

2011 EDITION

SUBIC BAY FREEPORT

RESIDENTS' HANDBOOK



**SUBIC BAY FREEPORT
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Subic Bay Metropolitan Authority
December 2010

This handbook was produced by the Subic Bay Metropolitan Authority
through the efforts of the
Office of the Deputy Administrator for Corporate Communications and
in consultation with all concerned SBMA Departments and offices.

It is a compilation of all the current pertinent rules, regulations,
procedures and guidelines as of date of release and therefore are
subject to review and amendments from time to time by the SBMA.

Readers are encouraged to verify with concerned departments
and offices the current and latest updates of all the provisions therein.

(December 2010)

Introduction

Welcome to Subic Bay Freeport (SBF)'s residential community.

We are pleased to have you as a resident of Subic Bay. Let us all, in a cooperative spirit, continue to make our community a place where we can all live happily and harmoniously together with our neighbors coming from the Freeport locators, employees, retirees, and expatriates of various nationalities and culture.

This handbook aims to familiarize you with the policies and guidelines associated with living in the Freeport, including the use of housing facilities and other community amenities, and the privileges and limitations attached to these. The goal is to provide each resident a comfortable and safe place to live in while enjoying the unique quality of life in the Freeport.

For the comfort of your fellow residents and as a courtesy to them, we expect you to maintain clean and healthy surroundings. We have the general housing guidelines, including the proper disposal of household wastes, which is one of the key indications of a well-maintained and orderly community.

Your convenience and safety are most important to us. If you wish to avail of maintenance and technical repair assistance, service providers are within easy reach to provide you with reliable and friendly services. Fast and dependable assistance is likewise available 24/7 for any emergency situation at home or within your neighborhood.

Part of our security measure is to limit the access of people entering the residential areas. It is therefore necessary that every member of the household has a resident identification card issued by the SBMA. Vehicle decals for residents are also available for proper identification and monitoring of vehicles entering the residential areas.

Personal belongings such as but not limited to furniture and appliances may be allowed to be taken in and out of the Freeport subject to proper registration, documentation and inspection.

As a gesture of respect to your neighbors, please be conscious of the noise emanating from your homes. Some people may not realize how sound is carried to others. Consequently, every resident is expected to avoid causing any unnecessary and unpleasant noises within the living quarters.

If you plan to do some house improvements such as renovations, exterior paintings and landscaping, you are likewise required to secure permits and authorization passes from various SBMA offices before the activity begins.

You are most welcome to fully enjoy the community facilities and amenities intended for public use.

Kindly review this handbook carefully and if further clarification is required, please feel free to contact the SBMA Land Asset Management Department (LAMD) at Tel Nos. +6347 252.4409 or 4147.

We thank you in advance for your efforts and cooperation in carrying on with the guidelines stated in this handbook at all times.

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I. GENERAL HOUSING RULES

General Principles

The SBMA Housing Rules and Regulations are intended to govern and regulate the use and occupancy of the individual units and common areas of the SBMA Housing Facilities and to ensure their efficient and orderly management by the SBMA or its designate, for the benefit of all Unit Lessees, Sub-lessees and persons authorized by them and the SBMA as owner.

All Unit Lessees and Sub-lessees are bound to comply with these Housing Rules and Regulations. They are also held responsible for the compliance with these Housing Rules and Regulations by persons authorized by them to live in and/or use their units, as follows:

- Members of their family and household help;
- Their guests;
- Any individual or party allowed access to the premises by a Unit Lessee and Sub-lessee;
- Contractors and construction workers hired by unit lessee/sub-lessee/residents; and/or
- Any individual/s or instrumentality/instrumentalities doing business inside the housing area.

A. Intended Use of Housing Unit

Housing units are intended for dwelling/residential purposes only. Use of Housing units and/or their immediate surroundings as chapel, commercial establishment, office and the like are illegal.

B. Use and Maintenance of Individual Townhouse Units

1. The Unit Lessee, Sub-lessee and/or authorized person/s shall keep the townhouse unit and any part thereof to which he has sole access, clean and in good condition, and in a manner that shall not cause any prejudice or damage to other units and/or common areas of the building.
2. The Unit Lessee, Sub-lessee and/or authorized person shall not create or permit any disturbing noise and/or boisterous and loud acts in his unit, which may inconvenience the other residents. He shall also not permit any unlawful or immoral activities to be committed in the premises, either in his unit or in the common areas.

Activities, which shall cause prejudice to other residents or injure the reputation of the Subic Bay Metropolitan Authority ("the SBMA"), are prohibited.

3. The SBMA Administrator and/or his duly authorized representative/s have the right of access to any unit with prior written notice to the Lessee for the purpose of inspecting the said unit in order to ensure that the leased property is properly maintained and in good condition.
4. The Land Asset Management Department (LAMMD) is the SBMA's designated Building Official of the housing areas.

C. Use of Common Areas

1. The sidewalks, entrances, exits, hallway, stairways, corridors, landings, fire exits of the structure and/or any part or area of common use and ownership shall not be used for any purpose other than for egress to and from the units in the building. These areas must be kept free from obstruction at all times.
2. No one shall do, place or store anything in the common areas, which shall increase the rate or cause the cancellation of the insurance of the building, impair the structural strength of the building and/or alter the appearance of any exterior portion thereof. Nothing shall be stored in any of the common areas without prior consent of the Administration Office or its designate.
3. Children and their nursemaids are not allowed to play in the driveways, hallways, stairways and other common areas, except in those areas or playgrounds designated for the purpose. Children must be accompanied and supervised by an adult at all times.
4. Vandalism of any form in any area of the premises shall not be tolerated. Violators shall be penalized accordingly.

D. Use of Sports Facilities: *Basketball Court, Tennis Court (Except Kalayaan Tennis Court) and Playgrounds*

1. The basketball courts, tennis courts and playground facilities shall be for the exclusive use of Unit Lessees, Sub-lessees, and/or persons authorized by them and/or the SBMA.
2. The use of these facilities shall be in such a manner as to respect the rights of other Unit Lessees, Sub-lessees and/or authorized persons and shall be controlled by the regulations issued by SBMA (LAMD).
3. All guests of Unit Lessees, Sub-lessees and/or authorized persons must be accompanied by a resident at all times, except when prior arrangement with SBMA (LAMD) has been made.
4. Residents shall be responsible for the conduct of their respective guests at all times.
5. The Unit Lessee, Sub-lessee and/or authorized persons shall be responsible in cleaning the area after their use. All individuals are requested to cooperate in maintaining maximum cleanliness in these facilities.

E. Laundry Areas

Washing or hanging laundry in garages/carports, parking areas or railings/fences of housing units is prohibited. If laundry area is in public view, resident shall adopt measures to prevent the laundry from being visible to public view, subject to clearance by LAMD.

F. General Upkeep of Housing Areas

1. A key factor in the appearance of our community is proper disposal of any trash. Maintaining clean yards and the immediate vicinity of housing units, including the sidewalks and streets directly in front of units, shall be the responsibility of residents. These areas shall be kept litter-free at all times.

2. Trash, whether in receptacles or bags that are toppled over or torn to shreds by scavenging animals and birds, shall be the responsibility of the resident and should be gathered and properly contained.
3. Residents are to maintain clean and orderly yard and patio areas at all times, as well as trimmed grass/vegetation areas just outside their unit or sidewalk.
4. Residents shall be responsible for lawn maintenance. If grass/weeds/bushes have grown to unmanageable proportions, (one foot high) the SBMA shall take on the job of trimming the grass/weeds/bushes and charges for this shall be applied to the resident's garbage bill.

G. Garbage & Other Household Wastes

Republic Act 7227 created the Ecology Center (EC) with the responsibility of adopting and implementing measures and standards for environmental pollution control and enforcement of national environmental laws, rules and regulations. It shall also promote sound waste management technologies such as recycling, waste segregation and waste minimization, among others.

Special Rules for Residential Areas

(Under the Waste Management Guidelines, Pursuant to Sections 96 and 103 of the Implementing Rules and regulations of R.A. 7227 series of 1992)

- Residents shall be required to provide for their own covered waste receptacles which are to be staged within the residents' premises.
- Residents shall refrain from placing household waste outside of their homes other than the specified days of collection to prevent animals and birds from scavenging.
- Residents shall refrain from using public trashcans for their household garbage.
- Residents are encouraged to maintain cleanliness within their premises and to collect and properly contain spilled garbage and other wastes.

GARBAGE COLLECTION SCHEDULE

Binictican

Tuesdays & Fridays:

8AM to 5PM for household trash

Sundays:

8AM to 5PM for green trash & yard waste

Kalayaan

Mondays & Thursday:

8AM to 5PM for household trash

Saturdays:

8AM to 5PM for green trash & yard waste

Cubi

Wednesdays & Saturdays:

8AM to 5PM for household & green trash

H. Pets and Animals

Residents are allowed to have pets in the residential areas provided that the following guidelines are observed.

1. Stray dogs and cats
 - All stray dogs and cats shall be impounded and subsequently deposited at the K9 Branch of LED.
 - Failure on the part of the owner to claim impounded dogs or cats within seven (7) days, will signify that the pet can be released to other interested individuals who wish to take care of the animal, after signing the custody receipt and upon payment of board and feeding charges.
 - Owners of dogs or cats shall show adequate proof of ownership of the animal/s and pay the appropriate fine before the impounded animals are released.
 - R.A. 8485 (Animal Welfare Act of 1998) and R.A.9482 (Anti-Rabies Act of 2007) require that all pets be registered and vaccinated.
 - Wildlife in Need (WIN*), a non-government organization, has been deputized as the Official Registrar of all pets and animals inside the SBFZ.

* WIN Office Address: Bldg. 8494, Naval Magazine, SBFZ
Tel. No.: 252.8494

2. Pets owners are encouraged to bring their own "scooper" when they walk their pets. Failure to remove animal excrement from streets, sidewalks and other public places, except if pet is in the company of a disabled person shall be penalized accordingly.
3. Raising or keeping livestock (poultry, hogs, goats, sheep, cattle, including game fowl or fighting cocks) and/or exotic/endangered animals is strictly prohibited.
4. The SBMA reserves the right to prohibit the retention of any pets found to be a nuisance or a threat to the other residents of the housing facilities.
Incessant or intermittent but repeated barking of dogs / threat from pets/animals ('Incessant' is defined as at least 3 – 5 minutes of continuous barking/whining. "Repeated" is defined as more than five (5) barking spells (periods of continuous barking) in an hour.
5. Hunting and/or catching of birds/wild animals is prohibited.

I. Law and Order in Residential Areas

1. Vandalism
LED shall apprehend individuals vandalizing housing areas. Apprehended individuals shall be turned over to the SBMA Investigation Office for investigation and proper disposition. As much as possible, evidence should be kept intact, such as area or property which has been vandalized or pictures taken while the act of vandalism is taking place.
2. Firearms
No one is allowed to keep or carry firearms and/or other deadly weapons within the housing area. Upon entry at the housing area, Lessee/Sub-lessee/residents/visitors shall surrender their firearms and/or deadly weapons with the LED officer on duty at the sentry for safekeeping.

A corresponding receipt shall be issued by the LED officer to the Lessee/Sub-lessee/residents/visitors. The gun owner shall claim his/her firearms and/or deadly weapon at the sentry upon submission of the corresponding receipt to the LED officer on duty upon departure.

3. Noise

Noise may pose a problem when people live in close quarters. Residents may approach the neighbor and ask for cooperation, but if the noise problem still persists, or you are concerned about a possible emergency or dangerous situation, you may directly report the matter to the housing's security officer on post.

