



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 38
Series of 2025

AN ORDER MANDATING THE QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT (BPLD) AND OTHER RELEVANT ANCILLARY DEPARTMENTS/OFFICES INCLUDING THE BUREAU OF FIRE PROTECTION - QUEZON CITY FIRE DISTRICT (BFP-QCFD) TO ADOPT A RISK CLASSIFICATION SYSTEM FOR PERMIT ISSUANCE, PRESCRIBING PROCESSING TIMES AND POST-ISSUANCE INSPECTION SCHEMES

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers local chief executives to exercise general supervision and control over all programs, projects, services, and activities of the local government unit to promote public welfare;

WHEREAS, Republic Act No. 11032, also known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, aims to streamline processes, reduce red tape, enhance transparency, and promote efficient service delivery in all government offices and agencies;

WHEREAS, Quezon City is committed to continuously improving its business registration processes to encourage investments and support local economic growth;

WHEREAS, the adoption of a risk classification system will enable the Quezon City Business Permits and Licensing Department to prescribe appropriate processing times to different types of business applications according to their complexity and level of public risk;

WHEREAS, the Department of Public Order and Safety (DPOS), Bureau of Fire Protection - Quezon City Fire District (BFP-QCFD), Quezon City Health Department (QCHD), Department of Sanitation and Cleanup Works of Quezon City (DSQC), and the Department of Building Official (DBO) have individually classified business activities based on their respective regulatory concerns and associated risks following ISO 31000:2018 (Risk Management Guidelines), and such classifications have been consolidated to arrive at an overall risk classification scheme to be implemented by the Business Permits and Licensing Department (BPLD) for the purpose of determining the appropriate regulatory interventions and processing timelines;

WHEREAS, ensuring that low-risk business applications receive faster processing will promote compliance and administrative efficiency, while allocating sufficient review for medium- and high-risk businesses will enhance public safety, health, and welfare;

WHEREAS, Quezon City aims to use a data-driven, evidence-based approach to policymaking to support its commitment to transparency, efficiency, and responsible resource allocation;

NOW, THEREFORE, I, MA. JOSEFINA G. BELMONTE, Mayor of Quezon City, by virtue of the powers vested in me by law, do hereby order:

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Page 1 of 4
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SECTION 1. ADOPTION OF RISK CLASSIFICATION SYSTEM.

The Quezon City Business Permits and Licensing Department (BPLD), together with other Departments, Offices, and Units with risk classification mandates—including but not limited to the Department of Building Official (DBO), Department of Sanitation and Cleanup Works (DSQC), Quezon City Health Department (QCHD), Bureau of Fire Protection – Quezon City Fire District (BFP-QCFD), and the Department of Public Order and Safety (DPOS) shall adopt a risk classification system in the processing of permit applications for new business and amendments involving a change in the line of business, which shall serve as the basis for assigning the appropriate processing time and necessity of inspection prior to or after issuance of the permit.

Renewal applications shall be processed within three (3) working days, regardless of the business risk classification provided that the establishment is not included in the negative list of the BPLD and/or any relevant ancillary department/office.

SECTION 2. PRESCRIBED PROCESSING TIME.

The prescribed processing time for new business and amendment applications involving a change in the line of business shall be based on the risk classification system as follows:

No.	Risk Classification	Type of Transaction	Prescribed Processing Time
1	High Risk	Highly Technical	Twenty (20) working days
2	Medium Risk	Complex	Seven (7) working days
3	Low Risk	Simple	Three (3) working days

SECTION 3. INSPECTION SCHEME FOR NEW BUSINESS APPLICATIONS AND AMENDMENTS INVOLVING A CHANGE IN THE LINE OF BUSINESS.

1. High Risk - a mandatory inspection shall be conducted within one (1) year from the issuance of the permit under a department’s respective mandate;
2. Medium-Risk - At least fifty percent (50%) of establishments classified as medium risk shall be randomly selected for inspection within a two (2)-year period from the issuance of the permit under a department’s respective mandate;
3. Low-Risk - At least twenty five percent (25%) of establishments classified as low risk shall be randomly selected for inspection within a three (3)-year period from the issuance of the permit under a department’s respective mandate.

The concerned departments shall establish and maintain a system of random selection to ensure fairness, transparency, and effective risk management in the conduct of inspections.

Except for statutory inspections required prior to permit issuance (e.g., Fire Safety Inspection Certificate under Republic Act No. 9514 or the Fire Code of the Philippines), all other inspections shall follow the prescribed post-issuance scheme.

