

# **CITY ENGINEERING OFFICE**

## **EXTERNAL SERVICES**

## 1. ISSUANCE OF EXCAVATION PERMIT

Processing and issuance of Excavation Permit for all the excavation done on roads and sidewalks.

<b>OFFICE OR DIVISION</b>	City Engineering Office	
<b>CLASSIFICATION</b>	Highly Technical	
<b>TYPE OF TRANSACTION</b>	G2G – Government to Citizens	
<b>WHO MAY AVAIL THE SERVICE</b>	Imus City residents and utility/ telecommunication company contractors	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<i>* For residents/ establishments beside City/ Barangay roads</i>		
Assessment Letter or Job Order from the utility company contractor concerned		Maynilad Cavite Business Area – Bacoor City
<i>* For residents/ establishments beside National Roads</i>		
Clearance or Certification and Official Receipt of paid bond from the Department of Public Works and Highways		DPWH Cavite District 1 Office – Trece Martirez City
<i>* For Utility Company/ Contractors</i>		
Assessment Letter or Inspection Report from the utility company concerned		Requesting Company Contractor
Request Letter from the main office of the utility company		Requesting Company Contractor
Company Profile		Requesting Company Contractor
Memorandum of Agreement/ Contract from Utility Company		Requesting Company Contractor
Scope of Work		Requesting Company Contractor
Bill of Materials		Requesting Company Contractor
Working Schedules		Requesting Company Contractor
Specification		Requesting Company Contractor
Safety Guidelines		Requesting Company Contractor
Certification of Utility Company's assigned engineer with contact number		Requesting Company Contractor
Plans and drawings		Requesting Company Contractor
Barangay Clearance		Barangay Hall/s of the Area to be Excavated
CITMO Clearance		City of Imus Traffic Management Office (2 <sup>nd</sup> Floor Old Municipal Building)
Developer's Clearance (for subdivisions that are not yet turned over to the city government)		Developer of the Subdivision where the excavation will take place
Homeowner's Association Clearance (for subdivisions that are already turned over to the city government)		HOA Office of the Subdivision where the excavation will take place

**1. FOR RESIDENTS/ LEAK REPAIR CONTRACTORS**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Assess the requirements and issue order of payment		5 minutes	Erson John Villamer, Ramir Posadas Paul John Pallera, Rose Ann Legaspi, Charlyn Lu Cuenca, Glicerio Camama,
2. Payment of assessed fees	2. Issue Official Receipt (O.R.)	See table of fees below	2 minutes	Treasurer's Office
3. Present O.R. and claim Excavation Permit	3. Issue Excavation Permit		3 minutes	Engr. Edward dela Cruz, Paul John Pallera, Rose Ann Legaspi, Charlyn Lu Cuenca, Glicerio Camama, Erson John Villamer, Ramir Posadas
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on assessment</b>	<b>10 minutes</b>	

**2. FOR UTILITY COMPANY CONTRACTORS**

**2.1 MAYNILAD CONTRACTORS**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Assess the requirements and issue order of payment	None	5 minutes	Erson John Villamer, Ramir Posadas, Paul John Pallera, Rose Ann Legaspi, Charlyn Lu Cuenca, Glicerio Camama
2. Payment of assessed fees	2. Issue Official Receipt (O.R.)	See table of fees below	2 minutes	Treasurer's Office

3. Present O.R. and claim Excavation Permit	3. Issue Permit  For Unpaid Cash Bond: Issue Temporary Excavation Permit  For Paid Cash Bond: Issue Excavation Permit	None	3 minutes	Engr. Edward dela Cruz, Paul John Pallera, Rose Ann Legaspi, Charlyn Lu Cuenca, Glicerio Camama, Erson John Villamer, Ramir Posadas
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on assessment</b>	<b>10 minutes</b>	

## 2.2 MERALCO & OTHER TELECOMMUNICATION COMPANIES

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Assess the accomplished requirements. Schedule the proposed request for site inspection	None	5 minutes	Engr. Jane Ruzel Nacpil, Glicerio Camama, Erson John Villamer, Ramir Posadas, Paul John Pallera
2. Assist the assigned engineer during site inspection	2. Conduct Inspection and issue order of payment after inspection	None	1 day	Engr. Edward dela Cruz, Glicerio Camama, Erson John Villamer, Ramir Posadas, Paul John Pallera
3. Pay the assessment	3. Issue Official Receipt (O.R.)	See table of fees below	2 minutes	Treasurer's Office
4. Claim Excavation Permit	4. Issue Excavation Permit	None	3 minutes	Engr. Jane Ruzel Nacpil, Glicerio Camama, Erson John Villamer, Ramir Posadas, Paul John Pallera
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on assessment</b>	<b>1 day and 8 minutes</b>	

