



## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

(1) NAME OF DEPARTMENT/AGENCY/LGU: PROVINCIAL GOVERNMENT OF ISABELA - PROVINCIAL ENGINEER'S OFFICE

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020:    [ ] Yes        [ ] No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Preparation of Program of Works / Budget Costs of Proposed Projects	Local Government Code of 1991	Section 17			
Issuance of Road Right of Way Clearance	Local Government Code of 1991	Section 17			
Issuance of Permit to Excavate / Install Water Pipeline /	Local Government Code of 1991	Section 21			

<sup>1</sup> Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

<sup>2</sup> Cite section number and quote provision identified in the governing law



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
RCP along and/or across Provincial Roads					
Issuance of Certification of Gravel, Sand and Soil Extraction Fees	R.A. 7942 Phil. Mining Act of 1995		SP Ordinance 05-2014	April 8, 2014	
Processing of Contractor's claim for 15% Mobilization Fee					
Processing of Contractor's claim for Progress Billing					
Processing of Contractor's claim for 10% Retention Fee					
Utilization/Rental of Heavy Equipment					



(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>

GOVERNMENT SERVICE: <u>PREPARATION OF PROGRAM OF WORKS/BUDGET COST OF PROSPED PROJECTS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Approved Resolutions / Request Letter 2. Annual Implementation Plan	Local Government Code of 1991	1. Approved Resolutions/Request Letter received by the receiving officer. 2. Validate/Inspect the site of the requested documents and survey the site as necessary and prepare Program of Works/Budget Costs. 3. Program of Works prepared to be signed by the Local Chief Executive.		23 days & 25 mins.	None
<b>TOTAL</b>				<b>23 days &amp; 25 mins.</b>	<b>None</b>

<sup>3</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service



<b>GOVERNMENT SERVICE: <u>ISSUANCE OF ROAD RIGHT OF WAY CLEARANCE</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
1. Lot Plan 2. Land Title / Tax Declaration 3. Letter of Waiver duly Notarized	Local Government Code of 1991	1. Documents to be received by the receiving officer. 2. Validate the actual location of the subject request. 3. Preparation of Road Right of Way Clearance with corresponding receipt of payment. 4. Issuance of Road Right of Way Clearance.		1 day & 45 mins.	Php 40.00
<b>TOTAL</b>				<b>1 days &amp; 45 mins.</b>	<b>Php 40.00</b>



**GOVERNMENT SERVICE: ISSUANCE OF PERMIT TO EXCAVATE/ INSTALL WATER PIPELINE/ RCP ALONG AND/OR ACROSS PROVINCIAL ROADS**

**SERVICE INFORMATION**

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Request Letter from concerned agency/individual	Local Government Code of 1991	1. Letter request to be received by the receiving officer. 2. Validation of the request as to actual site. 3. Preparation of Permit Documents. 4. Receipt of Payment as per type of excavation. 5. Issuance of the Approved Permit.		1 day & 65 mins.	Across the road: Gravel - P 180.00 add P 25.00/1" increment.  Asphalt - P585.00 add P61.00/ 1" increment  Concrete -P790.00 add P111.00/ 1" increment.  Alongside of Road: Gravel Shoulder- P3.00 lin.m, add P0.50/1" increment for every meter.
<b>TOTAL</b>				<b>1 days &amp; 65 mins.</b>	



<b>GOVERNMENT SERVICE: <u>ISSUANCE OF CERTIFICATION OF GRAVEL, SAND AND SOIL EXTRACTION FEES</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
1. Approved Program of Works and Detailed Estimates	RA 7942 - Phil. Mining Act of 1995	1. Approved POW & Detailed Estimates with PTO Certification Fee to be received by the receiving officer.	SP Ordinance No. 05-2014	40 mins.	Php 40.00
2. Certification Fee from Provincial Treasurer's Office		2. Computation and processing			
<b>TOTAL</b>				<b>40 mins.</b>	<b>Php 40.00</b>