- Unnecessary noise and loud music that disrupt the peace and serenity of the neighborhood is prohibited in the housing areas.
- Residents are advised to be considerate of their neighbors. In the event of any celebration/party, the concerned resident is responsible for the noise of visiting guests and should therefore write or inform his/her immediate surrounding neighbors about it, including date and time of the celebration/party but the same should be quieted down by midnight.

4. Fireworks and Firecrackers (Pyrotechnics)

- Fireworks and firecrackers (pyrotechnics) are strictly prohibited at all times, including Christmas and New Year celebrations.
- Fireworks/firecrackers may be allowed on special occasions for a limited time (Maximum of 30 minutes only) under the strict supervision and control of the SBMA Fire Department and provided that a permit is applied for at least thirty (30) days in advance and a payment of P3,000 made to cover the cost of mobilizing/positioning SBMA fire trucks as a safety measure.
- The said permit shall be applied for from the LAMD and the Fire Department, and shall be subject to the concurrence of the two (2) departments.

J. Dangerous Materials

- Residents shall not bring into their units and/or any of the common areas, dangerous materials, apparatus or equipment such as explosives or anything of inflammable nature, which may cause or expose the premises to fire or its hazards.
- The use of gas range may be allowed, provided that the gas tank shall be in an open area outside of the housing unit.

K. Installation of Satellite Dish

Satellite dish installations are being regulated by the National Telecommunications Commission (NTC).

L. Securing Individual and Material Passes

1. Housing Lessee and Dependents, Domestic Helpers, Drivers, Private Security Guard and other Staff

- Only drivers, domestic helpers, private security and other staff hired by the unit Lessee, Sub-Lessee shall be issued proper ID cards. The residents shall notify the LAMD for any termination of services. Likewise, the ID cards shall be surrendered together with the termination notice.
- Only a maximum of five (5) personnel shall be issued ID cards over the lessee or sub-lessee or direct dependents (The term direct dependents is understood to mean the children, spouses, and parent over 60 yrs. of age of the Lessee or Sub-lessee)
- Only Resident's ID is honored to gain entry inside the housing area. Locator's ID is not an authority or pass to enter the housing area

Requirements for the Issuance/Renewal of
SBMA Residents ID Card

- a. For issuance of new ID:
 - i. Letter Request from the Resident addressed to LAMD
 - ii. Certification from Subic Homes/Trigon/Forest Hills (for private developer resident)
 - iii. Application form duly filled out
 - iv. NBI or Police Clearance (for Caretakers/Drivers)
 - v. GSIS Fire Insurance Policy
 - vi. 2x2 Photo

- b. For renewal of IDs:
 - i. Photocopy of old ID or Temporary Pass
 - ii. Letter Request from the Resident addressed to LAMD

2. Visitors

- Visitors should present an authorization letter from the resident, allowing them entry at the sentry of housing areas.
- Residents may provide advance notice to LED regarding the arrival of their visitors. Arrival of visitors may be coordinated with the following telephone numbers:

Kalayaan Detachment	:	252.5346
Binictican Detachment	:	252.5347
Cubi Detachment	:	252.5413

- For the protection of property, residents/locators lending their housing units to friends and relatives shall send an authorization letter to the LED, allowing the use of their units at least three (3) days prior to the arrival of their guests. This letter should include the names of the guests and the type and plate number of the vehicles to be used.
- Unexpected visitors shall not be allowed inside housing areas unless LED is able to verify from the residents (thru their registered phone numbers) the arrival of the said guests. Unverified visitors, no entry.

3. Service Contractors

- Residents are required to hire SBMA-accredited contractors for major construction or repair works at the residential areas.
- Minor repairs or emergency repairs need not require service contracts.
- House repairs personally supervised by Lessees need not require service contracts. Residents who do not hire service contractors are responsible for the conduct and compliance to regulations pertaining to construction workers, of their hired construction workers.
- Construction workers individually hired by Lessee or Sub-lessee are also required to apply for identification card from the Office Services Department (Pass & ID) thru LAMD.

4. Movable Properties

- Furniture, fixtures, equipment and other personal property may be brought in and out of the SBMA housing facility premises, provided that the same shall first be registered with the LAMD by the unit Lessee, Sub-lessee and their authorized persons, and shall be subject to inspection. In the event that these furniture, fixtures, equipments and other personal properties are to be taken out of the SBFZ, a formal letter of request should be presented to the LAMD together with the acknowledgment receipt given by the housing office upon entry.
- LAMD shall endorse the request to the Deputy Administrator (DA) for Port Operations to determine whether the property is imported, or subject to tax obligation; then, to the Procurement and Property Management Department (PPMD) to determine whether or not the subject item is an SBMA property.

LOITERING OF UNAUTHORIZED PERSON/S

Any unauthorized person/s found loitering or roaming around the housing area at any time of the day without proper documentation shall be invited to the LED detachment for interview, documentation and picture-taking.

Unjustified presence in the housing area shall result to the ff:

1st Apprehension : Subject shall be sent out of the SBFZ.

2nd Apprehension : Subject shall be formally investigated and if warranted, appropriate charges shall be filed in court by the SBMA Investigation Office.

M. Securing Vehicle Passes

- Residents/Lessees/Sub-lessees are required to secure vehicle passes or decals for their respective vehicles from the Transport Regulatory Division of the Transportation and Communications Department.

Requirements for the Issuance of Vehicle Passes or Decals

- i. SBMA Laminated ID
- ii. Photocopy of Registration Receipt
(Registration should be under the name of the applicant or company)
- iii. Photocopy of Certification of Registration
- iv. Photocopy of Driver's License
- v. Duly filled out Application form
- vi. Proof that vehicle passed safety inspection
- vii. 2x2 ID photo
- viii. Endorsement from LAMD

II. GENERAL CONSTRUCTION RULES IN THE HOUSING AREAS

Guiding Principle

SBMA has more than 1800 housing units left by the Americans. These units were already leased out or occupied by private individuals, employees and locators. Due to high demand for housing units brought by the influx of investments in the Freeport, SBMA is continually identifying vacant lots within the zone to be used for residential purposes to supplement the existing housing units in Binictican, Cubi and Kalayaan.

SBMA intends to preserve the architectural features of the existing housing units and therefore would not allow clashing/contrasting façades to stand out in the middle of these existing structures.

Coverage

These guidelines shall apply to all housing units inside SBF specifically Kalayaan Area (New West and New East Kalayaan, West and East Kalayaan), Binictican Area (Binictican Housing, Samahan and Bayani Village, Binictican Heights), Cubi Housing (Upper and Lower Housing) and Naval Hospital Housing.

A. Repair, Renovation and/or Extension of Individual Housing Units

- No construction and/or heavy repair works shall be done on Sundays and holidays.
- No construction and/or heavy repair works shall take place before 8AM and after 5PM on any day.
- Construction debris shall be removed from the construction site by the owner every other week.

NOTE: All other regulations relative to construction, repairs, renovations and/or extension of individual houses shall be covered by the SBMA Housing Construction Guidelines and the Building Code of the Philippines.

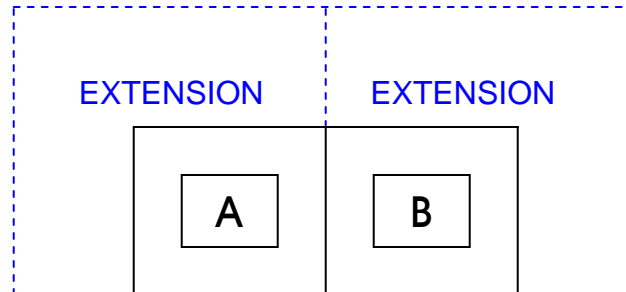
General Rules and Regulations

1. All renovation, extension and repair works shall be in accordance with the National Building Code of the Philippines (P.D. 1096) and its referral codes. The Lessee and/or Contractor shall secure from the Lessor (SBMA) all necessary construction permits/clearances prior to renovation, extension and repair works.
2. No alterations or improvements of the unit that may deface or injure the existing structure of the building shall be done without prior approval of the Lessor (SBMA).
3. The premises must be free from any debris during construction works. Construction debris shall be properly disposed by the lessee/contractor.
4. No work materials shall obstruct the walkways, corridors and/or common areas.
5. The renovation/extension work in the unit must not in any way damage the structural components of the building.
6. All Extension is limited to five (5) meters from the original building line at the back side of the unit.
7. Extension features shall match/similar to the existing.

Scope of Extension Allowed

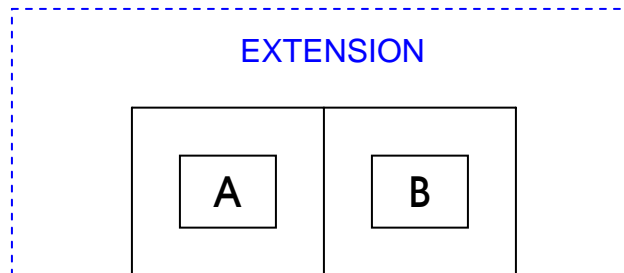
1. DUPLEX-STILTS or BUNGALOW TYPE (Different Lessee)

Extension shall be allowed at the back and the side of the unit subject to easement/setback restriction and other requirements of these guidelines. Side extensions are allowed, provided that the two units will construct the similar type of extension to prevent clashing and contrasting facades. Extension of a single unit is allowed only at the back portion of the housing units. Painting of exterior wall on duplexes shall be of the same color.



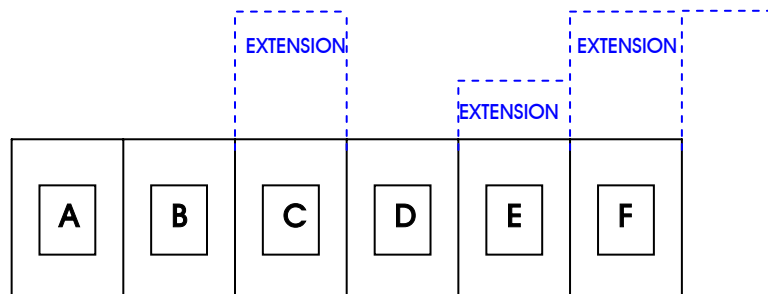
2. DUPLEX-STILTS or BUNGALOW TYPE (One Lessee/Common Owner)

All extensions shall be allowed at the back and on the sides of either units subject to easement/setback restrictions and other requirements of these guidelines provided that both units will become single units.



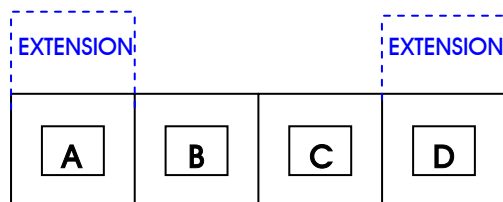
3. ROW HOUSES TYPE 1 (Row houses with Single Storey building at the end)

All extensions shall be allowed at the back of the unit subject to easement/setback restriction and other requirements of these guidelines. On single storey end units, one storey extension at the back and on the sides are allowed. On a two storey unit, single or two storey extension at the back is allowed. Painting of exterior wall on row houses shall be of the same color.



4. ROW HOUSES TYPE 2 (Row houses Two Storey building)

All extensions shall be allowed at the line of the back of the unit subject to easement/setback restrictions and other requirements of these guidelines. Single or two storey extension at the back is allowed. For end units like Units A and D, side extension is allowed provided that it will match or will be similar to the existing. Painting of exterior wall on row houses shall be of the same color.



5. CARPORT AND DRIVEWAYS

Housing units without carport may construct/built a detached carport and driveways provided that the location is approved by the SBMA. There should be a soil erosion control structure like rip-rap wall and retaining wall. The lessee shall be held responsible for the replacement/repair and improvement of any utility lines, drainage, sidewalks and roads damaged during the construction of the driveway and carport, at the expense of the lessee.

