



**Executive Order No. 03**  
Series of 2022

**AN EXECUTIVE ORDER CREATING THE CITY ZONING BOARD OF APPEALS (CZBA) AS PROVIDED FOR IN ZONING ORDINANCE NO. 16, SERIES OF 2019.**

**WHEREAS**, Article VIII. Administration and Enforcement, Section 78. Functions and Responsibilities of the City Zoning Board of Appeals of Zoning Ordinance No. 16 series of 2019 which was approved by then Housing and Land Use Regulatory Board (HLURB) now Department of Human Settlements and Urban Development (DHSUD) per Board Resolution No. R987, series of 2019 provides for the creation of the City Zoning Board of Appeals (CZBA);

**WHEREAS**, Section 78 of the said Zoning Ordinance provides that decisions made by the CZBAA shall be final and executory and shall be made in accordance with the provisions of this Ordinance;

**NOW, THEREFORE, I, LORELIE G. PACQUIAO**, City Mayor of General Santos City, by virtue of the powers vested upon me by law and the sovereign will of the people, do hereby order and direct the creation of the City Zoning Board of Appeals (CZBA).

**SECTION 1. COMPOSITION OF THE CITY ZONING BOARD OF APPEALS (CZBA).** The CZBAA shall be composed of the following:

- Chairperson - The City Mayor  
Vice- Chairperson - Chairman - Committee on Landed Estate and Zoning  
Members:
1. The City Legal Officer
  2. The City Planning & Development Coordinator
  3. City Assessor
  4. Building Official
  5. City Engineer
  6. Two (2) representatives of the Private Sector nominated by their respective organization and confirmed by the City Mayor
  7. Two (2) representatives from Non-Government Organizations nominated by their respective organizations and confirmed by the City Mayor

**SECTION 2. FUNCTIONS AND RESPONSIBILITIES.** The CZBA shall perform the following functions and responsibilities as provided for in Section 78 of the Zoning Ordinance.

1. Act on applications of the following nature:
  - a. Variances
  - b. Exceptions
  - c. Non-conforming uses subject to the following conditions:
    - The proposed project will be located in an area where development that is conforming to the land use plan will not happen in the next 5 years from date of application;



- Not listed as Not appealable application of the zone regulation
- d. Complaints and oppositions to application/s

2. Act on appeals on grant or denial of Locational Clearance by the Zoning Officer;
3. Act on appeals regarding the non-conformity of existing uses, buildings or structures to the applicable provisions of this Ordinance.

**SECTION 3. SCHEDULE OF MEETINGS.** To facilitate the efficient conduct of the City Zoning Board of Appeals, a meeting shall be called by the Chairperson as needed.

**SECTION 4. SECRETARIAT.** The Land Use and Zoning Administration Division of the City Planning and Development Office shall serve as the secretariat of the CZBA.

**SECTION 5. BUDGETARY REQUIREMENTS.** All expenses incidental to the implementation of the duties and responsibilities of the CZBA shall be charged against the account of the Office of the City Mayor.

**SECTION 6. TERMS OF APPOINTMENT.** The above-mentioned committee shall be automatically appointed by the Local Chief Executive which shall remain effective until revoked or rescinded by proper authorities.

**SECTION 7. SEPARABILITY CLAUSE.** If any section, provision or part of this order runs in contrary to other pertinent local and national laws, the remaining provisions of the executive order shall remain to be in force and effect.

**SECTION 8. REPEALING CLAUSE.** All orders, memoranda, rules and regulations or any part/s thereof, inconsistent with the provisions of this order are hereby revoked or modified accordingly.

**SECTION 9. EFFECTIVITY.** This Executive Order shall take effect immediately upon its issuance and should be circulated to all concerned.

Done this \_\_\_ day of July, 2022 in General Santos City.

  
**LORELIE GERONIMO PACQUIAO**  
City Mayor

EO-GFGE-005  
Received Copy File  
File  
Office of the President  
Sangguniang Panlungsod – Committee on Landed Estate and Zoning  
City Legal Office  
CPDO  
City Assessor's Office  
CEO