



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF FIRE PROTECTION**

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August 31, 2011
Date

**MEMORANDUM CIRCULAR
NUMBER: 2011-009**

**SUBJECT : SUPPLEMENTAL GUIDELINES IN THE PRINTING OF
STANDARD FIRE PREVENTION FORMS AND POSTING OF
BFP ADVOCACY CAMPAIGN AGAINST PERSONNEL DIRECTLY
OR INDIRECTLY PARTICIPATING IN THE SELLING AND/OR
POSING AS AGENT OF FIRE EXTINGUISHER**

I. BACKGROUND

RA 9514 or the Fire Code of the Philippines of 2008 requires the conduct of fire safety inspection by the Chief, Bureau of Fire Protection (BFP) or his duly authorized representative as prerequisite for the issuance of permits and/or licenses by local governments and other government agencies concerned. For this reason, the BFP issues certificates, permits, clearances and notices such as Fire Safety Evaluation Clearance (FSEC), Fire Safety Inspection Certificate (FSIC), After Inspection Report, Notice to Comply (NTC) and Notice to Correct Violations (NTCV) to owner or administrator of a building/structure/establishment after the conduct of inspection. This is to ensure that all fire safety provisions of the Code are complied.

On November 24, 2009, the Chief, BFP, in pursuance to the provisions of RA 9485 (Anti-Red Tape Act of 2007), implemented a system or procedure in the production, control and distribution and utilization of Fire Prevention Standard Forms through the issuance of Memorandum Circular 2009-018 or the Guidelines in the Production, Control and Distribution of Standard Fire Prevention Forms. The guidelines adopted the “*pre-numbering*” system, where various fire prevention forms are pre-numbered, printed and distributed by the concerned BFP-Regional Office to the city/municipal fire stations/offices. Apparently, the system will prevent BFP-personnel from issuing unscrupulous certificates, permits and clearances without passing through the established procedure. Hence, eliminating fixing activity and red-tape.

However, despite the established procedure, reports were still reaching the National Headquarters accusing some BFP personnel in the field who were continuously engaging in illegal activities. One of the prevalent accusations is the selling of fire extinguishers and/or fire suppressant equipment or endorsing dealer or retailer of fire extinguishers (with highest offered “commission”) to applicants. Such reports are alarming, as it affect the integrity of the entire organization.

In this regard, the BFP revisited the existing policy on this effect which resulted to the inclusion of the following phrase in all fire prevention forms, “PAALALA: MAHIGPIT NA IPINAGBABAWAL NG PAMUNUAN NG BUREAU OF FIRE PROTECTION SA MGA KAWANI NITO ANG MAGBENTA O MAG-REKOMENDA NG ANUMANG BRAND NG FIRE EXTINGUISHER.” This slogan

shall serve as the BFP's Advocacy Campaign against Selling of Fire Extinguisher by the BFP Personnel in exchange of fast issuance of certificates/ permits and clearances. Likewise, it must be posted in all BFP Field Offices/ Stations.

II. PURPOSE

1. To provide additional printing specifications of BFP Fire Prevention Forms and the BFP's Advocacy Campaign against direct or indirect involvement of BFP personnel in the sale of fire extinguishers;

2. To prescribe guidelines in the printing and production of BFP Advocacy Campaign against participation of personnel in the sale and posing as agent of fire extinguisher.

III. POLICIES AND PROCEDURES

A. Inclusion of Anti-Corruption Theme/Slogan. All fire prevention forms such as Application Form, Inspection Order, After Inspection Report, Fire Safety Evaluation Clearance (FSEC), Fire Safety Inspection Certificate (FSIC), Notice to Comply (NTC) and Notice to Correct Violations (NTCV) to be printed shall contain the following phrase.

“PAALALA: MAHIGPIT NA IPINAGBABAWAL NG PAMUNUAN NG BUREAU OF FIRE PROTECTION SA MGA KAWANI NITO ANG MAGBENTA O MAG-REKOMENDA NG ANUMANG BRAND NG FIRE EXTINGUISHER.”

Violator shall be apprehended pursuant to applicable provisions of RA 9514 or Fire Code of the Philippines of 2008

The word “BRAND” in the theme/slogan pertains to specific name of company engage in the manufacture, deal or sale of fire extinguisher or fire suppressant system.

Said phrase is our campaign to deter BFP Personnel from engaging in the sale of Fire Extinguishers to applicants in exchange of fast issuance of FSEC, FSIC and other BFP clearance wanting the safety provisions of the Fire Code.

B. Posting of the Theme/Slogan in all BFP Offices. All BFP offices shall post in front of their offices or in areas accessible to the public within their office a “Reminder Sign” indicating the abovementioned theme/slogan. The Regional Office may translate the theme/slogan in popular language that is easily understood by local community provided that the “Reminder Sign” or poster shall conform to specifications enumerated in the succeeding paragraph.

C. Specifications. The printing and production of the theme/slogan shall be procured by the BFP Regional Office for distribution to the BFP Local Offices/Fire Stations. All printed themes/slogans shall be in accordance with the following specifications, to wit;

1. **For Fire Prevention Forms.** The theme/slogan, “PAALALA: MAHIGPIT NA IPINAGBABAWAL NG.....” shall be printed in bold type at the bottom-center in

each copy of all fire prevention forms with the following considerations;

- a. Font Size- 12;
- b. Font Color – Red except for the phrase “violator shall be apprehended pursuant to applicable provisions of RA 9514 or the Fire Code of the Philippines” which shall be printed in black; and
- c. Font Style- Arial Bold

2. **For Reminder Sign/ Poster.** The reminder sign/poster to be posted in all BFP offices shall contain the following information as indicated in the sample picture;



Size – 5 ft X 3 ft

D. Responsibility. No BFP personnel shall be allowed to issue fire prevention forms without the said theme/slogan. Regional Director shall ensure that all printed fire prevention forms follows the specification stipulated herein and shall ensure the availability of the fire prevention forms and reminder sign/poster for the use of BFP Offices/Stations under their area of responsibility.

E. Sanctions. Failure to observe the provisions indicated herein shall constitute the following offense, to wit;

1. **Deliberate Issuance of Fire Prevention Forms without the theme/slogan;**

- 1st Offense – Warning/Reprimand
- 2nd Offense – Suspension

Commission of the same offense after the suspension constitutes misconduct and shall compel the proper authority to file a case against the erring personnel.

2. Failure to post “**BFP Reminders/Poster**” in front of their office/fire station;

- 1st Offense – Warning/Reprimand
- 2nd Offense – Suspension