B. Building Permit

- All repairs, renovations, and/or extensions of individual housing units must be covered by a building permit issued by the SBMA's Building Permit and Safety Department (BPSD) under the Regulatory Group.

Procedures for Securing Building Permit (Applicable to the design, location, construction, additional alteration, renovation, and repair within the SBMA Housing Areas)

Who Shall Secure and Where to Secure the Permit

Any SBMA lessee/resident who shall undertake any renovation, alteration, addition and repair of their occupied housing unit shall secure a building permit/clearance from the Land Asset Management Department and from the Building Permit and Safety Department.

Exemptions

(A request letter with scope of works and estimated cost will suffice)

1. MINOR CONSTRUCTION

Temporary construction such as stages/platforms for programs/meetings and portable sheds not exceeding 6sqm. in floor area, provided that the structure is completely detached from any other building/s and have been previously approved by the Land Asset Management Department.

2. REPAIRS

Repair works not affecting or involving any structural member, such as replacement of deteriorated roofing sheets or tiles, downspouts, facias, ceilings, and on sidings with the same construction materials with total cost not exceeding 5,000.00 pesos.

3. PAINTING WORKS

Exterior and/or repainting of the housing unit, provided that the exterior color matches the existing finish.

Building Permit Requirements

1. Renovation, Addition and Alteration Permit Application

The occupant shall submit the following (as applicable)

- 1.1 Letter from the occupant
- 1.2 Duly filled-up permit application forms signed and sealed by the concerned architect/engineer and the occupant.
- 1.3 Seven (7) sets of plans for permanent works to include:
 - Site Plan/Civil plans showing the exact location of project, including parking areas, driveways, sheds, etc. (Signed and sealed by a local licensed civil engineer)
 - Lot plan (Signed and sealed by a local Geodetic Engineer)
 - Architectural Plans (signed and sealed by a local licensed Architect)
 - Structural Plans (signed and sealed by a local licensed civil/structural engineer)
 - Electrical Plans (signed and sealed by a local licensed professional electrical engineer)
 - Sanitary/plumbing plans (signed and sealed by a local licensed sanitary engineer/master plumber)
 - Mechanical plans (signed and sealed by a local professional mechanical engineer)
- 1.4 Seven (7) sets of construction specifications of the project jointly signed and sealed by the architect/Engineer in charge of the construction and signed by the contractor (if done through contract) and confirmed by the Occupant
- 1.5 Seven (7) sets of bill of materials/estimates signed and sealed by the corresponding licensed architect and/or engineer
- 1.6 Seven (7) sets of computation and design analysis duly signed and sealed by a civil/structural engineer in case of civil structural works and/or electrical or mechanical engineer as applicable
- 1.7 Two (2) sets of Photocopy of PRC I.D. and PTR of corresponding licensed Architect/Engineer involved in the project
- 1.8 Updated GSIS Insurance

2. Repair/Repainting/Landscaping Permit Application

The occupant shall submit the following in seven (7) sets (as applicable) :

- 2.1 Letter from the occupant with the corresponding scope of work
- 2.2. Bill of materials/estimated repair cost
- 2.3 Landscaping plan (if any)
- 2.4 Updated GSIS Insurance

Fees

1. Building permit fee shall be charged based on the National Building Code.
2. Fines and penalties shall be imposed to occupants who violate the SBMA Construction Guidelines.

Temporary Utility Connections

1. Temporary Power Connection

Requirements:

- Request Letter
- Temporary Power Layout Plan

Procedure:

1. Submission of the above requirements to LAMD
2. Endorsement of the above by LAMD to Building Permit & Safety Department (BPSD) for approval
3. Endorsement of BPSD's approval to Subic Enerzone Corporation
4. Installation of temporary power supply

2. Temporary Water Connection

Requirement:

- Accomplished application form from the SubicWater Office

Procedure:

1. Securing of application for temporary connection from the SubicWater Office
2. Submission of accomplished forms to the LAMD for approval
3. Tapping of temporary water supply by Subicwater upon approval of application and endorsement from LAMD.

C. Construction Workers

- All construction workers shall register and secure Identification (ID) Cards from the Office Services Department (OSD-Pass & ID). The OSD shall require an endorsement from LAMD before issuing an ID card.
- No construction workers shall be allowed within the housing areas from 7:30PM to 6:00AM. Not more than two (2) personnel, serving as caretakers of their respective construction materials, shall be allowed to remain in the unit.
- All construction workers on major construction/repair jobs shall have to wear hard hats during work hours. Workers without hard hats shall be sent out of the construction site.
- Contractors shall require their construction workers to wear uniforms (t-shirt) with the company name printed at the back. To avoid duplication, LAMD shall prescribe the color of their uniforms.

Access Restrictions

- As a general rule, all construction workers shall not be allowed access entry into the housing area beyond 5 PM. No works shall be allowed on Sundays. Working beyond the allowed time shall be required to notify and seek clearance from the SBMA. Any misdemeanor of said workers shall be the responsibility of the Occupant and/or its Contractors. Only two (2) stay-in workers are allowed in every project.
- The Occupant/Contractor shall be responsible in securing Pass and ID for construction workers from SBMA Pass Processing & Control Department thru the LAMD.

D. Building Permit Sign Board

- All contractors shall be required to display in a conspicuous place a building permit sign as prescribed in their building permit.

E. Change of Exterior Colors/Painting Works of SBMA Housing Units

- Duplexes and row houses shall be of the same color. Where the units have multiple Lessees and a Lessee of one (1) unit desires to change the color of his unit, he shall have to obtain the consent of the other Lessee/s to adopt a common color. If the implementation of the color change is not to be done simultaneously by both or all Lessees, the Lessee implementing the color change on a later date shall have to execute an undertaking to be implemented within three (3) months.
- In case such consent is not obtained and no agreement is reached, both or all Lessees shall have to maintain the original color of the units, as turned over to them by SBMA or the dispute may be submitted to an arbitration panel consisting of LAMD, Public Works and Technical Services Group (PWTSG) and Legal Department of SBMA, a member of the community, and a representative from the Housing Security Committee of the Subic Bay Freeport Chamber of Commerce.
- Roofs visible from ground level – Lessees shall adopt a common color but not necessarily the same material for roofs of their duplexes and/or row houses. Colors, which were implemented first, shall be of the same color followed by those implementing any color change at a later time.
- Painting permits/clearances – Residents planning to implement exterior color changes/paintworks shall secure permits and clearances from the LAMD prior to scheduling any delivery of materials.

EXCEPTIONS:

Housing developers and operators (e.g. Subic Homes, Forest Hills, Trigon, SBMA Daily Rentals), whose units are all located within a contiguous area, provided that color differences create a harmonious effect in the entire housing area.

Definition of Terms

Addition/Extension - any new construction which increases the height or area of an existing building/structure.

Alteration - Construction in a building/structure involving changes in the materials used, partitioning location/size of openings, structural parts, existing utilities, and equipment but does not increase the overall area thereof.

Ancillary Building/Structure - a secondary building/structure located within the same premises the use of which is incidental to the main building/structure.

Building Permit - a written authorization granted by the building official to an applicant allowing him to proceed with the construction of a specific project after plans, specifications and other pertinent documents have been found to be in conformity with the following regulations. It includes any or all of the following such as permit for the construction, erection, addition, alteration, renovation, conversion, repair, moving or demolition of residential, commercial, industrial, institutional, recreational, agricultural, ancillary, temporary and other buildings/structures.

Construction - All on-site work done from site preparation, excavation assembly of all the components and installation of utilities and equipment of building/structures.

Demolition - the systematic dismantling or destruction of a building/ structure in whole or in part.

Erection - Installation in place of components of a buildings/structures.

Extension - Any new construction which increases height or area of an existing building/ structures.

Repair - Remedial work done on any damaged or deteriorated portion/s of building/ structure to restore to its original condition, using the same kind of materials as in the original construction.

Renovation - Any physical change made on a building/structure to increase its value, utility and/or to improve its aesthetic quality.

III. REGISTRY OF CERTIFICATE OF OWNERSHIP OF LEASEHOLD RIGHTS

All holders of Lease and Development Agreement, Lease Agreement and similar contracts with a lease term of six (6) years or more must register with the SBMA Registry Office to be issued a Certificate of Ownership of Leasehold Rights.

All lessees/sublessees must register all transactions involving the Leased Property with the SBMA Registry Office.

Office Location : Regulatory Building, corner Rizal, Labitan Street, Central Business District
(beside Lyceum)

Contact Numbers : 252.4721/4296/4258

MANDATORY REGISTRATION

All Lease and Development Agreement, Lease Agreement, Sublease Agreements and other similar contracts evidencing one's occupancy rights over a property within the Subic Bay Freeport Zone must be registered with the SBMA Registry Office.

Requirements

1. Original and one (1) photocopy of the Lease and Development Agreement, Lease Agreement, Sublease Agreement and other similar contracts evidencing one's occupancy rights over a property within the Subic Bay Freeport Zone; and
2. Payment of registration fee in the amount of Php200.00.

Procedure

1. Secure application form from the Registry Office.
2. Submit original and 1 photocopy of the contract with the fully accomplished application form.
3. Secure billing assessment form and pay the amount of Php200.00 for the registration fee.
4. Present official receipt to the Registry Office.
5. Contract verification.
6. Release of the original copy of the contract stamped with the word "REGISTERED" and bearing the details of its registration in the Second Registration Book of the Registry.

OPTIONAL PROCUREMENT OF CERTIFICATE OF OWNERSHIP OF LEASEHOLD RIGHTS

All holders of Lease and Development Agreements, Lease Agreements, Deed of Assignments and similar contracts with a lease term of at least six (6) years may be issued a Certificate of Ownership of Leasehold Rights upon submission of the requirements and payment of the corresponding titling fee.

Requirements

A. Original Certificate of Ownership of Leasehold Rights

1. Lease Development Agreement or Lease Agreement;
2. Certification of "No Outstanding Obligation" from SBMA Accounting Department;
3. Survey of the leased area (with technical description) duly approved by LAMD;
4. Insurance Policy of the Leased Property; and
5. At least Four (4) photographs showing the location and extent of the leased area.

B. Transfer Certificate of Ownership of Leasehold Rights

1. Assignment Contract or Deed of Sale of Leasehold Rights;
2. Certificate of Ownership of Leasehold Rights of the original lessee
3. SBMA Board Approval of the Assignment Contract or Deed of Sale of Leasehold Rights;
4. Survey of the leased area (with technical description) duly approved by LAMD;
5. At least Four (4) photographs showing the location and extent of the leased area.
6. Insurance Policy of the leased property;
7. Certification of "No Outstanding Obligation from SBMA Accounting Department"; and
8. Official Receipt corresponding to the full payment of the accurate SBMA's share from the transaction.

C. Original Condominium Certificate of Ownership of Leasehold Rights

1. Lease Development Agreement or Lease Agreement;
2. Certification of "No Outstanding Obligation" from SBMA Accounting Department;
3. Documents showing the technical description of the property subject of the application;
4. Insurance Policy of the Leased Property; and
5. At least Four (4) photographs showing the location and extent of the leased area.

D. Transfer Condominium Certificate of Ownership of Leasehold Rights

1. Contract of Assignment/ Sale of Leasehold Rights over a Condominium Unit;
2. SBMA Board Approval of the Contract of Assignment/Sale of Leasehold Rights over Condominium Unit;
3. Proof of full payment of the entire purchase price and interests which may have accrued thereof as a result of delays in payment;
4. Document showing the technical description of the condominium unit;
5. At least four (4) photographs showing the location and extent of the leased area;
6. Insurance Policy of the subject condominium unit;
7. Certification of "No Outstanding Obligation" from SBMA Accounting Department; and
8. Official Receipt corresponding to the full payment of SBMA's share from the transaction.

