

**H E A D Q U A R T E R S**  
**HEADQUARTERS & HEADQUARTERS SUPPORT GROUP, PA**  
**POST HOUSING OFFICE**  
Fort Andres Bonifacio, Metro Manila

PHO/A

10 April 2015

**POST HOUSING RULES AND REGULATIONS**

**1. REFERENCES:**

- 1.1 Circular No. 9, AFP Housing Regulation dated 22 March 1990;
- 1.2 AFPR G-131-361 dated 22 Sept S-54 Subj: Quarters;
- 1.3 PD 1096 Otherwise known as the National Building Code A-77 Military Quarters; and
- 1.4 Condominium Act (RA No 4726).
- 1.5 Intel Directive Nr 01-2012 dated 25 July 2012, HPA Camp Security System.

**2. PURPOSE:**

To provide the rules, regulations, and policies in the administration, maintenance and utilization of PA housing units within HPA 103 hectares retention area.

**3. GENERAL PROVISIONS:**

3.1 The Philippine Army (PA) through the Post Housing Board (PHB), HHSG, PA shall enhance the well-being of its personnel by providing housing facilities to improve their quality of living. The PHB, HHSG, PA shall be responsible on all matters pertaining to the administration and management of PA housing units within the HPA 103 hectares retention area.

3.2 The Post Housing Rules and Regulations (PHRR) shall be implemented by the Post Housing Board (PHB), HHSG, PA. As the need arises, the PHB, HHSG, PA shall also promulgate other rules and regulations it may deem fit. The PHB may delegate this authority to the Post Housing Office (PHO), HHSG, PA, the housing administrator which shall have full power to act for and on behalf of PHB, HHSG, PA in the implementation of the PHRR.

3.3 The PHRR is intended to govern and regulate the use and occupancy of individual quarters, common areas and reserved areas in order to ensure an efficient, orderly management and administration for the common benefit of all quarters occupants;

3.4 All Awardees (i.e. PA Officers and Enlisted Personnel awarded with quarters) are held responsible in briefing their respective household members and guests on the existing PHRR and Camp Rules and Regulations. The awardees shall see to it that their household members and guests do not undertake activities

that are offensive to other quarters occupants or that may cause damage to camp facilities.

3.5 All quarters occupants are bound to comply with the PHRR, including members of their household, guests or any person allowed access to the premises.

3.6 Each quarters occupant shall at all times keep and maintain their quarters in good, sanitary and presentable condition;

3.7 Awardees are required to secure an AFP decal/passcard for each of their vehicles. However, the decal/passcard is not an exemption from security inspection imposed by security personnel of the camp;

3.8 Children shall not be allowed to play in the lobby, stairway, corridors, hallways and parking spaces of the quarters;

3.9 Children below seven (7) years old shall always be accompanied by adults;

3.10 Guests are not allowed to roam around the quarters unless he/she is accompanied by household members of the Awardee. For the security and benefit of all, such authorized guest(s), may be subjected to inspection. Guests shall not loiter but shall proceed directly to the quarters of the Awardee intended for the guests' visit.

3.11 The Awardee shall be liable for damages caused by their household members and guests;

3.12 Maid(s), helper(s) or driver(s) shall always carry with them their identification cards while in the premises of the camp. Any maid, helper, guest or driver who cannot present his or her identification card or who cannot prove that his or her presence inside camp is authorized/legal when asked by the PHO, military police or duly authorized representative, may be refused entry or, when already inside the camp's premises, may be required to leave the camp or be invited to Military Police Battalion (MPBn) for appropriate action;

3.13 Gambling in any form is prohibited within the premises;

#### USE OF COMMON AREAS:

3.14 The common areas (lobby, stairways, corridors, halls, passageways, etc) are intended for the use of all quarters occupants. No occupant shall therefore obstruct the use of common areas intended for ingress or egress. No part of the common area shall be used for storage;

3.15 No toy cars, motorcycles, bicycles, carriages and/or other equipment shall be allowed to remain in the halls, passageways, and other common areas;

3.16 Undertaking repairs of motor vehicles or other equipment is prohibited in the common areas;

3.17 Doors that swing out into common corridors shall be installed with springs or door closers; and

3.18 No signage or advertisements of any kind shall be inscribed or posted on any part of the building. Disseminations or information approved by the PHB can be posted in the Bulletin Board Area.

