (1) meter wide and shall be properly lighted at each flight of stairs, intersection of corridors, and the points of egress to fire escapes. A red light shall be kept during the night at the fire escapes.
  - 2. Fire escapes shall be placed at the street front, far from the stairs, and accessible from any floor by means of a clear, unobstructed passageway.
- c. **ALARM SYSTEM** – There shall be an emergency alarm system consisting of sending stations, bells or gongs, conveniently located for easy access and the sound of which shall be clearly audible through the boarding house.

The alarm system should be independent of the general electric circuit to provide for cases where the electrical circuit has to be disconnected due to fire and other emergencies.

d. **FIRE PROTECTION**

- 1. There shall be fire extinguishers and other fire fighting facilities.
- 2. Flammable liquids or combustible materials, shall not be stored in the premises nor placed on passageways, fire escapes, stairs and exits; provided that fuel reasonably required for ordinary cooking purposes may be kept in the kitchen in fireproof safe containers.

e. **ROOMS**

- 1. **BEDROOM** – A bedroom shall have a window area of at least ten (10) percent of the floor area; unless it is air-conditioned, in which case Section 7 shall apply.
- 2. **DINING ROOM** – There shall be dining room which shall be screened, provided with a self closing door and separate from the sleeping quarters.
- 3. **STUDY ROOM** – Adequate space and facilities for study room should be provided. There shall be a separate study room for a dormitory or boarding house with more than thirty (30) boarders. There shall be a separate desk and chair for each boarder.

4. RECEIVING ROOM – There shall be a receiving room for visitors.
5. LAVATORY AND BATHROOM – For every ten (10) boarders, there shall be one (1) showerhead, one (1) lavatory, one (1) water closet and one (1) floor drain.
6. KITCHEN – There shall be a separate kitchen which shall be screened and provided with a self-closing door.
  - i. The minimum floor area for less than twenty (20) boarders shall be three (3) by two (2) meters, and for twenty or more boarders, shall be four (4) by three (3) meters. Walls shall be cemented up to the height of a least 1.25 meters from the floor. When necessary, stove hoods, a chimney or an exhaust ventilation system shall be provided.
  - ii. Plastic or metal garbage receptacle shall be provided with tight fitting covers. Garbage and waste materials shall be removed, 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 provisions for washing and drying of laundry and for washing personal articles.
9. SANITARY CONDITION OF PREMISES – 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 offensive materials or vermin.

**SECTION 7. - LIGHTING AND VENTILATION. -**

- a. Lighting and electrical Facilities – Rooms, passageways, stairways and other parts of the premises shall be lighted by natural and/or artificial means in consonance with Annex “A”, herein made part of these Guidelines.
  1. Electrical equipment and installation shall conform to the National Code and shall subject to periodic inspection.
  2. Lighting equipment, devices and fixtures, shall at all times, be maintained in clean, safe and good working condition.
- b. Ventilation – The premises shall conform to the ventilation requirements embodied in Annex “A”.

**SECTION 8. - HEALTH CERTIFICATES. -** All personnel, particularly cooks, food handlers, waiters or kitchen helpers who handle food, shall require health certificates before being allowed to work.

**SECTION 9. - COUNCIL FOR THE WELFARE OF CHILDREN. -** There is hereby created the City Council for the welfare of children which shall be chaired by the City Mayor with the following as members:

- a. The City Superintendent of School or his duly authorized representatives;
- b. The Department Head or his representative of the Ministry of Social Service and Development;
- c. The City Health Officer or his duly authorized representative;
- d. The City fiscal or his duly authorized representative;
- e. The Chairman, Committee on social Development of the Sangguniang Panlungsod.

The Council shall from time to time Study, recommend and conduct survey and the like to properly implement the foregoing policy in order to insure that student youth and working minors living in a dormitories and boarding houses shall have sufficient shelter, shall live in an environment free from pernicious influences, and conducive to the promotion of his/her health, and shall be protected against exploitation, improper influences or hazards prejudicial to his/her development.

**SECTION 10. - RESPONSIBILITY FOR OBSERVANCE OF THE GUIDELINES. -**

1. The owner and/or operator shall be responsible for maintaining the dormitory or boarding house in accordance with this ordinance.
2. The City Government shall revoke the owner and/or operator's license if he/she fails to comply with his/her responsibility or any of the provisions thereof.

**SECTION 11. - NATIONAL BUILDING CODE. -** This ordinance shall be supplemented by the applicable provisions of the National Building Code and whenever there is a conflict between the provisions hereof and the National Building Code on building requirements the code shall prevail.

**SECTION 12. - EFFECTIVITY. -** This ordinance shall take effect thirty (30) days after its approval by His Honor, the City Mayor 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 five (5) months from the date of enactment of this ordinance within which to comply with the provisions of this ordinance.

**ENACTED:** August 9, 1982.

**WE HEREBY CERTIFY** to the correctness of the foregoing ordinance.

**PORFIRIO B. BADIONG, JR.**  
Kalihim, Sangguniang Panlungsod

**SIEGFREDO D. OBIAS**  
Vice Mayor & Presiding Officer

APPROVED:

**CARLOS G. DEL CASTILLO**  
City Mayor

ATTESTED:

**ERIBERTO C. SERVIDAD**  
Secretary to the Mayor