**FEE(S)/CHARGE(S):**

CLIENTS	GP & EP* Fee	Inspection/ Verification Fee	Metering	Bond
RESIDENTS	P 50.00 Per sq. m.	P 200.00	P 8.00 / water meter	Total Project Cost x 125%
LEAK REPAIR CONTRACTORS	P 50.00 Per sq. m.	P 200.00		
RESIDENTS NEAR NATIONAL ROADS	P 50.00 Per sq. m.	P 200.00	P 8.00 / water meter	(DPWH will assess the Bond to be paid)

\*Ground Preparation and Excavation Permit

UTILITY COMPANY CONTRACTOR	Excavation	Inspection/ Verification Fee	Structure Fee	Cash bond
MAYNILAD	Volume x P 3.00 per cu. m.	Restoration Cost x 3%		Total Project Cost x 125%
MERALCO	Volume x P 3.00 per cu. m.	P 200.00/ pole	P 30.00/ pole	
TELECOMMUNICATION COMPANIES	Volume x P 3.00 per cu. m.	P 200.00/ pole	P 25.00/ pole	

## 2. MAINTENANCE OF DRAINAGE WITHIN THE CITY

Cleaning and de-clogging of all drainage systems within the city.

<b>OFFICE OR DIVISION</b>	Engineering			
<b>CLASSIFICATION</b>	Highly Technical			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizens			
<b>WHO MAY AVAIL THE SERVICE</b>	Barangays, subdivisions, and concerned citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter (addressed to the City Mayor and endorsed to the City Engineer)		The requesting party needs to file the request letter to the City Mayor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirement	1. Assess the request.	None	3 minutes	Marissa Talastas, Annalyn Ramos, Kathleen Hernandez, Angelieca Habana
2. Assist the engineering staff during inspection/ actual cleaning	2. Inspection and actual cleaning of the requested area	None	5 days	Pablito Clerigo, all maintenance staff
<b>TOTAL</b>		<b>None</b>	<b>5 days , 3 minutes</b>	

# **CITY ENGINEERING OFFICE**

## **INTERNAL SERVICES**

## 1. DRAFTING PROGRAM OF WORKS FOR ALL VARIOUS CITY PROJECTS

Creation of program of works and cost estimate for various city projects.

<b>OFFICE OR DIVISION</b>	City Engineering Office			
<b>CLASSIFICATION</b>	Highly Technical			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizens			
<b>WHO MAY AVAIL THE SERVICE</b>	Barangays, subdivisions, and concerned citizens			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Barangay/ HOA Resolution			Barangay hall / HOA Office	
Request letter (addressed to the City Mayor and endorsed to the City Engineer)			The requesting party needs to file the request letter to the City Mayor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1. Assess requested program of works.	None	3 minutes	Marissa Talastas, Annalyn Ramos, Kathleen Hernandez, Angeliaca Habana
2. Accompany the engineering staff during inspection	2.1 Inspect proposed-projects.	None	1 day	Mario Bare, Rowel Dela Cruz, Mario Galvez, Michael Molina, Engr. Jane Ruzel Nacpil, Engr. Edward Dela Cruz
	2.2 Planning and drawing of proposed projects.	None	3 days	Erson John Villamer Michael Molina, Ramir Posadas, Marvin Catacutan, Paul John Palleria
	2.3 Drafting the program of works for the inspected project.	None	1 day	Mario Bare, Rowel Dela Cruz, Mario Galvez, Michael Molina, Engr. Jane Ruzel Nacpil, Engr. Edward Dela Cruz Engr. Enrico Luis Escobar Engr. Rommel John Gandia



	2.4 Transmittal of program of works to the admin office	None	3 minutes	Engr. Jezreel Dan Gonzales  Annalyn Ramos, Kathleen Hernandez, Angelieca Habana
Fill-out Client Satisfaction Rating Form				
	<b>TOTAL</b>	<b>None</b>	<b>5days and 6 minutes</b>	

NOTE: Processing time depends on the approval of plans and programs drafted by the City Engineering Office.

## 2. PREPARATION OF VOUCHERS AND WORK ACCOMPLISHMENTS FOR COMPLETED GOVERNMENT PROJECTS

Preparation and processing of vouchers and work accomplishments for completed government projects.

<b>OFFICE OR DIVISION</b>	City Engineering Office			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2B– Government to Business, G2G- Government to Government			
<b>WHO MAY AVAIL THE SERVICE</b>	Contractor of the project			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Photos of the projects done (before, on-going, after)		Contractor		
Bidding Documents or BAC Resolution from BAC Office		BAC Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>Processing time</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1. Preparation of required documents for billing	None	10 minutes	Marissa Talastas
2. Signing of Documents	2. Processing of billing for complied documents	None	2 days	Annalyn Ramos, Kathleen Hernandez, Angelieca Habana
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>2 days and 10 minutes</b>	

### 3. PROCESSING OF VOUCHER FOR REFUND OF BOND

Preparation and processing of vouchers for restored excavation projects.