#### MAINTENANCE, REPAIRS AND MODIFICATION:

3.19 No modification of any type shall be undertaken by a quarters occupant within or outside his/her quarters without the prior written approval of the Post Housing Office (PHO). Requests for repairs shall include two (2) sets of plans showing the intended addition and/or alteration work which shall be submitted to PHO for approval prior to the start of work;

3.20 All alterations involving electrical works and other repairs and renovations that affect the structural integrity of the building shall require a certification from 9<sup>th</sup> Post Engineer Detachment or the Army Chief Engineer Office to ensure that the proposed repairs and renovations conform to the building code of the Philippines;

3.21 No radio or television antenna shall be put up outside the confines Awardee/Occupants quarters without prior approval of the PHO and Army Signal Regiment (ASR), which coordinates cable TV installations;

3.22 No equipment , appliances, or furniture shall be installed which will protrude through a door or window opening into the corridor or beyond the exterior surface of the building, except in the specific areas designated for such purposes;

3.23 The awardee shall not:

a. Tint or paint a different color to the exterior of the building, walls and windows; and

b. Place, hang or dangle their clothes, carpets, mats, rugs, and similar materials in any exterior parts of the quarters, which will tarnish the overall aesthetic integrity of the building;

3.24 Workers implementing construction repairs shall not be allowed to enter/remain in the building before 8:00 AM or after 5:00 PM, except in emergency cases or with the approval of the PHO. Awardees must register his/her workers with the PHO or G2 HHSB for the issuance of appropriate Identification cards; and

3.25 Except in the space provided for window type air conditioning units, no other air conditioning unit or similar equipments are allowed to be installed in the quarters without written approval of the Post Housing Office.

#### NOISE

3.26 Quarters occupants and guests should avoid making excessive and unnecessary noise at all times. Due consideration should at all times be given to the other quarters occupants;

3.27 Quarters occupants should instruct their drivers to minimize noise in the parking space;

3.28 Quarters occupants shall keep their air conditioning unit (ACU) or other similar equipment in good appearance and working condition and shall not allow it to leak condensation or make any noise which may disturb other quarters or housing units. If the quarters occupants fail to keep ACUs in good working condition, the PHB or PHO may arrange its removal and charge the cost of such removal to the concerned awardee; and

3.29 Excessive noise shall be reported to the PHO or MPBn, as the case maybe, for appropriate action.

#### WASHING AND DUSTING:

3.30 Quarters occupants shall not repair their cars in the parking area. Wiping of cars with rags and a small pail of water is allowed. The use of water hose to wash the car is strictly prohibited. “Clean your car boys” are not allowed in the premises;

3.31 Beating of rugs and shaking off dust from clothes are prohibited in the hallways and corridors or outside the windows;

3.32 Placing floor mats/doormats along the corridors is not allowed; and

3.33 Washed clothes shall be hanged at the designated drying area for each occupant;

#### HYGIENE AND SANITATION

3.34 The PHB shall conduct periodic inspections in line with the PA’s Hygiene and Sanitation Program and institute the necessary corrective measures if circumstances require.

#### SOLICITATION AND CANVASSING:

3.35 Open solicitation is prohibited in the premises at all times;

3.36 Canvassing or demonstrations including but not limited to cooking and make-up demonstrations, are also prohibited in the premises at anytime;

3.37 Canvassing or demonstration and/or door-to-door selling is strictly not allowed; and

3.38 Vendors, boot blacks and beggars are not allowed inside quarters. The authorized newsboy, postman and bill collectors shall make their deliveries at the respective quarters.

3.39 FIRE EXTINGUISHERS: Each quarters occupant shall install at their quarters at least one (1) 10 lbs, fire extinguisher visibly located in the quarters.

3.40 Combustible, flammable or liquid materials in any quantity are not allowed to be stored inside the quarters storage area;

3.41 Tampering with the fire protection devices (fire alarm, hose cabinets, etc.) inside the quarters and other areas of the building is STRICTLY prohibited;

#### EMERGENCY

3.42 Emergencies must be reported to hotline **(119)**.

#### USE OF UNITS:

3.43 The occupants shall NOT USE THEIR QUARTERS FOR COMMERCIAL PURPOSES;

a. Advertising or selling of services like beauty parlor, fitness center, dry cleaning and other similar activities shall not be allowed;

b. Operating food business like coffee shops, restaurants, snack bars, or canteens shall not be allowed;

c. Recruiting offices, bars, massage clinics, or other forms of business which may unduly prejudice the interest of the unit occupants shall not be allowed; and

3.44 RIGHT OF ENTRY: Every quarters shall be subject to a right of entry by the PHB, MPBn or its duly authorized representatives when necessary in connection with any repair or violation by quarters occupant. Such entry shall be made during a reasonable time or except in cases of emergency, such as fire or flood even if the occupants are out of the unit and even by such entry may cause damage to the door of the quarters.

