

Republic of the Philippines  
Bureau of Civil Service  
BOARD OF EXAMINERS FOR MASTER PLUMBERS  
Manila

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RULES AND REGULATIONS  
OF THE BOARD OF EXAMINERS FOR MASTER PLUMBERS

Pursuant to the provisions of Republic Act No. 1378, the following Rules and Regulations governing examination and registration for the practice of Master Plumbers in all Chartered Cities of the Philippines are hereby promulgated.

PART 1

APPLICATION, EXAMINATION, AND REGISTRATION

Rule 1. Form of Application. - All applications for examination and registration must be properly executed in the handwriting of applicants on B.E.M.P. Form No. 1 and must be filed with the Secretary of the Board of Examiners at least thirty (30) days before the date of the examination. Every application must be accompanied by a recent photograph (2 x 2-1/2 inches in size) of the applicant and the prescribed fee.

Rule 2. Approval of applications. - At least two members of the Board shall go over the applications. The Board shall satisfy itself that each applicant possesses the qualifications prescribed by law and rules and regulations promulgated by the Board and shall notify the Commissioner of Civil Service of the action taken by it on the application.

Rule 3. Application for re-examination. - Every applicant for re-examination shall be required to file a new application, accompanied by the required fee and photograph.

Rule 4. Schedule of fees. - The following fees must be paid by every applicant for examination and registration:

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| (a) For master plumber examination, the fee to be paid upon the filing of the application..... | P35.00 |
| (b) For registration, after passing the master plumber examination.....                        | P10.00 |
| (c) For registration without examination as master plumber....                                 | P50.00 |

Rule 5. Date and Subjects of Examination. - The examination for master plumbers shall be given semi-annually by the Board in the City of Manila, beginning on the 3rd Monday of January and July of each year, provided that such days do not fall on official holidays, otherwise the examination shall begin on the days next following.

All examinations shall be given in English. Applicants shall be examined in the following subjects:

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| (a) Plumbing arithmetic .....                          | 10%  |
| (x)-(b) Plumbing Code .....                            | 10%  |
| (c) Sanitation, plumbing design and installation ..... | 40%  |
| (d) Practical problems .....                           | 20%  |
| (e) Oral practical problems and experience.....        | 20%  |
| T O T A L .....  | 100% |



(c) The Plumbing Code to be adopted and used in practice is the Plumbing Code of the City of Manila, Ordinance No. 2441, as amended and adopted by the Sub-Committee on Plumbing, Building Code Committee, Malacañang, Manila.

Rule 5-A. Qualifications for Examination as Master Plumbers. - Any person applying for examination and for a certificate, shall prior to admission to examination, establish to the satisfaction of the Board that he has the following qualifications:

1. At least twenty-one years of age;
2. A citizen of the Philippines;
3. Of good reputation and moral character;
4. At least a high school graduate; and
5. Has at least five (5) years experience under the direct supervision of a registered master plumber and certified to under oath by the said registered master plumber.

Provided that graduates in sanitary engineering, civil engineering, mechanical engineering, chemical engineering, mining engineering, or architecture, from a school, college, or university of good standing and duly recognized by the government, are allowed to take this examination.

Rule 6. Use of books and instruments. - Candidates will be allowed to bring in the examination room, handbooks, slide rules, protractor, and other instruments, only when so permitted by the Board of Examiners for the subjects in which they are to be examined.

Rule 7. Prohibited acts during examination. - Candidates are prohibited from communicating with each other while the examination is in progress by means of words, gestures, codes, or other acts which may enable them to exchange information. Any candidate violating this rule shall be summarily expelled from the examination room and his papers cancelled.

Rule 8. Preparation of original questionnaires and printing of the same. - Unless another arrangement is agreed upon, examination questions shall be prepared by the Board members jointly and shall be kept strictly CONFIDENTIAL. The original copy of the questionnaire must be in the handwriting of the Board member or members and shall be ready for printing on the day of the examination. The original questionnaires shall be brought by the Board member or members to the place of examination. The members giving the examination must be present during the printing of the questions.

The original copy of the questions shall be turned over to the Secretary of the Board immediately after the examination for purposes of records. A permanent file of these questions shall be kept and treated as confidential matter.

Rule 9. Guides in preparing questions. - In preparing the questions, the time allowed in a given subject should be determined with due regard to the degrees of difficulty of the questions given and the time allowed for answering the entire questionnaire in a given subject must be stated in the questionnaire.

Rule 10. Explaining of question. - Board members shall refrain from explaining questions to a particular candidate. If any explanation is necessary, the same must be given to the entire group of candidates in the examination room.



PART 11

CONDUCT OF ADMINISTRATIVE INVESTIGATION

Rule 20. Form of complaint. - A complaint for any cause or causes as provided by R. A. No. 1378 shall be in writing and may be in any form unless the Board, in its discretion, should require that the complaint be made under oath.

Rule 21. Who may file a complaint. - Any person or persons, firm or corporation through its duly authorized representative, may file the complaint, or the Board itself may motu proprio file the charges.