Procedure

1. Submission of the required documents.
2. Computation and payment of the corresponding titling fee.
3. Set schedule for survey verification.
4. Posting of the application for registration and schedule of survey verification in the SBMA website and conspicuous places within the Subic Bay Freeport Zone.
5. Notify leaseholders of adjacent leased properties about the application for registration and the schedule for survey verification.
6. Survey verification.
7. Issuance of and recording of the Certificate of Ownership of Leasehold Rights in the Primary Entry Book. (Registrar shall issue Certificate of Ownership of Leasehold rights in duplicate. (One will be issued to the lease owner; and the other one shall remain with the Registry Office)

COMPUTATION OF TITLING FEE

TITLING FEES	Value of Leasehold Rights (in PHP)	Titling Fee (in PHP)
	2,000,000.00 and below	10,000.00
	2,000,000.00 to 5,000,000.00	10,000.00 plus .4% of the amount in excess of 2,000,000.00
	5,000,000.00 to 10,000,000.00	22,000.00 plus .3% of the amount in excess of 5,000,000.00
	10,000,000.00 to 15,000,000.00	37,000.00 plus .2% of the amount in excess of 10,000,000.00
	15,000,000.00 to 20,000,000.00	47,000.00 plus .1% of the amount in excess of 15,000,000.00
	20,000,000.00 and above	52,000.00 plus .05% of the amount in excess of 20,000,000.00

FORMULA FOR THE COMPUTATION OF THE VALUE OF LEASEHOLD RIGHTS

A. COMMERCIAL LOTS AND BUILDINGS

For Issuance of Original Certificate Of Ownership of Leasehold Rights

VALUE OF LEASEHOLD RIGHTS = (approved published/appraised rate or approved lease rate, whichever is higher) x total area of the Leased Property x remaining term of the lease

For Issuance of Transfer Certificate of Ownership of Leasehold Rights

VALUE OF LEASEHOLD RIGHTS = [(approved published/appraised rate or approved lease rate, whichever is higher) x total area of the Leased Property x remaining term of the lease] or assignment price, whichever is higher

B. CONDOMINIUM AND HOUSING UNITS

For Issuance of Original Condominium Certificate of Ownership of Leasehold Rights

VALUE OF LEASEHOLD RIGHTS= (approved published rate or approved lease rate, whichever is higher) – equivalent amount for the consumed term

For Issuance of Transfer Condominium Certificate of Ownership of Leasehold Rights

VALUE OF LEASEHOLD RIGHTS= [(approved published rate or approved lease rate, whichever is higher) – equivalent amount for the consumed term]] or assignment price, whichever is higher

IV. ENVIRONMENTAL PROTECTION

A. The Role of Residents

Every resident shall observe and comply with the guidelines set by the SBMA Ecology Center to maintain, protect and preserve Subic Bay's natural environment surrounding the housing areas.

It is the role of every resident to promote and cooperate in every endeavor leading to maintaining the balance of ecosystem and promoting environmental protection in the entire Freeport.

Residents are expected to properly observe the guidelines set by the SBMA'S Ecology Center particularly on tree-cutting/tree-trimming activities and proper household waste disposal.

They shall also actively participate in the monitoring of PROHIBITED ACTS including the following:

- Illegal land filling and/or improper storage of wastes
- Dumping of all types of waste in all water bodies and in ECAs
- Use of hazardous waste transporters not accredited by the SBMA and DENR
- Use of oversized bags
- Any action resulting to vermin and rodent infestation
- Transporting and/or taking out of waste outside SBFZ
- Use of dump trucks which have a capacity beyond 15 cubic meters
- Transferring of wastes from one place to another
- Disposal of hazardous wastes without an approved permit from Ecology Center
- Mixing of hazardous with non-hazardous wastes

B. Ecology Center's Guidelines for Residents

It is the duty of the SBMA Ecology Center to ensure conservation of biological diversity, maintain visual amenity, and protect the environment, pursuant to the goals and objectives of the Subic Bay Protected Area Management Plan (SBPAMP). This includes imposition of guidelines to SBF residents on protection and sustainability of Subic Bay's natural environment particularly related to the conservation of trees and waste management.

The policy strictly prohibits the cutting or damaging of any tree within the Freeport. However, exemptions may be given on justifiable grounds as permitted by the Ecology Center, such as unavoidable cutting or damaging of trees in connection with implementing vital infrastructure projects; when tree trimming activities are necessary for the proper maintenance of facilities such as power transmission and distribution lines as well as improvement of visual amenity in public areas such as roads, parks, etc.; or when tree cutting or trimming activities are required to protect public safety.

Permits issued may specify conditions such as restoration, replanting and other remedial measures deemed reasonable by the Ecology Center.

1. Tree Cutting/Tree Trimming Activities

- a. Tree Cutting Permit authorizing the holder to cut or remove trees if such is necessary or unavoidable in connection with the implementation of vital infrastructure projects or SBMA facilities, or to protect public safety;
- b. Tree Trimming Permit authorizing the holder to trim undesirable parts or overgrown branches of trees and shrubs for the protection of public safety and maintenance of facilities (e.g. power transmission and distribution lines), and enhancement of visual amenity.

Replacement Requirements

All trees that have been cut or damaged under a Tree Cutting Permit shall be replaced with saplings of indigenous species according to replacement ratios set by the SBMA.

The replacement ratios are based on three factors:

- a. Species value – as determined by the intrinsic ecological value of the tree species; rare and endangered species have higher replacement requirements compared to common species.
- b. Habitat value – as determined by the SBPAMP management zone classification of the area where the cutting activity will take place; areas designated as core ecological zones are critical for protection and thus entail higher replacement requirements.
- c. Commercial value – as determined mainly by the size of the tree cut, and other market factors (premium or non-premium wood).

In addition to providing replacement saplings, the permit holder shall be required to pay a fee for planting and maintenance (for a period of three years) to be undertaken by the SBMA.

2. Waste Management

Solid Waste Management Schedule of Fees for Residential Areas

All wastes, except for toxic and hazardous wastes, generated within the SBFZ shall, at all times, be disposed of at the Olongapo City Dumpsite.

A. Regular Collection	:	US\$10.00 per household/month
B. Special Collection*	:	U\$30.00/truck
C. Tipping Fee**	:	US\$31.00/truckload (maximum of 15 cu. m.)
D. Grass Cutting***	:	PHP235 for 200 sq. m. and below; PHP1.10/sq. m. for every area in excess of 200 sq. m.

*This refers to collection of wastes other than the specified and/or requested time and day of collection. All residents and locators are limited to a maximum of 30 bags per collection. Bags exceeding this number shall fall under special collection.

**Only accredited haulers and locators with capability to transfer/haul their waste/garbage are allowed to avail Tipping Permits.

***Penalty Fee for grass cutting takes effect when the CMD makes the initiative to do the necessary ground maintenance work because the area has become unsightly and poses danger to life and property as a result of a locator's/resident's inaction. The rate is higher than the Service Fee in order to encourage consciousness among locators and residents to clean up on time.

Penalty Fee: PHP1,500 for 200 sq. m. and below; PHP1.10/sq. m. for every area in excess of 200 sq. m.

C. List of Environmentally Critical Areas (ECAs)

ECA is defined as an area that is environmentally sensitive and is so listed under Presidential Proclamation No. 2146 Series of 1981 as well as other areas which the President may proclaim as environmentally critical in accordance with Section 4 of PD 1586.

1. All areas declared by law as national parks, watershed reserves, wildlife preserves and sanctuaries
2. Areas set aside as aesthetic potential tourist spots
3. Areas which constitute the habitat for any endangered or threatened species of indigenous Philippine wildlife (flora and fauna)
4. Areas of unique historic archeological or scientific interest
5. Areas which are traditionally occupied by cultural communities or tribes
6. Areas frequently visited and/or hard-hit by natural calamities
7. (geologic hazards, floods, typhoons, volcanic activity, etc.)
8. Areas with critical slopes
9. Areas classified as prime agricultural lands
10. Recharge areas of aquifer
11. Water bodies characterized by one or any combination of the following conditions:
 - tapped for domestic purposes
 - within the controlled and/or protected areas declared by appropriate authorities
 - which support wildlife and fishery activities
12. Mangrove areas characterized by one of any combination of the following conditions:
 - with primary pristine and dense young growth
 - adjoining mouth of major river systems
 - near or adjacent to traditional productive fry or fishery grounds
 - which act as natural buffers against shore erosion, strong winds and storm floods
 - on which people are dependent for their livelihood
13. Coral reefs characterized by one of any combination of the following conditions:
 - with fifty percent (50%) and above live coral line cover
 - spawning and nursery grounds for fish
 - which act as natural breakwater of coastlines

V. GENERAL ROAD COURTESY

A. General Traffic Rules and Regulations

1. Make a full stop at intersections with stop sign or flashing red light or solid white line painted across the road. A full stop means a complete cessation of movement, not a rolling stop.
2. Yield to vehicle traveling a road with a right of way and those which have approached the intersection first.
3. Approach with caution or slow down at any intersection with yellow flashing traffic light.
4. All motorists should pull over to give way stop to emergency vehicles (Red Light/Siren).
5. Observe proper lane usage and speed limits, and give the proper signal to other motorists.
6. Obey all traffic lights and hand signals of traffic officers.
7. Load and unload at designated areas only.
8. No driving under the influence of alcohol or prohibited drugs.
9. No parking on yellow painted curbs.
10. Always have valid driver's license and latest vehicle registration when driving.
11. Wear seat belt.
12. No traveling downgrade on neutral gear.
13. No wearing of headphone/earphone while driving.

Vehicles Entering the Residential Areas

1. Vehicle Pass or Decal

Residents/Lessees/Sub-lessees are required to secure vehicle passes or decals for their respective vehicles from the Transportation and Communications Department with endorsement from LAMD.

2. Motorcycles

Motorcycles without muffler silencer shall be denied entry at housing areas.

3. Buses

Only duly authorized mini-buses (20-25 persons capacity) and/or smaller vans are allowed to shuttle passengers inside housing areas. Large tourist buses may be allowed on a case-to-case basis upon approval by LAMD.

B. Parking Rules and Regulations

1. Overnight parking outside designated parking space in residential areas
 - Only visitors of residents shall be allowed to park on white lane. Residents shall park their vehicles in their respective parking spaces or garages/carports. Otherwise, your vehicle will be considered illegally parked and shall be towed at the owner's expense.
 - Residents of units without any parking space or garages/carports shall be allowed to park their vehicles on the street in front of their units.
 - Using an open lawn, turf or garden as parking space is prohibited.
 - Parking on the sidewalk is prohibited.
 - Tourist buses shall be parked at the Royal Duty Free Shop parking lot.
 - Parking of large or heavy trucks, buses and other heavy vehicles, as well as industrial and heavy equipment (e.g. forklifts, bulldozers), shall not be allowed in residential areas.
2. Using parking slots, garages/carports and house yards as storage areas and/or stockyards is prohibited.
3. Mechanical repairs and painting jobs of vehicles in parking spaces or any place in residential areas are prohibited. Trouble shooting may be allowed.

