



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Bonifacio Drive, Port Area, Manila

847. 13 DPWH  
02-14-2008

FEB 13 2008

**NBCDO MEMORANDUM**  
**CIRCULAR NO. 02 )**  
Series of 2008 ~~(02-14-08)~~ )

**TO ALL :** DPWH Regional Directors  
and District Engineers  
City/Municipal Engineers  
Acting Building Officials  
Other Officials Concerned

In order for the service providers to be able to resume the operations of their signs or signboard structures (billboards) and fast track the implementation of Administrative Order Nos. 160 and 160-A, you are hereby directed to use the herein prescribed **Inventory and Assessment Form for Existing Signs and Signboard Structures** and a preformatted letter addressed to billboard owners in consonance to NBCDO MEMORANDUM CIRCULAR NO. 01 series of 2008. Once said signboard structures comply with the setback requirements and assessed to be structurally safe and stable, the Building Official may immediately process and issue the required permits and certificates so that the advertising materials may be attached/installed.

Furnish the National Building Code Development Office (NBCDO), this Department, copies of forms issued relative thereto for reference.

This Order supersedes NBCDO MEMORANDUM CIRCULAR NO. 05 dated November 27, 2006, and all other previous issuances inconsistent herewith.

Strict compliance is enjoined.

**HERMOGENES E. EBDANE, JR.**  
Secretary



WIN8H00248

Encl: a/s

Republic of the Philippines  
OFFICE OF THE BUILDING OFFICIAL

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\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF OWNER/SERVICE PROVIDER

\_\_\_\_\_  
BUSINESS ADDRESS

Sir/Madam:

In compliance with NBCDO Memorandum Circular No. 01, series of 2008 dated January 10, 2008, issued by Secretary Hermogenes E. Ebdane, Jr., a joint inventory was conducted by the DPWH Inspectorate Team last \_\_\_\_\_, 2008 attended by representatives of the Office of the Building Official, Sign and Permit Division, the lot / building owner, your authorized representative(s) in pursuant to the Additional Rules and Regulations amplifying Rule XX – SIGNS of the revised Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (PD 1096) and its Referral Codes, and Administrative Order Nos. 160 and 160-A series of 2006.

We wish to inform you that based on the Inventory / Assessment Report, a copy of which hereto attached, duly signed by the aforementioned representatives, it appears that your sign or signboard structure should be immediately abated/retrofitted/dismantled to ensure compliance to the latest provisions of the IRR of PD 1096, its Referral Codes and AO Nos. 160 and 160-A.

Attached is the report containing the violations and rectification to be voluntarily undertaken as remedial measures within **fifteen (15) days upon receipt hereof** otherwise the DPWH TASK FORCE BAKLAS BILLBOARD shall immediately dismantle your sign or signboard structure, with all the expenses chargeable to your account, without prejudice to criminal prosecution, in order to safeguard life, health, property, and public welfare.

Very Truly Yours,

\_\_\_\_\_  
Building Official

Encl: a/s

cc: The Acting Executive Director  
NBCDO, DPWH  
Bonifacio Drive, Port Area, Manila

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

DISTRICT ENGINEERING OFFICE

INVENTORY AND ASSESSMENT FORM  
FOR EXISTING SIGNS OR SIGNBOARD STRUCTURES

\_\_\_\_\_ Date

**A. PARTICULARS:**

TYPE OF SIGN OR SIGNBOARD STRUCTURE: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
LOT/BARANGAY/CITY/MUNICIPALITY

OWNER/SERVICE PROVIDER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

LOT OWNER: \_\_\_\_\_

BUILDING OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

**B. ZONING CLASSIFICATION OF SITE:**

( ) RESIDENTIAL ( ) COMMERCIAL ( ) INSTITUTIONAL ( ) OTHERS

Remark(s): \_\_\_\_\_

**MINIMUM SETBACK REQUIREMENT: (FRONT: 5m SIDES: 2m REAR: 2m)**

**ACTUAL SETBACK:**

Front: \_\_\_\_\_ (m) Left Side: \_\_\_\_\_ (m) Right Side: \_\_\_\_\_ (m) Rear: \_\_\_\_\_ (m)

OTHER FEATURES OBSERVED: \_\_\_\_\_

**DISPLAY SURFACE:**

Display Material: \_\_\_\_\_ Display Language: \_\_\_\_\_

Height: \_\_\_\_\_ (m) Width: \_\_\_\_\_ (m) Depth: \_\_\_\_\_ (m)

Structure Height measured from the base/pedestal: \_\_\_\_\_ (m)

Pedestal: Width: \_\_\_\_\_ (m) Depth: \_\_\_\_\_ (m) Height from ground: \_\_\_\_\_ (m)

Total Height: \_\_\_\_\_ (m)

**C. MAINTENANCE**

- Presence of corrosion; no anti-corrosion coating
- Newly painted, with anti-corrosion coating
- Corroded structural components \_\_\_\_\_

Remark(s): \_\_\_\_\_  
 \_\_\_\_\_

**D. STRUCTURAL ASPECT:**

- Existing building supporting the roof-mounted sign is considered hazardous.
- Inadequate connections of steel members / structures
- Twisted / distorted steel members / connections
- Inadequate base supports connections, missing nuts / bolts
- Cracks on concrete pedestal
- Visible settlement of foundation
- Others / Remark(s): \_\_\_\_\_

**E. DOCUMENTARY REQUIREMENTS:**

- Building Permit                       Electrical Permit                       Certificate of Use
- Sign/Attachment Permit                       Certificate of Occupancy
- Certificate of Annual Inspection                       DPWH Clearance
  
- Contract of Lease                       Lot Title                       Tax Declaration
- Current Real Property Tax Receipt
  
- Plans
  - Architectural                       Structural                       Electrical
- Structural Computations                       Geotechnical Investigation Report

Remarks: \_\_\_\_\_  
 \_\_\_\_\_

**F. OBSERVATIONS:**

\_\_\_\_\_  
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**G. RECOMMENDATION(S):**

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**H. GENERAL INFORMATION:**

Inspector ID : \_\_\_\_\_  
Office : \_\_\_\_\_  
Date : \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name of  
DPWH Representative/s

\_\_\_\_\_  
Signature Over Printed Name of  
Billboard Owner / Service Provider / Authorized Representative/s

\_\_\_\_\_  
Signature Over Printed Name of  
Local Building Official / Representative/s

cc: The Acting Executive Director  
NBCDO, DPWH  
Bonifacio Drive, Port Area, Manila