Rule 22. Contents. - The complaint shall set forth distinctly, clearly and concisely the charges or the offense complained of, supported by affidavits or any other material evidence, if any.

Rule 23. Copies. - All complaints shall be filed in quadruplicate with the Secretary of the Boards of Examiners, who shall number the same in the consecutive order of their receipts. These numbers shall be known as Administrative Case Numbers.

Rule 24. Withdrawal. - Any complaint may be withdrawn by the complainant in writing and under oath. The Board shall forthwith dismiss the case unless in the interest of the public and for the safeguarding of the ethics and standards of the profession, the Board shall deem it necessary to prosecute the case notwithstanding the withdrawal by the complainant.

Rule 25. Service and answer. - If the complaint appears to be meritorious, a copy thereof shall be served upon the respondent in person or by registered mail, who shall be required to answer the same within ten (10) days from receipt thereof. The answer shall be in writing and in quadruplicate. However, if in the opinion of the Board, the complaint has no merit, the same shall be dismissed and the complainant shall be duly notified of such action of the Board, without prejudice, however, to the filing of another complaint based on the same cause of action as may be warranted.

Rule 26. Preliminary inquiry. - A preliminary inquiry or examination for the purpose of determining whether there is a reasonable ground to believe that there exists a prima facie case on the basis of the charges preferred by the complainant shall be conducted by the Secretary of the Board. A report of his findings shall be submitted to the Board for appropriate action.

Rule 27. Time of hearing. - The Board shall set the case for hearing not later than ten (10) days after receipt of the answer of the respondent to the charges preferred in the complaint, or upon unexplained failure of the respondent to answer within the time granted him.

Rule 28. Rights of respondent during the hearing. - The respondent shall be given full opportunity to defend himself, to testify as witness or to produce witnesses in his behalf, or to be heard by himself or counsel. However, if upon reasonable notice not exceeding ten (10) days, the respondent fails to appear without cause satisfactory to the Board, the hearing shall proceed ex parte.



Rule 29. Members present. - Administrative investigation shall be conducted by at least two members of the Board, assisted by the Secretary or his authorized assistants.

Rule 30. Order of hearing. - Unless, for special reasons, the Board directs otherwise, the order of the hearing shall be as follows:

(a) The complainant must produce evidence on his part in support of the charges preferred against the respondent.

(b) The respondent shall then offer evidence in support of his defense. Counsels may be heard from each side in the order herein prescribed, but in any event, the complainant is entitled to the opening and closing examination.

Rule 31. Postponement. - Postponement of the hearing of a case shall be granted to either complainant or respondent not more than two times and in any case, not exceeding two (2) months, except when there are special circumstances or justifiable reasons which, in the opinion of the Board, warrant the grant of the request of either complainant or respondent for further postponements. If the complainant requests more than two postponements or more than two (2) months after the case has been set for hearing, the complaint shall be automatically dismissed. If the respondent requests more than two (2) postponements or more than two (2) months postponement, he shall be considered in default and the Board shall thereupon proceed to hear the testimony of the complainant and his witnesses, if any, and shall render its decision in accordance with the facts alleged and proved.

Rule 32. Evidence. - The rules of evidence shall be substantially followed in the reception of evidence, but technical errors in the admission of evidence which do not prejudice the substantial rights of any of the parties shall not vitiate the proceedings.

Rule 33. Memorandum. - The Board may in its discretion, require the complainant or respondent, or both, through their counsels, if any, to submit a memorandum in support of their respective sides as may be warranted by the situation with respect to their arguments relative to the facts in issue.

Rule 34. Form of decision. - The decision shall be in writing and to be valid and binding, it must be approved by two members of the Board. The decision shall at least be attested by the Secretary of the Boards of Examiners.

Rule 35. Contents of decision. - The decision shall contain clearly and distinctly the findings of facts and of law, and rules and regulations promulgated by the Board on which it is based. If the complaint is based on breaches of rules and regulations, or of the ethics of the profession, the same shall also be stated in the decision.

Rule 36. Petition for reconsideration. - Petition for reconsideration or rehearing shall be filed within thirty (30) days after notice of the decision. A petition filed after this period shall not be entertained and shall be considered as filed without action unless the Board, petition for reconsideration, deems it proper to act thereon.

Rule 37. Grounds for reconsideration. - No petition for reconsideration shall be entertained unless it be for one or both of the following cause of causes:

(a) The decision is not in conformity with the evidence and/or facts presented.

(b) Newly discovered evidence or fact which could not, with reasonable diligence, be discovered and produced at the hearing, and which if presented would probably alter the results of the investigation.

Rule 38. Effectivity. - These rules and regulations shall take effect upon approval hereof.

Adopted at Manila, Philippines this 15th day of May, 1956.

(SGD.) JESUS TANGHAL DERA  
Chairman

(SGD) EUSEBIO W. SALAZAR  
Member

(SGD.) FERNANDO R. SOLIS  
Member

ATTEST:

(SGD.) EDUVIGIS DIAZ-MADRID  
Acting Secretary

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