VI. SYSTEM OF FINES AND PENALTIES FOR VIOLATIONS OF HOUSING RULES AND GUIDELINES

Type of Violation	Fine
1) Utilities	
Installation of water booster pumps, erection of poles supporting utility lines	P5,000.00 and removal of installed facilities
2) Construction	
Major Violations	(A to F)
A. Unauthorized changes, modifications, alterations during construction in the plans and specifications submitted to SBMA for which it had issued building permits	<u>1st Offense</u> Warning
B. Unauthorized changes in the type of construction from “more fire resistive” to “less fire-resistive”	<u>2nd Offense</u> P10,000.00 fine Suspension of housing privileges and legal action
C. Non-compliance with order to abate or demolish	<u>3rd Offense</u> Suspension of housing privileges and legal action
D. Non-compliance with a work stoppage order for construction/demolition without permit	
E. Change in the existing use or occupancy without Certificate of Change of Occupancy/ Use/Operation	
F. Excavations left open without any work being done at the site for more than one hundred twenty (120) days	
Minor Violations	(A to B)
A. Failure to post Building Permit Construction information sign	<u>1st Offense</u> Warning
B. Failure to provide or install appropriate safety measures for the protection of workers, inspectors, visitors, immediate neighbors, and pedestrians	<u>2nd Offense</u> P5,000.00 fine
C. Non-compliance with work stoppage order for alteration/ addition conversion/ repair without permit	<u>3rd Offense</u> P8,000.00 fine
D. Use or occupancy of building/structure without appropriate Certificate of Occupancy	<u>4th Offense</u> Suspension of housing privileges and legal action

Type of Violation	Fine
	<p>(C to D) <u>1st Offense</u> Warning</p> <p><u>2nd Offense</u> P8,000.00 fine</p> <p><u>3rd Offense</u> P10,000.00 fine</p> <p><u>4th Offense</u> Suspension of housing privileges and legal action</p>
<p>Other Penalties and Surcharges</p>	
<p>Construction, installing, repairing, alteration or causing any change in the occupancy/use of any building/structure or part thereof or appurtenances thereto without any permit; surcharge of 100% of building permit fees; provided that, when work in building/structure is started pending issuance of Building Permit, surcharge shall be as follows:</p>	
<ul style="list-style-type: none"> Excavation for foundation 	<p>10% of building permit fees</p>
<ul style="list-style-type: none"> Construction of foundation (including pile driving and laying of reinforcing bars) 	<p>25% of building permit fees</p>
<ul style="list-style-type: none"> Construction of superstructure up to 2 meters above established grade 	<p>50% of building permit fees</p>
<ul style="list-style-type: none"> Construction of superstructure above 2 meters 	<p>100% of building permit fees</p>
<p>Construction Workers</p> <p>LED/LAMD verifies ID card. Construction workers found without ID cards are sent out of the construction site and required to secure ID cards. Those found loitering or roaming around the housing area at night time are sent out of the SBFZ. Their ID cards are confiscated and the employer/contractor is issued a Notice of Violation</p> <p>Building Permit Sign Board</p> <p>Failure to display in a conspicuous place a building permit sign as prescribed in their building permit</p>	<p><u>1st Offense</u> Warning</p> <p><u>2nd Offense</u> P500.00/worker</p> <p><u>3rd Offense</u> P800.00/worker</p> <p><u>4th Offense</u> P1,000.00/worker and appropriate legal action</p>
<p>Change of Exterior Colors/Painting Works of SBMA Housing Units</p> <p>If no painting permit has been issued, painting work is stopped. The SBMA LED sentries bar entry of any materials for works which do not have the required permits or clearances from LAMD.</p>	<p>P500.00/day for non-Compliance</p>

3) Traffic Rules

Major Traffic Violations

- Failure to observe traffic signs and signals
- Overtaking on single and double solid lines
- Non-observance of one-way traffic and lane usage
- Speeding
- Driving a MOPED (scooter) or bicycle with no protective head gear
- Driving under the influence of liquor
- Practice driving within the housing area

1st Offense

Warning

2nd Offense

P1,000.00

3rd Offense

P2,000.00

4th Offense

P5,000.00 and appropriate legal action

Minor Traffic Violations

- Failure to make a full stop at all intersections with STOP signs
- Failure to give way to oncoming vehicles at intersections with YIELD or GIVE WAY signs
- Non-observance of "First to Stop – First to Go" rule at intersections
- Loading and/or unloading at non-designated areas
- Parking on red and yellow curbs
- Parking against right way traffic
- Wearing of headphone or earphone and/or using cellular phone while driving
- Use of neutral gear going down grade
- Failure to yield to emergency vehicles

1st Offense

Warning

2nd Offense

P500.00

3rd Offense

P800.00

4th Offense

P1,200.00 and appropriate legal action

4) Parking Rules

Illegal parking and other parking violations under Parking Rules and Regulations of the General Road Courtesy

1st Offense

Warning

2nd Offense

P2,000.00

3rd Offense

P3,000.00

4th Offense

P4,000.00 and appropriate legal action

5) General Maintenance of the Housing Areas

Failure to comply with the regulations stated in the General Upkeep of Housing Areas of the General Housing Rules

1st Offense

Warning

2nd Offense

P800.00

3rd Offense

P1,200.00

4th Offense

P2,000.00 and appropriate legal action

6) Waste Disposal

Improper Garbage and Household Waste Disposal. Violations include:

- A. Use of public trash cans for household garbage
- B. Failure to use trash bags
- C. Illegal/improper disposal of household wastes
- D. Failure to label hazardous wastes (oils, paints, batteries, broken glass)
- E. Uncovered or unsealed trash/garbage receptacle
- F. Mixing hazardous with non-hazardous wastes
- G. Open fire/burning of any kind of trash
- H. Illegal land filling and/or improper storage of wastes
- I. Dumping of any kind of waste in any bodies of water and/or Environmentally Critical Areas (ECAs)
- J. Any action or inaction tending to cause vermin and rodent infestation

(A-C)

1st Offense

Warning

2nd Offense

P800.00

3rd Offense

P1,000.00

4th Offense

P1,500.00 and appropriate legal action

(D-G)

1st Offense

Warning

2nd Offense

P1,000.00

3rd Offense

P1,500.00

4th Offense

P2,000.00 and appropriate legal action

(H)

P5,000.00/day of violation

(I)
P1,000.00 to P10,000.00

(J)
1st Offense
Warning

2nd Offense
P3,000.00

3rd Offense
P5,000.00

4th Offense
P10,000.00 and
appropriate legal action

7) Pets and Animals

a. Stray Cats & Dogs

LAMD informs the Fire Department to impound stray dogs and cats for deposit at the K-9 Branch of LED. Fire Dept. shall coordinate with LED to join the impounding operations. LED shall issue notice of violation to owners if identified. Otherwise, notice of violation shall be issued when the pet or animal is claimed by its owner.

1st Offense
Warning

2nd Offense
P1,000.00

3rd Offense
P1,500.00

4th Offense
P2,000.00 and the matter is
referred to the Legal Department for
appropriate legal action

b. Failure to remove animal excrement in the streets, sidewalks and other public places

1st Offense
Warning and removal of
excrement by the owner

2nd Offense
P1,000.00 and removal of
excrement by the owner

3rd Offense
2,000.00 and removal of
excrement by the owner

4th Offense
P5,000.00, removal of
excrement by the owner, and the
matter is referred to SBMA Legal
for appropriate legal action

Pets and Animals

<p>c. Raising or keeping livestock (poultry, hogs, goats, sheep, cattle, including game fowl or fighting cocks) and/or exotic/endangered animals</p>	<p><u>1st Offense</u> Warning and removal of excrement by the pet owner</p> <p><u>2nd Offense</u> P2,000.00 and confiscation of livestock and/or exotic/endangered animals</p> <p><u>3rd Offense</u> 3,000.00 and refer to Legal Department for appropriate legal action</p>
<p>d. Repeated barking of dogs</p>	<p><u>1st Offense</u> Warning</p> <p><u>2nd Offense</u> P1,000.00</p> <p><u>3rd Offense</u> P2,000.00</p> <p><u>4th Offense</u> P3,000.00 and the matter is referred to the Legal Department for appropriate legal action</p>
<p>e. Hunting and/or catching of birds/wild animals</p>	<p><u>1st Offense</u> Warning</p> <p><u>2nd Offense</u> Apprehend & refer the matter to IIO for filing of case before the prosecutor's office</p>

8) Intended Use of Housing Units

<p>Use of Housing units and/or their immediate surroundings as chapel, commercial establishment, office and the like</p>	<p>P5,000.00 LAMD shall issue notice of violation and cease and desist order to the concerned Lessee, Sub-lessee, residents</p>
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8) Intended Use of Housing Units

Use of Housing units and/or their immediate surroundings as chapel, commercial establishment, office and the like

P5,000.00
LAMD shall issue notice of violation and cease and desist order to the concerned Lessee, Sub-lessee, residents

9) Law and Order

a. Vandalism

Apprehended individuals shall be turned over to the IIO for investigation and proper disposition

b. Firearms

Surrender of firearms to LED

c. Unnecessary Noise

1st Offense
Warning

2nd Offense
P1,200.00

3rd Offense
P2,000.00

4th Offense
P3,000.00 and the matter is referred to the IIO for filing of the case

d. Fireworks & Firecrackers

1st Offense
Warning

2nd Offense
P2,000.00

3rd Offense
P3,000.00

4th Offense
P4,000.00 and the matter is referred to the Legal Department for appropriate legal action

Law and Order

e. Dangerous Materials

1st Offense

Warning

2nd Offense

P1,000.00

3rd Offense

P2,000.00

4th Offense

P3,000.00 and the matter is referred to the Legal Department for appropriate legal action

10) Satellite Dish Installations

Installation of satellite dish and the like without permission from NTC

Shall be penalized by NTC

VII. AVAILING OF PUBLIC UTILITY SERVICES

A. WATER CONNECTION

Service Provider

Subic Water & Sewerage Company Incorporated

Contact Numbers

Tel. Nos. (+6347)252.2960 to 65

Fax No. (+6347)252.2966

Website

www.subicwater.com.ph

Address

Subic Water & Sewerage Company Incorporated

Sub-Com Area, Rizal Hi-way Subic Bay Freeport Zone 2222, Philippines

Application for Service Connection

You may apply at the Customer Service Section and submit the requirements below:

Types of Applicants:

1. "Owner"

- duly accomplished service application
- any proof of ownership of the property
- required regular deposit

2. "Other than the Owner" or "Acting on Behalf of the Owner"

- If the applicant is only acting on behalf of the owner he or she has to submit additional documents depending on whether or not he or she agrees to be responsible for the water bills.

a. The owner is responsible for the bills:

A Power of Attorney in addition to the usual documents will be required.

b. The owner is not responsible for the bills

A Residence Authorization (form available at the Subicwater's Customer Care offices)

This is simply a document to be signed by the owner and applicant that attests that indeed the applicant is the present occupant of the property either by virtue of a valid tenancy agreement or just by mere consent or tolerance. It further certifies that the applicant is solely responsible for the utilities, additional security deposit.

3. "Tenant"

- Submission of a copy of the Rental Agreement in addition to the usual documentary requirements
- Submission of a duly signed Joint Liability/Owner Security Agreement, forms of which are also available at the Subicwater Customer Care offices. Otherwise, the tenant applicant has to make an additional security deposit.