<b>OFFICE OR DIVISION</b>	City Engineering Office			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizens			
<b>WHO MAY AVAIL THE SERVICE</b>	Residents/ leak repair contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Issued Official Receipt of Performance Bond		The Official Receipt is kept by the owner upon application		
Photo of restored road area		The inspection team/ applicant can submit the photo		
Request letter for Certificate of Completion or Certificate of acceptance from the Main Office		Main Office of the Contractor Company/ Utility Company		
Certificate of Acceptance/ Receipt of Contractor's Tax/ Photos of Project Done <i>* This requirement is for the Contractor of large scale excavation done within the city</i>		City Engineering Office		
Valid I.D. (for claiming)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1. Assess the requirements and issue Certification and Voucher	None	3 minutes	Paul John Pallera Rose Ann Legaspi Charlyn Lu Cuenca Glicerio Camama Erson John Villamer Ramir Posadas
2. Receive the Certification and proceed to the City Accounting Office	2. Issue the certification.	None	5 minutes	Office of the City Accountant
<b>TOTAL</b>		<b>None</b>	<b>8 minutes</b>	

#### 4. PROCESSING OF VOUCHER FOR REFUND OF BOND (PRE-REQUISITE: CERTIFICATE OF COMPLETION)

Preparation and processing of vouchers for restored excavation projects.

<b>OFFICE OR DIVISION</b>	City Engineering Office			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	Maynilad Contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter for Certificate of Completion		Maynilad Main Office		
AS Built Plan (A3 & E-File)		Maynilad Main Office		
Pictures (Before & After)		Taken before, during, and after the excavation/restoration procedure		
Company's Contact Number		Maynilad Main Office		
Barangay Clearance		Barangay Hall/s from where the excavation took place		
Field Density Test Result		Done during actual restoration of the project		
Concrete Testing Result		Done after concrete pouring of the project		
Plastic Envelope		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	Assess the request. Schedule the client for site inspection	None	5 minutes	Erson John Villamer, Ramir Posadas, Paul John Pallera, Rose Ann Legaspi, Glicerio Camama, Charlyn Lu Cuenca
2. Assist the assigned engineer during site inspection	2. Site inspection	None	1 day	Erson John Villamer, Ramir Posadas, Glicerio Camama, Paul John Pallera
3. Claim Certificate	3. Issue Certificate of Completion	None	5 minutes	Erson John Villamer, Ramir Posadas, Paul John Pallera, Rose Ann Legaspi, Glicerio Camama, Charlyn Lu Cuenca

4. Proceed to the Sangguniang Panglungsod Building for signature of City Councilor for Infrastructure/ Special Projects	4. Secure the signature of the City Councilor for Infra/ Special Projects Received the copy of the certificate	None	3 minutes	Sangguniang Panlungsod Office
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>1 day and 16 minutes</b>	

## 5. PROCESSING OF VOUCHER FOR REFUND OF BOND (PRE-REQUISITE: CERTIFICATE OF ACCEPTANCE)

Preparation and processing of vouchers for restored excavation projects.

<b>OFFICE OR DIVISION</b>	City Engineering Office			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizens, , G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	Maynilad Contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>Where to secure</b>		
Certificate of completion		Client (Acquired from the office last year)		
Request letter for re-inspection of restored areas		Maynilad main office/ contractor company		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1. Assess the request. Schedule the client for site inspection	None	5 minutes	Erson John Villamer, Ramir Posadas. Paul John Pallera, Rose Ann Legaspi, Glicerio Camama, Charlyn Lu Cuenca
2. Assist the assigned engineer during site inspection	2. Site inspection	None	1 day	Erson John Villamer, Ramir Posadas, Paul John Pallera, Glicerio Camama
3. Claim Certificate	3. Issue Certificate of Acceptance	None	5 minutes	Erson John Villamer, Ramir Posadas, Paul John Pallera, Rose Ann Legaspi, Glicerio Camama, Charlyn Lu Cuenca
4. Proceed to the Sangguniang Panglungsod Building for signature of City Councilor for Infrastructure/ Special Projects	4. Secure the signature of the City Councilor for Infra/ Special Projects	None	3 minutes	Sangguniang Panlungsod Office

5. Return a copy of the certificate	5. Receive the copy of the Certificate	None	3 minutes	City Engineering Office
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		None	<b>1 day and 16 minutes</b>	