



Office of the Municipal Engineer

INTERNAL SERVICES



83. Organization and Maintenance of Public Order Roads and Infrastructure

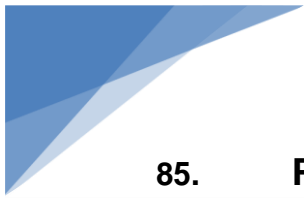
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|---|---|------------------------|------------------------|---------------------------------|
| Office or Division: | Office of the Municipal Engineer | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C | | | |
| Who may avail: | Barangay Officer, Head of local office is national with tasks such as: Drainage System Public Building Road Infrastructure Project Irrigation System | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request or Resolution of: (1 copy) Sangguniang Bayan Leadership of any Office (1 copy) Sangguniang Barangay Individual Person | | None | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Please contact the Engineering Office and submit a job application and submit the relevant document. | 1. Receipt, Analysis and Maintenance of required documents. | None | 3 Minutes | Engineer II/ Engr Assistant |
| 2. Sit down and wait while the process is in progress | 2. Assignment of necessary equipment (Heavy Equipment) | None | 3 Minutes | <i>Asst. Municipal Engineer</i> |
| 3. Learn the setting of the practice before leaving the office | 3. Approval and setting of equipment requirements (Heavy Equipment) | None | 3 Minutes | <i>Municipal Engineer</i> |
| TOTAL: | | | 9 Minutes | |



84. Building Permit

- A Building Permit is required prior to the construction, erection, alteration, major repair, or renovation or conversion of any building/structure owned by government or private entities.

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| Office or Division: | Office of the Municipal Engineer | | | |
| Classification: | Varies on services the client needs. (Simple, Complex and Highly Technical) | | | |
| Type of Transaction: | G2C – Government to Client G2B – Government to Business G2G – Government to Government | | | |
| Who may avail: | Barangay Officer, Head of local office is national with tasks such as: Drainage System Public Building Road Infrastructure Project Irrigation System | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approve plan (1 copy) | | | | |
| Bill of Materials"/"Specification"(4 copies) | | | | |
| Fire Clearance (1 copy) | | BFP | | |
| Zoning Clearance (1 copy) | | MPDO | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request an application, launch the plan, etc. document for initial evaluation | 1. Endorsement at the Fire and MPDC office for proof. | None | 3 Minutes | Engineer II/ Engr Assistant |
| 2. Obtaining and submitting the necessary evidence | 2. Wait for the evidence to be submitted Fee Assessment) Issuance of Order of Payment | None | 2 Hours & 3 Minutes | Asst. Municipal Engineer |
| 3. Collector payment | 3. Signing and issuance of building permit. | None | 3 Minutes | Engineer II Office of the Municipal Engineer |
| 4. Receiving a building permit | 4. Signing and issuance of building permit | None | 5 Minutes | Municipal Engineer Office of the Municipal Engineer |
| TOTAL: | | | 2 Hours and 14 Minutes | |



85. Preparation of Plan and Program of Peoples Activities

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|--|--|--------------------------|------------------------|---|
| Office or Division: | Office of the Municipal Engineer | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Client | | | |
| Who may avail: | Barangay Officer, Head of local office is national with tasks such as: Drainage System Public Building Road Infrastructure Project Irrigation System | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request or Resolution of Sangguniang Bayan(1 Copy) | | Sangguniang Bayan Office | | |
| Request or Resolution Leadership of any Office(1 Copy) | | | | |
| Request or Resolution Sangguniang Barangay(1 Copy) | | Barangay Concern | | |
| Request or Resolution Individual Person(1 Copy) | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Go to the office and file the project needs request and submit the relevant documents | 1.1. Receive / Record the request and submit it to the engineer. 1.2. Review of the request and transfer to the office of the Mayor 1.3. Assessing the request according to the cost of materials to be used and labor required. | None | 10 Minutes | <i>Engineer II/ Assistant Municipal Engineer</i> Office of the Municipal Engineer |
| 2. Contacting the inspection day, and communicating with the planned work program plan. | 2.1. Conducting Inspection and investigation at the project location. 2.2. Task Plan and Program Adjustment | None | 2 Days | <i>Engr. Assistant Engineer IV Municipal Engineer</i> Office of the Municipal Engineer |



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|--|--|------|-----------------------|--|
| 3. Informing the status of Filed work. | 3. Review and approval of the Work Plan and Program. | None | 5 Minutes | <i>Municipal Engineer</i> Office of the Municipal Engineer |
| TOTAL: | | | 2 Days and 15 Minutes | |