



Municipal Engineering Office
External Services



1. ROAD REHABILITATION & MAINTENANCE

To provide technical and working expertise to different request made by different Departments and Municipality of Alamada as a whole.

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of transaction:	G2C Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> ○ Letter-Request (job description and pictures) ○ Thru Phone Request ○ Walk-in 			From the Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
1. Submit the Letter-Request / Report the concern thru phone / Walk-in	○ Conduct of site Inspection	None	7 days	Municipal Engineer
	○ Evaluation of reported area/site involved.	None	With available materials - 7 days	Municipal Engineer
	○ Preparation of Program of Works.	None	If materials are unavailable - variable	
	○ Inform the client of the inspection's status. Approval of project is subjected to availability of funds/materials.	None		
	TOTAL	None	With available materials - 14 days If materials are unavailable - variable	



2. BUILDING MAINTENANCE

To provide technical and working expertise to different request made by different Departments of this municipality

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of transaction:	G2G Government to Government			
Who may avail:	Different Departments and Gov't. Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Letter-Request (job description and pictures) ○ Thru Phone Request ○ Walk-in 		From the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter-Request / Report the concern thru phone / Walk-in	○ Conduct of site Inspection	None	3 days	Municipal Engineer
	○ Evaluation of reported area/site involved.	None	With available materials - 15 days	Municipal Engineer
	○ Preparation of Program of Works.	None	If materials are unavailable - variable	
	○ Inform the client of the inspection's status. Approval of project is subjected to availability of funds/materials.	None		
	TOTAL	None	With available materials - 18 days If materials are unavailable - variable	



3. PREPARATION OF DETAILED ENGINEERING DESIGN & PROGRAM OF WORK

Survey of proposed site, site investigation, preparation of design plans, technical specification, quantity and cost estimates, program of work and construction schedule

Office or Division:		Municipal Engineering Office		
Classification:		Complex		
Type of transaction:		G2C Government to Client		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Letter-Request (job description and pictures) ○ Thru Phone Request ○ Walk-in 		From the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter-Request from various municipality officials, barangay, school and residents of Alamada/ Report the concern thru phone / Walk-in	○ Survey of possible site for program of estimates in coordination with barangay officials, school officials and residents of Alamada	None	1 day for 1-5 projects 2 days for 6-10 projects 3 days for 10 or more projects	Mun. Engineer/ Engineer II/ Engineer I/ Engineering Asst./ Engineering Aide
	○ Evaluation and inspection of reported are/site involved	None	2 days	
	○ Submit to the Municipal Mayor the list of proposed infra-projects	None	1 day	Municipal Engineer
	○ Preparation of Program of Works.	None	7 days	
	○ Transmit the result to the requesting party (for letter request from requesting party)	None	1 day	
	○ After the preparation of detailed engineering, all documents will be forwarded to the Infra-committee for screening in the public bidding	None	1 day	MEO Personnel
	TOTAL	None	13 day for 1-5 projects 14 days for 6-10 projects 15 days for 10 or more projects	



4. ISSUANCE OF BUILDING PERMIT & OTHER ANCILLARY PERMITS

Building Permit is required prior to construction, erection, alteration, major repair or renovation or conversion of any building/structure owned by the government or private entities. It becomes null and void if work does not commence within one year from the date of such permit or if the building or work is suspended or abandoned at any time after it has been commenced for a period of 120 days.

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of transaction:	G2C Government to Client; G2G Government to Government			
Who may avail:	All Government or Private Entities of this municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Five (5) sets of plans duly signed and sealed by Licensed Professional Practitioner. ○ Four (4) copies of Bill of Materials and Estimates signed by License Professional Practitioner ○ Four (4) copies of specification signed by License Professional Practitioner ○ Two (2) sets of structural design/analysis (for 2-storey and above) and 2 sets Soil Analysis (for 4-storey and above) duly signed and sealed by a licensed Civil/Structural Engineer. ○ Four (4) copies of duly accomplished Application Forms ○ Photocopy of PRC ID and PTR of License Professional Practitioner ○ Two (2) xerox copies of TCT/notarized Deed of Sale/lease Contract/Consent of Lot Owner, Tax Receipt & Tax Declaration ○ Zoning Clearance ○ Fire Clearance 		<ul style="list-style-type: none"> Private Licensed Design Professionals such as Architect or Civil Engineer Private Licensed Design Professionals such as Architect or Civil Engineer Private Licensed Design Professionals such as Architect or Civil Engineer Private Licensed Design Professionals such as Civil/Structural Engineer Office of the Building Official Private Licensed Design Professionals such as Architect or Civil Engineer Property/Lot Owner Office of the Municipal Planning and Development Coordinator Bureau of Fire and Protection 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and submit complete documentary requirements	<ul style="list-style-type: none"> ○ Evaluates the documents presented by the client, if it is complete and assess the different fees to be collected by the Treasurer's Office and issues the client. <ul style="list-style-type: none"> ✓ Order of payment ✓ Endorsement to the BFP 	Refer to the National Building Code	15 minutes	Engineer I OBO Personnel