Water Rates (Residential)

Security Deposit : PhP2,000.00
Initial payment : PhP1,860 meter deposit and
PhP100 estimate fee
plus materials and labor cost

Residential Rate	0-10 cu. m.	PhP 18.12
	11-30 cu. m.	PhP 19.94
	31-60 cu. m.	PhP 27.18
	61-100 cu. m.	PhP 31.72
	Over 100 cu.	PhP 36.23
Standing Charge		PhP 445.46

Payment Centers

- Billing Section, SubicWater Office
Collection Hours:
- Accredited Banks:
(Olongapo City/Subic Bay Freeport Branches)
 - Maybank
 - United Coconut Planters Bank
Development Bank of the Philippines
 - Bank of the Philippines Islands
 - Zambales Rural Bank

B. POWER CONNECTION

Service Provider

Subic EnerZone Corporation

Contact Numbers

Tel. Nos. (+6347)252.7392 (Admin)

(+6347)252.8190 (Billing & Collection)

Fax No. (+6347)252.7397

Website

www.subicenerzone.com

Address

Canal Road corner Labitan Street, Central Business District, Subic Bay Freeport Zone 2222, Philippines

Application for Service Connection

You may apply at the Customer Service Section. A checklist of requirements is provided to the applicant.

Applying for reconnection

Customers/Locators can only apply for reconnection after settlement of all power billing arrears and other Electrical service obligation from Subic EnerZone.

Securing an Electrical Permit

An Electrical Permit is a document issued by the SBMA Engineering Department that represents an official written permission from the corresponding government electrical and/or inspection department on a form provided for the purpose authorizing work to be commenced on any electrical installation as requested by the Locator.

Load Deposit

A load deposit is required from customers by distribution utilities of new and/or additional service to guarantee payment of your monthly bills. It is equivalent to the estimated billing of the customer for one (1) month consumption or is the total load scheduled to be connected based on submitted electrical plan for new application.

Termination of electric service connection

A written letter of request addressed to the General Manager must be presented to the Subic EnerZone office expressing intention of power disconnection or termination.

Power Rates (Residential)

Initial Payment : Load Deposit

Minimum Rate (Or rate x kwh consumed) : Php 5.2350

Fluctuation of rate depends on the following factors:

- 1.Fuel cost adjustment
- 2.Deferred accounting adjustment (DAA)
- 3.Foreign exchange rate

Payment Centers

- Administrative Section, Subic EnerZone Office
Collection Hours: 7:30AM-4PM (Mon-Fri) / 8AM-3PM (Sat)
- Accredited Banks:
(Olongapo City/Subic Bay Freeport Branches)
 - Unionbank of the Philippines
 - Development Bank of the Philippines (DBP)
Deposit Slip – through Account No. 00050675755

C. TELEPHONE LINE /INTERNET CONNECTION

Service Provider

PDLT Subic Telecom, Inc.

Contact Numbers

Tel. No. (+6347)252.2000

Fax No. (+6347)252.2010

Website

www.subictel.ph

Address

Building 60, Sampson Avenue, Subic Bay Freeport Zone 2222

Application for Service Connection

You may apply at the Customer Service Section.

Requirements

- Lease Contract
- Two valid IDs

Telephone Rates (Residential)

Installation Fee : Php540.00 plus other charges

Security Deposit : Php2,000.00 (refundable after disconnection)

Monthly Fee : PhP540.00

Internet Connectivity Rates

Installation Fee : PhP1,200.00

Monthly Rate : PhP4,000.00

Total Initial Charges: PhP5,000.00

PLDT My DSL

Installation Fee : depends on the plan chosen by the customer

Monthly Rate : depends on the plan chosen by the customer

Post Paid Wireless Broadband (speed up to 384 kbps)
Installation Fee : PhP1,999.00
Monthly Rate : PhP799.00 (40mins/month)
PhP10.00/30mins. in excess of 40mins.
Unlimited : PhP999.00

Prepaid Wireless Broadband
Modem Cost :PhP4,500.00
Rate per 30mins. :PhP10.00

Payment Centers

- Billing Section, SubicTel Office
- Accredited Bank
 - BPI

D. FREEPORT CABLE CONNECTION

Service Provider

Freeport Cable, Inc.

Contact Numbers

Telefax No. (+6347)252.5282

Email:

fcable@subicTEL.com

Address

Times Square Complex, 2nd Floor, Subic Bay Freeport Zone 2222

Application for Service Connection

You may apply at the Freeport Cable Office.

Requirements

- Lease Contract
- Valid ID

Cable Rates

Installation Fee : PhP2,500.00 plus PhP300.00 for every additional TV
Monthly : PhP550.00 plus PhP125.00 monthly for every additional TV

Payment Centers

- Freeport Cable, Inc. Office
Collection Hours: 8AM-5PM (Mon-Fri) / 8AM-12NN (Sat)
- Accredited Bank
 - BPI

VIII. COMMUNITY AMENITIES AND FACILITIES

A. Basketball Court, Tennis and Badminton Courts, and Playgrounds

Facilities for sports activities such as various ball sports and swimming are available to Freeport residents.

Subic Bay Sports Complex

Address: Aguinaldo Street, Remy Field Complex, Central Business District

Contact Numbers: 252.4032 (Basketball Court)

252.2885 (Tennis/Badminton Courts)

Available Facilities:

1. Remy Field Track Oval

- 6,300 sqm.
- 7,000 seating capacity bleachers
- Public toilets, shower rooms and locker rooms

2. Open & Covered Tennis/Badminton Courts

- Seven (7) international standard tennis courts:
 - 4 covered courts
 - 2 outdoor show courts
 - 1 center court with 1,500 seating capacity bleachers
- spacious parking area, clubhouse, shower room & locker rooms

3. Subic Gym/Basketball Court

- 2,200 sqm.
- 1,300 seating capacity bleachers
- 4 dug-outs, each with a shower room
- Wooden floor finish

Binictican Housing Area Basketball Court

Address : Binictican Drive

Contact Number : 252.4650 (SBMA Law Enforcement Department)

Forest View Basketball Court

Address : El Kabayo Road, Binictican Heights

Contact Number : 252.6089

Kalayaan Basketball Court

Address : Greyback Street, East Kalayaan

Kalayaan Tennis Court

Address : New West Kalayaan

Lyceum of Subic Bay Basketball Court

Address : Lot 73, Central Business District

Contact Number : 252.3157/5940

Subic Bay Yacht Club Basketball and Tennis Courts

Address : Rizal hi-way, corner Burgos Street

Contact Number : 252.5211

Binictican Playground

Address : Binictican Road

Kalayaan Housing Area Kiddie Place

Address : Finback Street, New West Kalayaan

Subic Montessori School Playground

(open to the public but with permission from the school for security purposes)

Address : Labitan Street, beside SBMA Chapel

Subic Spider World

Address : JEST Camp, Upper Mau, CUBI-Triboa

Contact : (0915) 802.1111

B. Swimming Pools

Among the privately-managed swimming pools within and outside the housing areas, the following are open to the public for certain fees:

Brent International School Swimming Pool

Address : Binictican Drive, BRENT International School Subic

Contact Number : 252.6871

CASA Kalayaan International School Swimming Pool

Address : New West Kalayaan

Contact Number : 250.0283

Crown Peak Swimming Pool

Address : Upper Cubi, Crown Peak

Contact Number : 252.6658

Forest View

Address : El Kabayo Road, Binictican Heights

Contact Number : 252.6089

Subic Bay Yacht Club

Address : Rizal hi-way, corner Burgos Street

Contact Number : 252.5211

Subic International Hotel

Address : Sta. Rita Road, Central Business District

Contact Number : 252.2222

Subic Park Hotel

Address : Moonbay Marina, Waterfront Road

Contact Number : 252.2092/93

Triboa Bay Country Club Pool

Address : Corregidor Hi-way, Triboa Bay Country Club

Contact Number : 252.9900/7211

Vista Marina Hotel

Address : Moonbay Marina, Waterfront Road

Contact Number : 252.3373

C. Other Sports Facilities

Hobby centers are accessible to Freeport investors and residents, providing venues for relaxation, recreation and acquaintances.

WATER SPORTS

Parasail, Jetski, Scuba Dive

Magellan's Landing

Address : Subic-Clark Pump Station, Argonaut Hi-way

Contact Number : 252.1843/45

NETWORX Jetsport

Address : Waterfront Road

Contact Number : 252.3469

Subic Bay Aqua Sports Inc.

Address : Bldg.249, Scuba Shack, Waterfront Road
Contact Number : 252.7343

Subic International Parasail Inc.

Address : Bldg.249, Waterfront Road
Contact Number : 252.2206

GO-KART

Subic Lemans Inc.

Address : Old Kart Track, Rizal Ave.
Contact Number : 252.1070

FIRING RANGE

Ocean Nine Firing Range

Address : Ilanin Forest, Naval Magazine
Contact Number : 252.9961/65

EXTREME SPORTS

Rappel, swing between giant trees, wall climb

Extreme Adventure

Address : Upper Cubi
Contact Number : 252.1102

Tree Top Adventure

Address : Aparri Road, Cubi-Triboa District
Contact Number : 252.9427

D. Schools/Educational Institutions

Learning institutions offer various courses from primary education to college and Master's Degree. Residents have several choices among private and public schools, international schools, and technical/vocational schools.

NAME OF INSTITUTION	CONTACT NUMBER
BRENT INTERNATIONAL SCHOOL SUBIC Location: Binictican Drive	252.6872
CASA KALAYAAN Location: New West Kalayaan	252.1951/52
COMTEQ COMPUTER & BUSINESS COLLEGE Location: Bldg S-8722, Subcom Area	252.3335
FREEPORT INSTITUTE FOR RESEARCH SCIENCE & TECHNOLOGY (FIRST) Location: Bldg Q7931, Manila Ave., Subcom Area	252.2602/05
GEORGE DEWEY MEDICAL COLLEGE (GLOBAL CITY INNOVATIVE COLLEGE) Location: Cubi Hospital Compound, Upper Cubi	252.8395
GP PERSONALITY ENHANCEMENT CENTER Location: 2/F Subic Bay Arts Center	(0920)954.4322
LYCEUM OF SUBIC BAY Location: Bldgs. A & B, Lot 73, CBD Area	252.3157/5940
MONDRIAAN AURA COLLEGE Location: Bldg H-8931, Subcom Area	252.3808
REGIONAL SCIENCE HIGHSCHOOL Location: West Kalayaan	252.6100
SPECIAL EDUCATION CENTER FOR THE GIFTED (SPED) Location: West Kalayaan	252.6100
SUBIC ENGLISH TRAINING CAMP Location: Unit 1, 2/F Bldg. Ca-2, Dewey Ave.	
SUBIC INSTITUTE OF INTERNATIONAL STUDIES Location: Portion of Bldg. 8266, Upper Cubi	
SUBIC LANGUAGE LEARNING CENTER Location: Lots 14, Subic Commercial and Light Industrial Park, Dewey Ave.	252.7195
SUBIC MONTESSORI SCHOOL Location: Bldg 737 Labitan St., CBD Area	252.3555/56
UPEPO (U.P. ACADEMIC EXTENSION PROGRAM OLONGAPO) Location: Bldg. 8131 Subcom Area, Manila Avenue	(+632)929.8226

E. Banks

Banks and Automated Teller Machines (ATMs) are available to provide residents with convenient banking. Several banks are also available in nearby city (Olongapo City).

