



## **Provincial Engineer's Office Internal Services**



## 1. PREPARATION OF PROGRAM OF WORKS/BUDGET COSTS OF PROPOSED PROJECTS

Ang opisina ng Provincial Engineer sa pamamagitan ng Planning Division ay magsasagawa ng kaukulang pagsusuri ayon sa Resolusyon na isinumite para sa paggawa ng Program of Work.

<b>Office or Division:</b>	Provincial Engineer's Office (PEO)		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	Mga indibidwal na kliyente		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Aprubadong resolusyon o sulat (1 Photo Copy)		Interesadong partido o kliyente	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dalhin ang aprubadong resolusyon o sulat mula sa interesadong partido – sa Provincial Engineer's Office.	1.1. Tatanggapin at tatakan ng may kalakip na pangalan, araw at oras ng pagtanggap.	Wala	5 minuto	<b>MA. CORAZON B. MIRANDA</b> <i>Administrative Officer IV/</i> Provincial Engineer's Office - Admin Division  <b>MARGIE M. DELA CRUZ</b> <i>Construction Maintenance Capataz</i> Provincial Engineer's Office - Planning Division
	1.2. Tatanggapin ang isinumiteng dokumento para sa pagsisiyasat, pagbabalido, paggawa ng plano at Program of Works (POW).	Wala	20 araw	<b>REYNALDO C. DELA CRUZ</b> <i>Engineer IV/</i> ,  <b>JOSE P. MALTU JR.</b> <i>Engineer II/</i> ,  <b>LAUREANO VELASCO</b> <i>Engineer I/</i> ,  <b>ARISTOTLE PEDRO</b> <i>Engineer I</i> ,  <b>ALEJANDRINO R. GANNABAN JR.</b> <i>Architect II</i> Provincial Engineer's Office - Planning Division
	1.3. Isusumite ang mga kaukulang papeles na nabanggit sa Step 2 na	Wala	10 minuto	<b>ANGELICA A. DELA CRUZ</b> <i>Administrative Assistant II</i> Provincial



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	aprubado ng Provincial Engineer para sa pag-aaral/ pagpaapruba ng LCE.			Engineer's Office - Admin Division  <i>JONAH B. ACIO</i> <i>Administrative Aide</i> <i>VII</i> Provincial Engineer's Office - Admin Division



## 2. ISSUANCE OF ROAD RIGHT OF WAY CLEARANCE

Ang opisina ng Provincial Engineer sa pamamagitan ng Maintenance Division ay magsasagawa ng panunuri ayon sa kahilingan ng Intersadong partido.

<b>Office or Division:</b>	Provincial Engineer's Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Mga indibidwal na kliyente
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Aprubadong sulat (1 Original o Photocopy)	Interasadong partido o kliyente
2. Lot plan (1 Photo Copy)	Interasadong partido o kliyente
3. Title /Tax Declaration (1 Photo Copy)	Interasadong partido o kliyente
4. Letter of Waiver duly notarized (1 original at 1 Photo Copy)	Interasadong partido o kliyente

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga dokumentong kinakailangan – sa Provincial Engineer's Office	1.1. Tatanggapin at tatatakan ng may kalakip na pangalan, araw at oras ng pagtanggap.	Wala	15 minuto	<b>MA. CORAZON B. MIRANDA</b> <i>Admin Officer IV/</i> Provincial Engineer's Office - Admin Division  <b>MARGIE M. DELA CRUZ</b> <i>Construction Maintenance Capataz</i> Provincial Engineer's Office - Planning Division
	1.2. Tatanggapin ang Isinumiteng dokumento sa Step 1 para sa pagsisiyasat at pagbabalido sa aktuwal na lokasyon nito.	Wala	20 araw	<b>WELSON R. MATA</b> <i>Engineer II/</i> / <b>NICASIO D. TABAGO</b> <i>Construction Maintenance Capataz/</i> Provincial Engineer's Office - Planning Division  <b>ELPIDIO B. TAMAYO</b> <i>Engineering Assistant/</i> Provincial Engineer's Office - Construction Division
2. Bayaran ang kaukulang halaga para sa	2. Tanggapin ang bayad ng sertipikasyon,	₱40.00	45 minuto	<i>Local Revenue Collecting Officer</i> PTO