#### ENFORCEMENT:

3.45 In the event of any violation of these House Rules and Regulations by the occupants, the PHB, MPBn or any of its duly authorized representatives shall have the right to:

a. Enter the quarters in which, or in connection with a violation or breach of this HRR has been committed or it is being committed, and to summarily abate and remove, at the expense of the quarters occupant, any structure, thing or condition existing therein which constitutes such violation or breach. The PHB or its duly authorized representative shall not be guilty of trespass in any manner when exercising this right;

b. Enjoin, abate or remedy by the appropriate legal remedies the continuance of such breach or violation and shall be assessed against the quarters occupant guilty of such breach or violation;

3.46 If the breach or violation is committed by a guest of the unit awardee-occupant, or any person allowed access to the premises by the occupant, the Board through its duly authorized representatives, shall require the occupant to ask the guest or person allowed access to the premises to leave the premises; and

#### MOVE-IN and MOVE-OUT

3.47 Move-in requires the party moving in to present a notarized (administered) Contract of Occupancy.

3.48 When moving out for reasons such as retirement, transfer or giving up of quarters, occupants should ensure minimal damage in removing wall pictures, wall decors or any other attachments. However, fix (permanent) improvements or enhancements made such as window grills, built-in cabinets, fences, etc should not be removed. It should be waived or otherwise forfeited in favor of the Philippine Army;

3.49 Moving out occupants should settle their bills of payment otherwise bills shall be forwarded to FCPA for appropriate action.

3.50 A quarters occupant shall notify the PHO through a letter or telephone call when moving-in or moving-out large items of the household furniture and/or appliances as safety measures against theft or pilferage. The time for moving-in and moving-out shall be clearly stated in the notice preferably during daytime between 6:00 AM to 6:00 PM. Such occupant shall be responsible for any damage incurred during the moving of such articles;

### 4. TENANCY

#### AUTHORIZED OCCUPANTS

4.1 The maximum number of quarters occupants per quarters shall only be limited to 12 pax to include the following:

- a. Family Members (Spouse and unmarried children)
- b. Parents
- c. And household helpers that will be declared by the awardee.

4.2 Extended family (children who are 21 years old and above and already married; and relatives) are not authorized to stay at the quarters during the absence of the awardee;

4.3 Changes in the occupants shall be declared within reasonable timelines, by the awardee to PHO, HHSG, PA for monitoring.

#### PROVISIONS FOR HOUSEHOLD HELPERS

4.4 Household helpers shall be declared by the respective occupants for accounting and security purposes. The following are the guidelines for household helpers:

*“Army Vision: By 2028, a world-class Army that is a source of national pride”*

- a. Shall secure an ID at OG2, HHSO, PA with following attachments:
  1. Application form sponsored by the awardee and endorsed by PHO.
  2. NBI Clearance
  3. Two (2) valid Government issued ID
  4. Other supporting documents as maybe required
  5. Certification from PHO, HHSO, PA

## PROVISIONS FOR CIVILIAN DRIVERS

4.5 The following are the guidelines for civilian drivers:

- a. Shall secure an ID at OG2, HHSO with following attachments:
  1. Application form sponsored by the awardee and endorsed by PHO.
  2. Two (2) valid Government issued ID
  3. Other supporting documents as maybe required
- b. Must follow traffic rules and regulations such as speed limit of thirty (30) KPH within housing area and directional signs and etc;
- c. Must refrain from blowing horns and/or creating unnecessary noise within premises;
- d. Must not loiter in the lobby, the main entrance and parking premises;

## PROVISIONS FOR GUESTS

- 4.6 Quarters occupants shall coordinate with MPBn for the entry of their guests.
- 4.7 Guest staying for more than 3 days shall be coordinated with PHO, HHSO, PA for monitoring purposes.
- 4.8 Accommodation of guests shall not exceed fifteen (15) days at the quarters.
- 4.9 Awardees who shall be having foreign visitors, who does not require access to secured information shall submit a written request to PHO subject to the approval of the Chairperson, Post Housing Board.