BANK	CONTACT NUMBER
BANCO DE ORO (BDO) Location: Lot 5, Retail 25, Times Square Complex	252.7050
BANK OF THE PHILIPPINE ISLANDS (BPI) Location: Bldg. 652, Main Gate Area	252.3828/7828
CHINA BANKING CORPORATION Location: Subic Bay Gateway Park, Phase I	(02)888.5555
CHINATRUST (PHILS.) COMMERCIAL BANK Location: Subic Bay Gateway Park, Phase I	252.1381
LAND BANK OF THE PHILS. Location: H8211, Burgos St., corner Causeway Road	252.6495/3890
METROPOLITAN BANK & TRUST CO. Location: Bldg 640, Sampson Road	252.3356
PACIFIC ACE SAVINGS BANK Location: Times Square Complex	252.3392
PHILIPPINE NATIONAL BANK Location: Lot 2, Retail 5, Times Square Complex	252.7963/64
RIZAL COMMERCIAL BANKING CORP. (RCBC) Location: Rizal Highway	252.5023 to 26
SECURITY BANK Location: G/F, Bldg. 888, Sta. Rita Road	252.6086
UNIONBANK OF THE PHILIPPINES Location: Studio Units 1 & 2 of the Subic Executive Loft, Manila Ave corner Canal Road	
UNITED COCONUT PLANTERS BANK Location: Portion of the Royal Sky Plaza, Beside BPI Royal Gateway, Argonaut Highway	252.6247/7447

F. Event Venues

The following are the most common venues where residents and tourists gather on special occasions and in special events like eves of Christmas and New Year, concerts, parades and festivals.

Boardwalk

Address : Waterfront Road, Central Business District
Contact Number : 252.4197

Remy Field

Address : Remy Field Complex, Central Business District
Contact Number : 252.4032

Subic Bay Exhibition and Convention Center (SB ECC)

Address : Efficiency Street, Subic Bay Gateway Park I
Contact Number : 252.4129

G. Family Recreation and Other Places of Interest

Subic Bay offers a unique, secure, and incomparable quality of life.

Beaches

Enjoy sand sports like kite flying and beach volleyball. Come face to face with sea creatures as you snorkel or dive. Or simply try our uniquely exhilarating watersports like jetski, parasail, banana boat ride, and kayak.

Beach : All Hands Beach
Contact Number : 252.2319
Location : Sta. Rita Road, Cubi Area

Beach : Camayan Beach Resort
Contact Number : 252.8000
Location : Ocean Adventure Park, Naval Magazine

Beach : Dungaree Beach
Contact Number : 252.2319
Location : Sta. Rita Road, Cubi Area

Beach : Grande Island Resort
Contact Number : 252.9700
Location : Grande Island

JEST Camp

Have a picturesque view of Subic Bay as you stand at the peak of JEST, a campsite where indigenous Aetas demonstrate wilderness survival and warfare tactics taught to U.S. Military troops during the Vietnam War.

Contact Number : 252.9070/2319

Location : Aparri Road, Cubi-Triboa District

Ocean Adventure Water Theme Park

Explore the only water marine park in Southeast Asia, featuring a must-see dolphin and sea lion show off, a walkthrough aquarium, and an option to swim with the dolphins.

Contact Number : 252.9000

Location : Camayan Wharf, Ilanin Forest

Pamulaklakin Forest Trails

Hike within Subic Bay's mountains and rainforests where native guides introduce the village's well-preserved environment and indigenous culture, including the use of herbal cures.

Contact Number : 252.4123/4242 (SBMA Tourism)

Location : Binictican Heights

Treetop Adventure

Swing at the peak of lush emerald forests with a thrilling canopy ride on a cable chair or dare to rappel to the tree top and drop yourself on the ground faced down and feet up.

Contact Number : 252.9427

Location : Aparri Road, Cubi-Triboa District

Zoobic Safari

Ride a safari jeepney and discover the natural world of the wilds at the only tiger safari in the Philippines, with 11 major attractions in a 50-hectare heavily forested area.

Contact Number : 252.2272

Location : Group I, Ilanin Forest

H. Health & Wellness Facilities

Health and wellness facilities in SBF include body pampering spas (offering massage and sauna), aerobic centers, gyms, and beauty bars.

SPA	Contact Number
APPLE EXPRESS SPA Location: Dewey Ave. corner Sta. Rita	252.7642
BROOKE'S AESTHETIC & WELLNESS CENTER Location: Bldg. 868, Dewey Ave.	252.5088/0721
CLASSY CLIPPER NAIL SPA Location: #106-B Subic World Plaza	250.0279
HAIR STYLE GROOMING OASIS Location:	
HAPPY DREAM HEALTH SPA/SALON/BARBERSHOP Location: Bldg.727 Dewey Ave.	252.0359
HER EUN SUK Location: Time Square Complex, Rizal Ave.	252.7825
LSL HEALTH SERVICES Location: Tarlac corner Sulu Road, Upper Cubi	252.1888 local 7311
MIMONG FACE & BODY CARE Location: Royal Gateway, Palm St., Argonaut Hi-way	252.9862
RENDEVOUS INC. Location: Times Square Complex, Rizal Ave.	
S.I.H. HEALTH CLUB Location: Rizal corner Sta. Rita Road	252.2222
THAI CHI MASSAGE Location: Times Square Complex, Rizal Ave.	252.7825
THE REHAB SPA & SKIN CARE CLINIC Location: Amires Bldg. Manila Ave	252.1849
THE RITZ TROPICAL SPA Location: Bicentennial Park, Rizal Hi-way	252.6088
TON-TON MASSAGE Location: Rizal corner Argonaut Hi-way	252.2136
AEROBIC GYM	
SLIMMER'S WORLD SUBIC Location: 2/F, Times Square Building	252.6512/14

I. Places of Worship

San Roque Chapel

One of the historical landmarks in the Freeport and considered as the oldest chapel in the zone named after San Roque from Segovia, Spain which was built for Spanish sailors and Filipino converts to Christianity during the 1800s

Worship Schedule : Wednesdays - 5:30PM
 : Saturdays - 5PM
 : Sundays - 9AM, 10:30AM, 5PM
Contact Number : 252.4539
Location : Dewey Ave., Central Business District

Saint Therese Chapel

A prayer and worship sanctuary established in honor of St. Therese of the Child Jesus, located at the Crown Peak area.

Worship Schedule : Saturdays (Anticipated Mass) - 6:30PM
Contact Number : 252.3144
Location : Upper Cubi

Subic Korean Chapel (Subic Christian Worship)

Established by the Korean Community in Subic Bay

Worship Schedule : Daily - 4:30AM and 10AM
 : Sundays - 11AM
Contact Number : 252.7365
Location : Sta. Rita Road, Central Business District

J. Supermarkets

Puregold Duty Free (Opens from 10AM-7PM)

Contact Number : 252.5556
Location : Argonaut Hi-way

Royal Duty Free Mall (Opens from 10AM-7PM)

Contact Number : 252.3258
Location : Argonaut Hi-way

Subic Freeport Exchange (Opens from 9AM-9PM)

Contact Number : 252.6411
Location : Sampson Road, Central Business District

K. Nearest Public Markets

1. Pag-asa Public Market in Olongapo City
2. New Public Market in Olongapo City

IX. GUIDELINES ON HOUSING INSURANCE CLAIMS

Republic Act 656 requires all government agencies, except for municipal government below first class, to insure all its **properties** with Government Service Insurance System (GSIS).

The **SUBIC BAY METROPOLITAN AUTHORITY (SBMA)**, being a government agency, is therefore covered by this law, such that all Residential Lessees are required to insure **their housing units being leased from SBMA** inside SBFZ with GSIS, with SBMA as beneficiary.

All those currently covered by private insurance policies are hereafter required to insure their **housing units** with GSIS upon expiration of their existing insurance policies and all lessees whose **housing units** are not yet covered by insurance are hereby advised to insure the same with GSIS.

BASIC POLICY

Residents/Lessees shall ensure that all housing units are maintained in fully habitable status at all times and they shall be responsible for any restoration, repair or renovation work in the event that such property is damaged by fire, earthquake, typhoon, storm, malicious damage and other calamities and causes, whether or not such perils are covered by insurance. As provided for under the mandatory insurance with GSIS, each Resident/Lessee is mandated to insure only with GSIS based on the general terms and conditions laid out under the SBMA-GSIS MOA.

SBMA, being the owner of these housing units or having interest on any housing unit constructed by lessees inside the SBFZ (unless specifically stipulated in the lease contract), should therefore, be the beneficiary of the insurance policy of said units. It is also the policy of SBMA that the Resident/Lessee assume any unrecoverable claim, such as, but not limited to:

- Claims that are below the policy deductible or owners participation.
- Claims and expenses that are incidental to the repair/restoration/replacement activity but are unrecoverable under the policy
- Claims that are caused by perils excluded under the policy or unrecoverable due to violation of policy terms, conditions and warranties
- Claims that are unrecoverable due to the application of the co-insurance clause (when the insured value falls below the replacement cost)
- Provision for 'betterment' or deductions for depreciation."

COVERAGE

These guidelines shall apply to all housing units inside the Subic Bay Freeport Zone including those situated or are to be constructed in the Kalayaan Area (New West Kalayaan and New East Kalayaan, West Kalayaan and East Kalayaan), Binictican Area (Binictican Drive, Samahan Heights, Bayani Village, and Binictican Heights), Cubi Housing area (Upper Cubi and Lower Cubi).

PROCEDURE FOR INSURANCE CLAIMS FROM GSIS

1. Lessee/Resident must inform both SBMA and GSIS of any loss or damage that may potentially give rise to a claim as soon as the Lessee/Resident becomes reasonably aware of its occurrence but in no case not later than 3 weeks from said event of loss or damage.
2. SBMA, there from, shall inform the Lessee/Resident the identity of the appointed loss adjuster that will evaluate the claim.
3. Lessee/Resident and LAMD will submit all required documents specified below to such adjuster as soon as possible and with minimum delay. Lessee/Resident agrees to render all assistance and fully cooperate with SBMA, GSIS and the adjuster in gathering information, preparation of documents, interview of employees and access to leased premises so that the claim will be acted upon with minimum delay.
4. The LESSEE will provide all other requirements as maybe needed by GSIS to LAMD.
5. The Independent Adjuster will file a final report to GSIS.
6. The GSIS will settle the claim and pay its liability to the assured/beneficiary (SBMA).

GSIS REQUIREMENTS

A. In case of Fire

Requirement to be provided by SBMA:

- Lease Contract with SBMA
- Duly filled-up Claim Form
- Copy of Policy
- Fire Investigation Report submitted by Fire Dept. to LAMD
- Other documents that may be needed

Requirements to be provided by the LESSEE: (All requirements must be forwarded to LAMD)

- Copy of Insurance Policy
- Official Receipt for Premium Payment
- Building Plan/Drawing signed and sealed by a duly licensed Engineer/Architect (Plan – must be approved by LAMD). If the lessee desires that the damaged housing unit/s shall be restored only to its original form, the building plan previously approved by SBMA will suffice
- Bill of Materials prepared by an Engineer or Architect
- Pictures of the damaged housing unit/s
- Other documents that may be needed

B. In case of typhoon, flood, earthquake and other allied perils

Requirements to be provided by SBMA:

- Lease Contract with SBMA
- Copy of Insurance Policy
- PAGASA Report (Typhoon) or Philippine Institute of Vulcanology (for Earthquake)
- Other documents that may be needed

Requirements to be provided by the LESSEE: (All requirements must be forwarded to LAMD)

- Copy of Insurance Policy
- Official Receipt for Premium Payment
- Building Plan/Drawing signed and sealed by a duly licensed Engineer/Architect (Plan – must be approved by LAMD). If the lessee desires that the damaged housing unit/s shall be restored only to its original form, the building plan previously approved by SBMA will suffice.
- Bill of Materials prepared by an Engineer or Architect.
- Pictures of the damaged housing units.
- Other documents that may be needed.