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
sertipikasyon – sa Provincial Treasurer's Office	ibigyan ang kalakip na resibo at paggawa at pag-apruba ng <i>RROW</i> clearance.			<p><i>WELSON R. MATA</i> Engineer II Provincial Engineer's Office - Planning Division</p> <p><i>NICASIO D. TABAGO</i> Construction Maintenance Capataz/ Provincial Engineer's Office - Planning Division</p> <p><i>ELPIDIO B. TAMAYO</i> Engineering Assistant/ Provincial Engineer's Office - Construction Division</p>
3. Isumite ang resibo ng pinagbayaran para sa pagtanggap ng sertipikasyon – sa Provincial Engineer's Office	3. Tanggapin ang resibo. ibigay ng aprubadong papeles na nabanggit sa Step 2, at isama ang resibo ng binayaran sa interesadong partido.	Wala	10 minuto	<p><i>NANCY GRACE D. PADILLA</i> Administrative Assistant II/ Provincial Engineer's Office - Admin Division</p>



### 3. ISSUANCE OF PERMIT TO EXCAVATE/ INSTALL WATER PIPELINE/ RCPC ALONG AND/OR ACROSS PROVINCIAL ROADS

Ang opisina ng Provincial Engineer sa pamamagitan ng Maintenance Division ay magsasagawa ng panunuri at dokumentong kailangan ayon sa kahilingan ng Intersadong partido.

<b>Office or Division:</b>	Provincial Engineer's Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Mga indibidwal na kliyente
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Sulat pahintulot(1 Original, 1 Photo Copy)	Interasadong partido o kliyente
2. Plano para sa paghuhukay at pagsasaayus (Photo Copy)	Interasadong partido o kliyente

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga dokumentong kinakailangan – sa Provincial Engineer's Office	1.1. Tanggapin at tatakan ng may kalakip na pangalan, araw at oras ng pagtanggap.	Wala	15 minuto	<b>MA. CORAZON B. MIRANDA</b> <i>Admin Officer IV/</i> Provincial Engineer's Office Admin Division  <b>MARGIE M. DELA CRUZ</b> <i>Construction Maintenance Capataz</i> Provincial Engineer's Office - Planning Division
	1.2. Tanggapin ang Isinuniteng dokumento sa Step 1 para sa pagsisiyasat at pagbabalido sa aktuwal na lokasyon nito.	Wala	20 araw	<b>ROLLY A. CALLEJO</b> <i>Engineer IV</i>  <b>ALVIN ROSALES</b> <i>Construction Maintenance Capataz/</i>  <b>ROLANDO BALMACEDA</b> <i>Construction Maintenance Foreman/</i> Provincial Engineer's Office - Maintenance Division
2. Bayaran ang kaukulang halaga para sa sertipikasyon - sa Provincial Treasurer's Office	2. Tanggapin ang bayad at Ibigay ang resibo ng binayang sertipikasyon para sa paggawa at pag-apruba ng ng kaukulang permit.	₱40.00	45 minuto	<i>Local Revenue Collecting Officer ng PTO</i>
3. Tanggapin ang komputasyon – sa Provincial Engineer's Office	3. Susuriin ang mga kaukulang papeles na nabanggit sa Step 1 at resibo ng kaukulang	Wala	1 oras at 5 minuto	<b>RODOLFO G. MIRANDA</b> <i>Assistant Provincial Engineer/</i> Provincial



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	binayaran para sa paggawa ng kaukulang permit			Engineer's Office
4. Bayaran ang kaukulang halaga para sa sertipikasyon - sa Provincial Treasurer's Office.	4. Tanggapin ang bayad at ibigay ang resibo sa kaukulang halaga ayon sa tipo ng apektadong kalsadang huhukayin.	Across the road: Gravel- ₱180.00/li n.m., add ₱ 25.00/1" increment for every meter; Asphalt- ₱585.00/li n.m., add ₱61.00/1" increment for every meter; Concrete - ₱790.00/li n.m., add ₱111.00/1" increment for every meter; Alongside of the Road: Gravel Shoulder- ₱3.00 lin.m,add ₱0.50/1" increment for every meter.	45 minuto	<i>Local Revenue Collecting Officer PTO</i>
5. Dalhin at ipakita ang resibo ng pinagbayaran – sa Provincial Engineer's Office	5. Pagproseso ng papeles na nabanggit sa Step 4 at pagbibigay ng kaukulang sertipikasyon	Wala	15 minuto	<i>NANCY GRACE D. PADILLA Admin Assistant III/ Provincial Engineer's Office AdminDivision</i>





#### 4. ISSUANCE OF CERTIFICATION OF GRAVEL, SAND, BOULDERS AND SOIL EXTRACTION FEE

Ang opisina ng Provincial Engineer sa pamamagitan ng Construction Division ay magsasagawa ng sertipikasyon at dokumentong kailangan ayon sa kahilingan ng Intersadong partido.