Nothing herein shall preclude the concerned departments from conducting inspections outside the prescribed schedule when warranted by law, complaints, violations, safety concerns, or other justifiable circumstances.

SECTION 4. DETERMINATION IN CASES OF MULTIPLE LINES OF BUSINESS.

In cases where an applicant submits multiple lines of business under one application, the applicable processing time and inspection shall be determined based on the line of business with the higher or highest risk level.

SECTION 5. FIRE SAFETY INSPECTION CERTIFICATE (FSIC).

Pursuant to Republic Act No. 9514, otherwise known as the Fire Code of the Philippines of 2008, the Bureau of Fire Protection - Quezon City Fire District (BFP-QCFD) shall remain the sole authority to issue the Fire Safety Inspection Certificate (FSIC) as an ancillary clearance requirement for the issuance of business permits.

In accordance with Republic Act No. 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, and other relevant laws, the BFP-QCFD shall, in coordination with the Quezon City Government, establish its own risk classification tagging system to enhance public safety, ensure proper regulatory interventions, and effectively manage fire-related risks in business operations.

The BFP-QCFD shall independently conduct inspections required under the Fire Code prior to the issuance of the FSIC. For post-issuance inspections under the risk classification system, the BFP-QCFD and BPLD shall coordinate inspection schedules to avoid duplication.

SECTION 6. PERIODIC REVIEW OF RISK CLASSIFICATION.

The risk classification of business activities shall be subject to periodic review by the Bureau of Fire Protection - Quezon City Fire District (BFP-QCFD), Business Permits and Licensing Department (BPLD), Department of Building Official (DBO), Quezon City Health Department (QCHD), Department of Sanitation and Cleanup Works of Quezon City (DSQC), and the Department of Public Order and Safety (DPOS).

Such review shall be conducted at least once every two (2) years, or as may be deemed necessary, to ensure that the classification remains responsive to prevailing health, safety, environmental, and regulatory considerations.

The concerned departments shall jointly recommend any necessary adjustments to the risk classification to the City Mayor for approval and issuance of the appropriate directive.

SECTION 7. ELEVATION OF OVERALL RISK CLASSIFICATION BASED ON INSPECTION FINDINGS.

The Business Permits and Licensing Department (BPLD) is hereby authorized to elevate the overall risk classification of an establishment to a higher category based on inspection findings that reveal conditions posing greater risks to public health, safety, order, or the environment.

Reclassification to an overall higher risk level may likewise be initiated upon the recommendation of any ancillary department or office, based on their respective inspection findings or regulatory assessments, subject to BPLD's validation and approval.

No establishment shall be downgraded to a lower overall risk classification through inspection findings; reclassification to a lower category shall only be allowed pursuant to a periodic review of the risk classification as provided under this Executive Order.

The BPLD shall issue the appropriate notice of reclassification to the concerned establishment, with copy furnished to the relevant departments and offices, for proper monitoring and enforcement.

SECTION 8. RISK CLASSIFICATION OF NEW BUSINESS ACTIVITIES.

Whenever a new business activity is created pursuant to an identified legal or regulatory basis, the concerned ancillary departments shall evaluate and recommend the corresponding risk classification in accordance with their respective mandates and applicable standards.

The Business Permits and Licensing Department (BPLD) shall have the sole authority to assign and record the official risk classification, based on the recommendations of the ancillary departments and in consultation with other relevant offices, as may be necessary.

All ancillary departments shall coordinate closely with the BPLD to ensure that the classification of new or emerging business activities is timely, accurate, and consistent with applicable laws, regulations, and policies.

SECTION 9. REPEALING CLAUSE.

All executive orders, circulars or memoranda and other issuances inconsistent herewith are hereby repealed or modified accordingly.

SECTION 10. SEPARABILITY CLAUSE.

If any provision of this Order is declared invalid or unconstitutional, the other provisions shall continue to be in full force and effect.

SECTION 11. DISSEMINATION.

Pursuant to Section 455 no. (1) Paragraph (xii) of RA 7160 otherwise known as the Local Government Code of 1991, a copy of this Executive Order shall be furnished to the Office of the President and the Metropolitan Manila Development Authority (MMDA) for their information and guidance.

SECTION 12. EFFECTIVITY.

This Executive Order shall take effect immediately.

DONE in Quezon City, this 23rd December 2025.


MA. JOSEFINA G. BELMONTE
City Mayor