PROCEDURES IN THE RESTORATION, REPAIR AND RENOVATION OF THE DAMAGED HOUSING UNIT/S

1. The lessee will hire an SBMA accredited contractor in good standing and reputation.
2. The Contractor will submit a letter-request to Land Asset Management Department for building permits attached with the plans and the other documents required.
3. LAMD shall endorse the approved plans and documents to the Building Permit and Safety Department for evaluation/issuance of Construction Permit.
4. Upon approval of the construction permit, the contractor may start the construction of the damaged housing unit/s.
5. The contractor and lessee should comply with the existing SBMA Housing Rules and Regulations and Construction Guidelines.
6. The contractor and lessee shall submit weekly accomplishment reports for billing purposes and project monitoring.
7. Upon completion of the construction, the contractor/lessee shall apply for a Certificate of Occupancy to LAMD.
8. LAMD will endorse the occupancy permit requirements to the Building Permit and Safety Department for joint inspection.
9. If there are no additional items/requirements imposed during joint inspection, a Certificate of Occupancy will be issued to the lessee. Otherwise, the resident should comply first with such additional items/requirements prior to the issuance of the said certificate.

Building Permit Requirements:

- Building plans similar to the plans submitted to GSIS – 5 copies. If the lessee desires that the damaged housing unit shall be restored only to its original form, the building plan previously approved by SBMA will suffice
- Contract between the lessee and the contractor approved by SBMA
- Bill of Materials – 5 copies
- Specifications – 5 copies
- Structural Analysis – 5 copies
- Duly filled-up Building Permit Application Forms
- Items 1, 3, 4 and 5 must be signed and sealed by a duly licensed Engineer/Architect.

Occupancy Permit Requirements:

- As-built plans – 3 copies
- Bill of Materials – 3 copies
- Specifications – 3 copies
- Logbook
- Duly filled-up Certificate of Completion
- Items 1 – 5 must be signed and sealed by a duly licensed Engineer/Architect.

RELEASE OF FUNDS TO THE CONTRACTOR

- a. Upon approval of the building permit, the LAMD should submit its recommendation to Deputy Administrator for Finance for the release of 10% of the Insurance fund. The Accounting Department shall process the claim, thence, the Treasury Department shall pay the contractor Ten Percent (10%) of the GSIS Insurance fund on the damaged housing unit/s as first payment for the project.
- b. Upon 30% accomplishment of the project, LAMD shall recommend to the DA for Finance the payment of Fifty Percent (50%) of the GSIS Insurance fund on the damaged housing unit/s referred as the 2nd payment. Accounting shall process the billing, hence, the Treasury Department shall pay the contractor.
- c. Upon 75% accomplishment of the project, LAMD shall recommend to DA for Finance the payment. Accounting shall process the billing, thence, the Treasury Department shall pay the contractor Twenty Five Percent (25%) of the GSIS Insurance fund on the damaged housing unit/s referred as the 3rd payment.
- d. Upon completion of the project and release of Occupancy Permit. LAMD shall recommend the final payment. Accounting shall process the billing, thence, the Treasury Department shall pay the contractor Fifteen Percent (15%) of the GSIS Insurance fund on the damaged housing unit/s referred as Final payment.
- e. All direct fund releases to the contractor must have the prior approval/concurrence of the lessee.
- f. It is understood that the lessee shall shoulder the excess cost of the project over the proceeds of the Insurance claim.

FUND MANAGEMENT

SBMA, being the beneficiary of all insurance claims for losses/damages incurred, has the responsibility of ensuring insurance proceeds are managed properly and they will be used to restore the damaged housing unit/s into habitable/restored/rehabilitated status. The following guidelines are hereby promulgated in this respect:

- a. The Treasury Department is the designated custodian of funds arising from payment of insurance claims due to damaged housing unit/s.
- b. The Accounting Department shall create a new trust fund account specifically for insurance proceeds from damaged housing unit/s.
- c. The Accounting Department shall process for payment all partial or final payment of contractor/s subject to the approval of the Deputy Administrator for Finance for payments in excess of P100,000.00.
- d. The Accounting Department shall account all receipts and disbursements of the proceeds on insurance claims. Liquidation reports shall be provided upon request of LAMD.

X. ENTRY/EXIT GATES

Housing Gates

Binictican

Sentry 1

Sentry 2

Landmark: back of golf course road

Kalayaan

Sentry 1

Landmark: Regional Science High School

Sentry 2

Exiting to Cabalan, Olongapo City

Freeport Gates

Main Gate

Exiting to Magsaysay Street, Olongapo

Rizal Gate

Exiting to Rizal Street, Olongapo City

Kalaklan Gate

Exiting to Kalaklan Road, Olongapo City

Tipo Gate

Exiting to Dinalupihan, Bataan or SCTEX

Kalayaan Gate

Exiting to Cabalan, Olongapo City

Morong Gate

Exiting to Morong, Bataan going to Bataan
Technology Park and Anvaya Cove

XI. SAFETY REMINDERS

Home Safety

- Keep flammable and combustible materials (e.g., paper, newspapers, pot holders, curtains, gasoline, and solvents) away from any open flames coming from your appliances and any other sources of heat.
- Unplug electrical appliances when not in use.
- Do not leave cooking unattended.
- Ensure all emergency devices such as smoke alarms and fire extinguishers are working properly.
- Regularly inspect condition of wiring, cords, plugs, fuses and electrical equipment to avoid shorts and sparks.
- Weather-proof all outdoor outlets and fittings that may be exposed to wind and rain.
- Do not plug in too many electrical appliances or equipment at a single time or to octopus connections to avoid circuit overloads.
- Never leave wires hanging loose along pathways.
- Turn off light switches or outlets when felt warm and immediately call a qualified electrician to check the wiring.
- Keep electrical appliances away from windows to avoid electric shock and damage that rain may cause.
- Don't run electrical cords under rugs, carpets or furniture. Walking on cords can break wiring and possibly cause a fire.
- Use light bulbs of specified wattage for your lamp or lighting fixture and screw in securely to avoid overheating and fire.
- Avoid placing electrical appliances near water, like in sinks or bathtubs.
- Ensure all plugs fit securely in outlets. Never force a plug into an outlet if it doesn't fit.
- Circuit breakers and fuses should be of correct sizes for the circuits and are properly labeled.
- Inform all members of the family living in the house of fire exits and emergency contact numbers.
- Label chemical products properly and keep them away from children's reach.
- Keep doors closed and windows screened to prevent mosquitoes and even monkeys from entering the house.

Parking Vehicles

- Park your vehicles only in designated parking areas.
- Always keep your cars locked and car keys with you.
- Do not leave valuable things and documents inside your parked vehicle.

Driving

- Do not drink and drive.
- Never go beyond maximum speed limit.
- Obey traffic rules at all times.
- Ensure vehicle is in good running condition before driving.

Biking

- Stay on bicycle lanes at all times.
- Wear helmet.
- Biking children must be accompanied by an adult at all times.

Maintenance of Surroundings

- Keep surroundings clean and green.
- Trim grasses regularly. Grasses should not be allowed to grow beyond 1.5 inches as this may pose danger to public safety and may be an attraction to forest animals such as snakes, rats and wild pigs.
- Eliminate stagnant water that serve as mosquito breeding sites within your surroundings especially along roadside canals and stored water in uncovered containers.

Utilities

- Call a service provider for water leakages, busted lamp posts, damaged electrical lines, and all other concerns of utility lines.
- Immediately report tree branches that have fallen and/or may cause damage to electrical wirings. Do not cut trees unless a permit has been secured from the Ecology Center.

Pet Safety

- Have your pets vaccinated.
- Confine or secure your pets.
- Make sure pets are properly endorsed to caretakers or neighbors for proper caring when on vacation.

Visitor Entry

- Expected visitors who are not from the SBF housing areas should be properly coordinated with the housing sentry.

Emergency

- Dial 911 from any landline within SBF for all types of emergency situations.
- Dial 91111 from a Globe or Smart mobile phone.
- Make sure that caretakers and people regularly left at home are properly informed and constantly reminded on home safety measures.
- Post safety reminders and emergency hotlines in a conspicuous place in the house.

XII. OTHERS

A. News and Information Sources

i. www.sbma.com

This is the official website of the Subic Bay Metropolitan Authority (SBMA), the portal where you can browse and find important announcements and latest information about the significant activities held and being undertaken by the SBMA and its stakeholders—from investments and businesses to community relations activities, special events, and tourism information.

ii. Subic Bay 89.5 FM Radio Station

Tune in to 89.5 FM

Watch it live via internet streaming @ <http://www.ustream.tv/channel/895subicbay>

It's all about music of all ages on different time slots, providing all day-all night entertainment, news breaks and informative discussions.

89.5 Bay FM is the only radio station based in Subic Bay Freeport. It is managed by the SBMA and runs 24 hours a day.

B. Food Delivery Services

Most restaurants in the Freeport offer food delivery services to residents.

Contact details are available at the SBF/Olongapo City Telephone Directory provided by Subic Tel to all its subscribers.

You may also dial 114 for contact information of all establishments within the Freeport.

XIII. IMPORTANT NUMBERS

A. Emergency Hotlines

911/91111 Hotline 911, if dialing from landline
91111, if dialing from a Globe or Smart mobile phone

Law Enforcement

Main Desk/Office	252.4550
Kalayaan Detachment	252.5346
Binictican Detachment	252.5347
Cubi Detachment	252.5413

B. Utility Services

SubicWater **Customer Service Email :**
support@subicwater.com.ph
252.2960 to 61
Fax: 252.2966
Leak Hotline
252.2963
SMS
Globe : 0916.577.67.63
Smart : 0908.305.62.75

Subic EnerZone **Administrative Office**
252.7392
Fax: 252.7397
Billing & Collection
252.8190
24/7 Hotline
252.8191
For streetlight concerns, please call **SBMA Utilities**
at 252.4577

Subic Tel 252.2000
Fax 252.2010

Freeport Cable, Inc. 252.8136
TeleFax: 252.5282

C. General Information	
Subic Info Center (SubIC)	252.4000 to 4002
Tourism Information Centers	
Tipo Satellite Office (Tipo Security Plaza)	252.4154
SBMA Tourism Head Office	252.4154
2/F Subic Bay Exhibition and Convention Center,	252.4200
Subic Bay Gateway Park	252.4655
	252.4149
D. SBMA Offices	
OVERALL IN-CHARGE OF RESIDENTS' HOUSING CONCERNS:	
Land Asset Management Department (LAMD)	252.4409/4147
BILLING & PAYMENT CONCERNS:	
Accounting Department	252.4016
Treasury Department	252.4050
CONSTRUCTION/RENOVATION:	
Building Permit & Safety Department	252.4015
MAINTENANCE:	
Construction & Maintenance Department:	
a. Ground Maintenance	252.4250
b. Solid Waste Management	252.4309
ENVIRONMENT:	
Ecology Center	252.4435/4059
Fire Department	252.4226/4227
HEALTH AND SAFETY:	
Public Health & Safety Department—Nurse Station	252.4161
	252.4880

REGISTRY OF OWNERSHIP OF LEASEHOLD RIGHTS:

Registry Office	252.4258/4721
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INDIVIDUAL, MATERIAL AND VEHICLE PASSES:

Office Services Department	252.4290
Transportation & Communications Department -Vehicle Decal	252.4249/4663

ENTRY/EXIT OF FURNITURE AND OTHER PERSONAL MOVABLE PROPERTIES:

Procurement & Property Management Department	252.4219/4432/4238
Seaport Department	252.4541

INQUIRY ON EVENTS/FREEPORT ACTIVITIES:

Tourism Department	252.4200/4123
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E. Hospitals (In Olongapo City)

Afable Medical Center	222.4111
Alferos Hospital	222.4605
James L. Gordon Memorial Hospital	223.7571/222.2867
Mother & Child Clinic	223.3012
Our Lady of Lourdes Medical Hospital	223.6714
Perpetual Help	222.4153
St. Jude Family Hospital	222.4402/4436

SUBIC BAY METROPOLITAN AUTHORITY

www.sbma.com