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Return to the Office of the Building Official after 2 working days to follow up the status of the application	<ul style="list-style-type: none"> ○ Site Inspection 	None	1-5 days	Engineer I OBO Personnel
3. Submit to the OBO personnel: 2-copies Fire Safety Evaluation Clearance and 1-copy of Official receipt of payment of fees	<ul style="list-style-type: none"> ○ Record the OR and completely fill- up application forms and prepare the permit for approval 	None	15 minutes	Engineer I OBO Personnel
4. Receive the Permit	<ul style="list-style-type: none"> ○ Approval and releasing of permit 	None	5 minutes	Municipal Engineer/ Engineer I OBO Personnel
	TOTAL	None	5 days and 35 minutes	



5. ISSUANCE OF CERTIFICATE OF OCCUPANCY

Upon completion of the project, the owner or the permittee shall apply for an Occupancy Permit at the OBO prior to occupancy.

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of transaction:	G2C Government to Client; G2G Government to Government			
Who may avail:	All Government or Private Entities of this municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Photocopy of the approved building permit, sanitary/plumbing permit, electrical permit, electronic permit and/or mechanical permit ○ Certificate of completion of building and certificate of electrical completion ○ Logbook duly signed and sealed by supervising civil engineer and/or architect ○ Fire Safety Evaluation Clearance (FSIC) 		<p>Building Owner</p> <p>Licensed Architect or Civil Engineer who supervised the project or construction</p> <p>Licensed Architect or Civil Engineer who supervised the project or construction</p> <p>Bureau of Fire and Protection</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and submit complete documentary requirements	<ul style="list-style-type: none"> ○ Evaluates the documents presented by the client, if it is complete and endorse to BFP for issuance of FSIC. 	None	10 minutes	Engineer I OBO Personnel
2. Submit the FSIC to the OBO Personnel	<ul style="list-style-type: none"> ○ Receive and conduct of final inspection and recommendation ○ Compute permit fee and issue order of payment 	Refer to the National Building Code	1 - 5 days	Engineer I OBO Personnel
3. Submit official receipt to the OBO Personnel	<ul style="list-style-type: none"> ○ Record the OR and completely fill- up application forms and prepare the permit for approval 	None	10 minutes	Engineer I OBO Personnel
4. Receive the Permit	<ul style="list-style-type: none"> ○ Approval and releasing of permit 	None	5 minutes	Municipal Engineer Engineer I OBO Personnel
TOTAL		None	5 days and 25 minutes	



6. FINAL BILLING FOR HORIZONTAL & VERTICAL PROJECTS

Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, damage to environment for example activities to mitigate the adverse effects of an event.

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of transaction:	G2B Government to Business			
Who may avail:	Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Letter-Request for billing addressed to the Municipal Engineer ○ As Built Drawings ○ Material Testing Result ○ Technical Specification ○ PERT-CPM ○ Notice of Award ○ Notice to Proceed ○ Contract of Agreement ○ Program of Works ○ Agency Estimate ○ Pictures (colored) ○ Copy of original plans 		Provided by the contractor (signed by duly authorized representative)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	<ul style="list-style-type: none"> ○ Punch listing inspection 	None	3 days	Mun Engineer Engineer II Engineer I Engineering Asst. Engineering Aide
2. Rectification of inspector's findings	<ul style="list-style-type: none"> ○ Punch listing inspection 	None	3 days	Mun Engineer Engineer II Engineer I Engineering Asst. Engineering Aide
	<ul style="list-style-type: none"> ○ Preparation of report recommending final inspection 	None	3 days	
	<ul style="list-style-type: none"> ○ Final punch list inspection 	None	5 days	
	<ul style="list-style-type: none"> ○ Preparation of Statement of Works Accomplished (SWA) 	None	2 days	Mun Engineer Engineer II Engineer I Engineering Asst. Engineering Aide
	<ul style="list-style-type: none"> ○ Completion and acceptance inspection 	None	3 days	Municipal Mayor Municipal Engineer
	<ul style="list-style-type: none"> ○ Transmit request to Finance Department 	None	2 days	Municipal Mayor Municipal Engineer
TOTAL		None	21 days	