<b>Office or Division:</b>	Provincial Engineer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Mga indibidwal na kliyente
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Aprubadong Program of Work/Detailed Engineering Design (1 Photo Copy)	Interasadong partido o kliyente
2. Resibo ng pinagbayaran ng Sertipikasyon (1 Original Copy)	Provincial Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga dokumentong kinakailangan – sa Provincial Engineer's Office	1. Tanggapin at tatakan ng may kalakip na pangalan, araw at oras ng pagtanggap.	Wala	15 minuto	<i>MA. CORAZON B. MIRANDA</i> Admin Officer IV  <i>MARGIE M. DELA CRUZ</i> Construction Maintenance Capataz Provincial Engineer's Office - Planning Division
2. Bayaran ang kaukulang halaga para sa sertipikasyon - sa Provincial Treasurer's Office	2. Tanggapin ang bayad, ibigay ang kaukulang Resibo at pagproseso ng kaukulang dokumento.	₱40.00	45 minuto	<i>Local Revenue Collecting Officer PTO</i>  <i>LAARNIE JOYCE CABADING-Engineer I</i> Provincial Engineer's Office - Construction Division
3. Dalhin at ipakita ang resibo ng pinagbayaran para sa pagtanggap ng sertipikasyon Provincial Engineer's Office	3. Pagbibigay ng kaukulang sertipikasyon na aprubado ng Provincial Engineer sa interesadong partido.	Wala	10 minuto	<i>MARGIE M. DELA CRUZ-Construction Maintenance Capataz/</i> Provincial Engineer's Office/ Planning Division





## 5. PAGPROSESO NG CONTRACTOR'S CLAIM/BILLING

Ang opisina ng Provincial Engineer sa pamamagitan ng Construction Division at Administrative Division ay magsasagawa ng mga dokumentong kailangan ayon sa kahilingan ng Intersadong partido.

<b>Office or Division:</b>	Provincial Engineer's Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Mga indibidwal na kliyente
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>1. 15% Mobilization</b> 1.1. Request letter ng interesadong partido 1.2. Copy of MOA or Trust Agreement (LGSF/ Foreign Assisted Projects) 1.3. Complete set of Bid and Contract Documents 1.4. Litrato bago umpisahan ang proyekto 1.5. Warranty Bond	Interesadong partido o kliyente Interesadong partido o kliyente Interesadong partido o kliyente Interesadong partido o kliyente Interesadong partido o kliyente
<b>2. Progress Billing or First and Final Billing</b> 2.1. Request letter ng interesadong partido 2.2. Complete set of Bid and Contract Documents (kung hindi kumulekta ng Mobilization) 2.3. Material Test Result 2.4. Litrato ng kasalukuyang ginagawang proyekto at Contractor's Affidavit	Interesadong partido o kliyente Interesadong partido o kliyente Interesadong partido o kliyente Interesadong partido o kliyente
<b>3. 10% Retention Money</b> 3.1. Request letter ng interesadong partido 3.2. Surety Bond 3.3. Affidavit para sa 10% Retention 3.4. Kopya ng nabayarang voucher ng mobilization, progress billing at final billing.	Interesadong partido o kliyente Interesadong partido o kliyente Interesadong partido o kliyente Interesadong partido o kliyente