## PARKING AREAS

- 4.10 Quarters occupants must use only the parking spaces assigned to them at all times. Any car or vehicle found in unauthorized parking slots shall be towed at the occupant's expense to the MPBn's impounding area;

*“Army Core Purpose: Serving the people. Securing the land.”*

4.11 No car should be parked or left unattended at the entry or egress of other parking areas;

4.12 Quarters occupants must instruct their guests not to park their cars in the parking spaces assigned to other Awardees; and

4.13 Parking spaces are not to be used for storage of any kind. Quarters occupants shall see to it that their parking spaces are clean at all times.

4.15 Drinking liquor in the parking area is strictly prohibited.

## 5. RESPONSIBLE PET OWNERSHIP

5.1 The awardees shall observe **“RESPONSIBLE PET OWNERSHIP”** in their quarters or in any premises inside camp and shall be responsible in informing their household members and guests regarding Camp’s rules on pets;

5.2 Quarters occupants shall ensure cleanliness and sanitation of the surroundings being wandered by their pets by cleaning and disposing the feces of their pets properly;

5.3 Awardees shall read the house policies on pets and are required to sign that they have read and understood the provisions;

5.4 The awardees shall ensure that their pets are vaccinated against rabies;

5.5 Only domesticated household pets are allowed as follows:

- a. Dogs up to 40 centimeters in height (measured from shoulder), toy breed and terriers regardless of weight.
- b. Cats
- c. Birds
- d. Small caged animals
- e. Aquatic Animals

5.6 Pets shall not be kept for purposes of breeding, selling or use for any commercial purposes.

5.7 Pets must be confined to the pet owner’s quarters and must not be allowed to roam free. Pets must not be left unattended at patios or balconies.

5.8 Dogs and cats should have collars with proper identifying tags which include the following information:

Name: _____
Owner: _____
Address: _____

5.9 Pets should be declared and registered by the awardee in the contract. Dogs and cats with no ID are considered stray animals.

5.10 Pets in transit are to be carried, restrained by a leash or placed in an animal carrier.

5.11 Pets shall be exercised/walked only in designated places as determined by the PHB. All pets are strictly prohibited in areas where there are **“No Pets Allowed”** signs.

5.12 Quarters occupants who walk with pets should be equipped with plastic bags and cleaning items and shall be responsible for the immediate cleaning up of feces, secured in plastic bags and shall be disposed in garbage bins. Anyone caught without the cleaning items or not disposing their pet’s feces will be fined as follows:

- a. 1<sup>ST</sup> OFFENSE - P 100.00
- b. 2<sup>nd</sup> OFFENSE - P 300.00
- c. 3<sup>rd</sup> OFFENSE - P 500.00
- d. 4<sup>th</sup> OFFENSE - EVICTION

5.13 Awardees shall be responsible in paying the penalty for any violation committed by the awardee or household members and guests on the said provision. The awardee shall be given 3 days to pay the penalty at Finance Center, PA and shall present the receipt at MPBn for monitoring purposes. Noncompliance shall be grounds for EVICTION.

5.14 Pet owners are responsible for any damaged caused by their pets. No pet shall be allowed to become a nuisance or create any unreasonable disturbance such as the following:

- a. Unruly behavior that can cause personal injury or damage to property;
- b. Continuous noise that becomes disturbance at any time of the day;
- c. Relieving on walls or floors of common areas;
- d. Exhibit aggressive or other dangerous or potentially dangerous behavior;
- e. Pets that are conspicuously unclean or parasite infested;

5.15 Feeding or otherwise caring of astray animals is prohibited. Astray or injured animals shall be reported to the MPBn.

5.16 Pet owners shall indemnify the Philippine Army or individuals for any damage or injury caused by their pets and shall be responsible for any loss or liability arising from their pets.

5.17 Any resident or Building Administrator observing infraction of any of these rules shall discuss the infraction in a neighborly fashion with the pet owner in an effect to secure voluntary compliance. If the complaint is not resolved, said infraction must be put in writing, signed and presented to the Post Housing

Board. If the Post Housing Board is in agreement with such complaint, the pet owner will be directed to take appropriate action to correct said infraction in accordance with the PHRR regarding pets.

5.18 If the complaint is not acted upon by the pet owner, the Post Housing Board will take appropriate action which may include removal of the pet. In such case, the pet owner is given three (3) days upon receipt of notice to remove pet.

5.19 Non compliance of the directive of the Post Housing Board to settle the complaint could be a ground for eviction of the pet owner from his quarters.