7. PARTIAL BILLING FOR HORIZONTAL & VERTICAL PROJECTS

Periodical accomplishment billing until 90% maximum frequency of once a month.

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of transaction:	G2B Government to Business			
Who may avail:	Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Letter-Request for billing addressed to the Municipal Engineer 		Provided by the contractor (signed by duly authorized representative)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter-Request	○ Preparation of detailed accomplishment	None	2 days	Engineer II Engineer I Engineering Asst. Engineering Aide
	○ Project status verification	None	5 days	Engineer II Engineer I Engineering Asst. Engineering Aide
	○ Preparation of Statement of Works Accomplished (SWA)	None	2 days	Engineer II Engineer I Engineering Asst. Engineering Aide
	○ Transmit request to Finance Department	None	3 days	MEO Personnel
TOTAL		None	12 days	



8. TIME EXTENSION/PROJECT SUSPENSION FOR HORIZONTAL & VERTICAL PROJECTS

Increasing contract time duration due to force majeure, rainy/unworkable days and/or other events stated in R.A. 9184 Annex E, Section 10.

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of transaction:	G2B Government to Business			
Who may avail:	Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Letter-Request addressed to the Municipal Engineer ○ PERT / CPM and Bar Chart ○ Supporting documents (if needed) ○ If extension is due to weather, submit PAGASA report ○ Others 		Provided by the contractor End-user PAG-ASA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	<ul style="list-style-type: none"> ○ Site Inspection ○ Preparation of report recommending approval or disapproval 	None	5 days	Engineer II Engineer I Engineering Asst. Engineering Aide
2. Rectification of inspector's findings	○ Verify documents submitted	None	5 days	Engineer II
	○ Approval/disapproval of request	None	3 days	Municipal Engineer
	○ Release documents	None	2 days	MEO Personnel
TOTAL		None	15 days	



9. VARIATION ORDER FOR VERTICAL, HORIZONTAL & WATERWAYS PROJECTS

Modification of contract amount either increase or increase to satisfy the actual site condition requirements (maximum of 10%).

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of transaction:	G2B Government to Business			
Who may avail:	Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Letter-Request addressed to the Municipal Engineer ○ Original drawing plans ○ BID documents ○ Pictures (colored) ○ Notice to Proceed ○ Others 		Provided by the contractor End-user		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request or communication to Records Section	○ Preparation of cost estimates and take off	None	14 days	Engineer I Engineer II
	○ Verification of submitted documents	None	5 days	Engineer II
	○ Recommend approval / disapproval	None	5 days	Engineer II
	○ Preparation of report address to the Mayor	None	2 days	Municipal Engineer
	○ Approval / disapproval of variation order	None	2 days	Municipal Mayor
	○ Issuance of report to contractor	None	2 days	MEO Personnel
TOTAL		None	30 days	



10. RECEIVING/RELEASING OF VARIOUS COMMUNICATIONS, COMPLAINTS, REQUESTS, BILLINGS, ETC

Receiving and Releasing of incoming and outgoing communications from the General Public.

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of transaction:	G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Letter of concerned with attachment from the general public ○ Letter response to the end-user 		Government Agency concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	○ Receive and stamp the documents	None	1 day	Admin. Aide III MEO Personnel
○ Obtain receiving copy	○ Provide the client a receiving copy for reference	None		
	○ Encode communications for attachment of Routine Slip	None		
	○ Check and review the communications before proceeding to the Municipal Engineer	None		
	○ Forward communications to the Municipal Engineer for instructions indicated in the Routine Slip	None	1 day	Municipal Engineer
	○ Receive and check the instructions of the Municipal Engineer and encode in Logbook Records	None	1 day	Admin. Aide III MEO Personnel
	○ Release documents to different divisions, utility, contractor, barangay and other concerned agencies as instructed by the Municipal Engineer	None	1 day	
TOTAL		None	3 days	