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga dokumentong kailangan	1.1. Tanggapin at tatakan ng may kalakip na pangalan, araw at oras ng pagtanggap.	Wala	30 minuto	<b>MA. CORAZON B. MIRANDA</b> <i>Admin Officer IV</i> Provincial Engineer's Office – Admin Division  <b>MARGIE M. DELA CRUZ</b> <i>Construction Maintenance Capataz</i> Provincial Engineer's Office - Planning Division
	1.2. Pag-endorso sa kinauukulang Area Engineer.	Wala	45 minuto	<b>VIRGILIO S. LORENZO</b> <i>Provincial Engineer</i> Provincial Engineer's Office
	1.3. Pagsisiyasat at pagbabalido.	Wala	20 araw	<b>RODOLFO G. MIRANDA</b> <i>Assistant Provincial Engineer</i>  <b>COSME P.</b>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<p><i>AGGABAO JR</i> Engineer IV Provincial Engineer's Office - Construction Division</p> <p><i>GREGORIO L. AGUILAR</i> Engineer IV Provincial Engineer's Office - Construction Division</p> <p><i>JOSE P. MALTU JR.</i> Engineer II/ Provincial Engineer's Office - Construction Division</p> <p><i>ALEJANDRINO R. GANNABAN</i> Architect I Provincial Engineer's Office - Construction Division</p>
	1.4. Paggawa at pagproseso ng billing statement	Wala	45 minuto	<p><i>FILIPINAS M. LORENZANA</i> Eng'g. Assistant</p> <p><i>MARY ANN T. DOMINGO</i> Construction Maintenance Capataz/ Provincial Engineer's Office - Admin Division</p>
	1.5. Pag-endorso at pagpoproseso ng dokumento sa mga kinaukulang departamento sa kapitolyo.	Wala	15 minuto	<p><i>ANGELICA A. DELA CRUZ</i> Admin Assistant II/ Provincial Engineer's Office - Admin Division</p> <p><i>JONAH B. ACIO</i> Admin Aide VI/ Provincial Engineer's Office - Admin Division</p>





## 6. UTILIZATION/ RENTAL OF HEAVY EQUIPMENT

Ang opisina ng Provincial Engineer sa pamamagitan ng Motor Pool Division ay magsasagawa ng mga dokumentong kailangan ayon sa kahilingan ng Intersadong partido.

<b>Office or Division:</b>	Provincial Engineer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Mga indibidwal na kliyente
CHECKLIST OF REQUIREMENTS	
1. Resolusyon o sulat (Photocopy)	Interasadong partido
2. Equipment Rental Rate Order Form (1 original)	Provincial Engineers Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dalhin ang resolusyon o sulat mula sa interesadong partido para mapunan ng datos ang Equipment Rental Rate Order (ERRO) form.	1.1. Tanggapin at tatakan ng may kalakip na pangalan, araw at oras ng pagtanggap.	Wala	15 minuto	<i>CHITO S. SARANDI</i> Engineer II/ Provincial Engineer's Office - Motor Pool Division
	1.2. Susuriin ang natapos na ERRO Form para sa pagpoproseso.	Wala	1 oras at 30 minuto	<i>VIRGINIO M. GOMEZ JR.</i> Ass. Provincial Engineer Provincial Engineer's Office - Motor Pool Division
	1.3. Iproposeso ang ERRO Form para sa pag-apruba ng Prov'l Engineer.	Wala	15 minuto	<i>CHITO S. SARANDI</i> Engineer II Provincial Engineer's Office - Motor Pool Division
	1.4. Kaukulang halaga ng babayaran ayon sa 2014 ACEL Rates.	Minimum Operation= 8 hrs/day Backhoe, 0.45 cu.m.- ₱922.00; Backhoe with Breaker- ₱1,998.10; Bulldozer with ripper D65A- ₱3,385.00; Crane 46-50T- ₱2,606.00; Dump Truck 6W- ₱1,212.00; Dump Truck 10W- ₱1,810.50; Low Bed Trailer 25T- ₱1,800.00; Grader 140HP- ₱2,173.00; Vibratory Roller - ₱1,846.00; Transit Mixer 5-6 cu.m.- ₱1,318.00; Water Truck 1,000 gals- ₱2,450.00.	45 minuto	<i>Local Revenue Collecting Officer ng PTO</i>
	1.5. Aprubah ang Equipment Rental Rate Order (ERRO).	Wala	15 minuto	<i>CHITO S. SARANDI</i> Engineer II Provincial Engineer's Office -





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Motor Pool Division
	1.6. Tangapin ang naapubahang dokumento kalakip ang resibo para sa paggawa at pagproseso ng Dispatch Order.	Wala	35 minuto	<i>VIRGINIO M. GOMEZ JR.</i> Assistant Provincial Engineer/ Provincial Engineer's Office Motor Pool Division
	1.7. Aprubahan ang Dispatch Order para sa deployment.	Wala	25 minuto	<i>SHERWIN M. AGONoy</i> Equipment Inspector/ Provincial Engineer's Office / Motor Pool Division
	1.8. Ibigay ang kopya ng aprubadong Dispatch Order.	Wala	15 minuto	<i>Drivers/ Operators</i> Provincial Engineer's Office - Motor Pool Division