5.20 MPBn shall maintain an impounding area where stray dogs and cats or other confiscated pets will be impounded. After three (3) days when said animals are not claimed, coordination will be made with the City of Taguig for its final disposal.

## 6. PROVISIONS FOR PLANTS

6.1 Only indoor decorative plants shall be kept inside the quarters. No flower pots shall be placed on ledges of the building, except those in the plant boxes of the balconies; and

6.2 Before placing the plants in the balcony, such plants shall be placed in appropriate containers to prevent dripping of water or soil to other quarters and common areas.

## 7. PROVISIONS FOR WASTE DISPOSAL

7.1 All garbage must be properly segregated (recyclable, biodegradable, non-biodegradable) wrapped in disposable plastic bags before they are deposited/dropped at the designated garbage collecting bins provided for the purpose;

7.2 Quarters occupants must bring their trash/garbage at the designated collection point at the scheduled date and time. Failure to bring their trash/garbage at the scheduled date and time means that the quarters occupant will bring it on the next schedule of garbage collection;

7.3 Due care and diligence must at all times be exercised in taking the trash deposits to the garbage collection points so that no littering or bad odor is made on the hallways, stairways, corridors and parking area;

7.4 No garbage or trash shall be left in common area, stairway, fire exit or thrown from the windows;

7.5 Quarters occupants should see to it that all garbage constituting fire hazards, such as cigarette butts and matches are properly put out and placed in appropriate containers; and

7.6 Quarters occupants must observe the following provisions of Republic Act 9003.

	PROHIBITIONS of RA 9003	PENALTY
1	Littering	P300.00 - 1,000.00 or 1 Day Community Svc Or Both
2	Burning of garbage	P1,000.00 - 3,000.00 or 15 days to 6 Months Imprisonment Or Both
3	Tolerating unsegregated waste to be collected	P1,000.00 - 3,000.00 or 15 days to 6 Months Imprisonment Or Both
4	Throwing/dumping of garbage to flooded areas	P1,000.00 - 3,000.00 or 15 days to 6 Months Imprisonment Or Both
5	Unauthorized collection of recyclable materials	P1,000.00 - 3,000.00 or 15 days to 6 Months Imprisonment Or Both
6	Mixing of segregated waste	P500,000.00 + 5% to 10% of net annual income

## 8. PROVISIONS FOR SAFETY

8.1 Security is the paramount responsibility of all post residents;

8.2 The security of each quarters, including articles therein and left in the common areas, shall be the sole responsibility of its quarters occupants;

8.3 All large articles, packages, furniture, appliances being brought out of the camp should have clearance or notification from the quarters occupant and duly approved by the PHB or PHO;

## 9. PROVISIONS FOR DELIVERIES AND OTHER SERVICES

9.1 All deliveries to quarters occupants must be cleared through the security gate and no delivery shall be allowed inside the building without such clearance. Delivery will not be allowed to enter after 9:30 PM;

## 10. PROVISIONS FOR PAYMENT

10.1 Awardees must pay their electric and water bills, telephone bills, quarters rentals and other similar billings brought about by their occupancy of the housing units;

10.2 Awardees shall be responsible in paying the penalty for any violation committed by the awardee or household members and guests on the provisions which have financial penalties and;

10.3 Such payments shall be made to the appropriate collecting agencies such as FCPA.

## 11. AMENDMENT

*“Army Vision: By 2028, a world-class Army that is a source of national pride”*

11.1 This House Rules and Regulations may be amended from time to time by the Post Housing Board; and

11.2 Any amendments to the PHRR shall take effect upon approval of the Post Housing Board.

12. SEPARABILITY CLAUSE: The invalidity of any provision of this PHRR shall not in any manner affect the validity or enforceability of the rest of the provisions. In case of deficiency and conflict of these rules and regulations, Circular Nr 9 of the AFP Housing Regulations dated 22 March 1990 shall govern/prevail.

13. EFFECTIVITY: This Post Housing Rules and Regulations (PHRR) shall take effect upon approval by PHB and shall be deemed applicable to other similar housing projects to be constructed by the Philippine Army in the future.

BY ORDER OF COLONEL AREVALO:

OFFICIAL:

APOLLO B HERRERA  
LTC (INF) PA  
Acting, Chief of Staff

PEDRO S QUITORIANO JR  
MAJ (MI) PA  
Adjutant

DISTRIBUTION:

“A”