<b>GOVERNMENT SERVICE: <u>PROCESSING OF CONTRACTOR'S CLAIM FOR 15% MOBILIZATION FEE</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
1. Letter Request from the Contractor duly received by the Governor's Office 2. BAC Documents 3. Surety Bond for 15% Mobilization Fee 4. Photographs of Mobilized equipment & Materials 5. Quarry Tax Payment with O.R. and PTO/ENRO/PEO Certificates 6. Copy of MOA/Trust Agreement, if applicable	Accounting / Auditing Rules and Regulations	1. Letter request to be received by the receiving officer. 2. Preparation of voucher and other supporting documents. 3. Signing / Approval of the Provincial Engineer. 4. Releasing of Signed/Approved documents for processing at concerned offices.	Bidding Documents	2-4 Hours	None
<b>TOTAL</b>				<b>2-4 hours</b>	<b>None</b>



<b>GOVERNMENT SERVICE: PROCESSING OF CONTRACTOR'S CLAIM FOR PROGRESS BILLING</b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
1. Letter Request from the Contractor duly received by the Governor's Office 2. BAC Documents for First Progress Billing, if no Mobilization Fee was claimed 3. Photocopy of previously paid voucher/s 4. Progress Photographs 5. Material Test Results with O.R., if Applicable 6. Contractor's Affidavit 7. As-Built Plan (for Final Payment) 8. Warranty Security (For locally funded projects), for Final Payment 9. Quarry Tax Payment with O.R. and PTO/ENRO/PEO Certificates	Accounting / Auditing Rules and Regulations	1. Letter request to be received by the receiving officer. 2. Field Validation of Contractor's Statement of Works Accomplished. 3. Preparation of voucher and other supporting documents. 4. Signing / Approval of the Provincial Engineer. 5. Releasing of Signed/Approved documents for processing at concerned offices.	Bidding Documents	3 - 4 days	None
<b>TOTAL</b>				<b>3-4 days</b>	<b>None</b>





<b>GOVERNMENT SERVICE: <u>PROCESSING OF CONTRACTOR'S CLAIM FOR 10% RETENTION FEE</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
1. Letter Request from the Contractor duly received by the Governor's Office 2. Photocopy of previously paid voucher/s 3. Contractor's Affidavit 4. Quarry Tax Payment with O.R. and PTO/ENRO/PEO Certificates 5. Certificate of Completion 6. Retention Money Bond (for locally funded projects)	Accounting / Auditing Rules and Regulations	1. Letter request to be received by the receiving officer. 2. Field validation/inspection if the project is in good condition (no defects). 3. Preparation of voucher and other supporting documents. 4. Signing / Approval of the Provincial Engineer. 5. Releasing of Signed/Approved documents for processing at concerned offices.	Bidding Documents	3 - 4 days	None
<b>TOTAL</b>				<b>3-4 days</b>	<b>None</b>



GOVERNMENT SERVICE: <u>UTILIZATION/RENTAL OF HEAVY EQUIPMENT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter Request from the Contractor duly received by the Governor's Office	Accounting / Auditing Rules and Regulations	1. Letter request to be received by the receiving officer. 2. Accomplished Equipment Rental Rate Order (ERRO) Form 3. Processing and Approval of accomplished ERRO Form by the Provincial Engineer 4. Payment of Rental Fee to the Provincial Treasurer's Office with Official Receipt. 5. Presentation of ERRO Official Receipt to PEO for processing of Dispatch Order. 6. Deployment of rented Equipment.		1 - 2 days	2014 ACEL RATES  Minimum operation = 8hrs per day  Backhoe Crawler type PW60-3 0.45 cu.m = 922.00  Backhoe with pavement breaker R220LC = 1,998.10  Bulldozer D65A-8/165Hp = 3379.00  Bulldozer with ripper D65A-8/165Hp =3,385.00  Crane (truck mounted)46-50T=2,606.00  Dump truck 6 wheeler 4x2 90Hp 7CBM=1,212.00



GOVERNMENT SERVICE: <u>UTILIZATION/RENTAL OF HEAVY EQUIPMENT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
					Dump truck 10 wheeler6x4 385 Hp F 3000 20CBM=1,810.5  Low Bed Trailer 25 Metric Ton=1,800.00  Payloader 1.5 cu.m=1,773.00  Road Grader 140Hp/G710A =2,173.00  Skid Steer Loader0.25-0.33 cu.m. pp 49=660.00  Transit Mixer 5-6 cu.m=1,318.00  Water Truck 1,000Gal =2,450.00
			<b>TOTAL</b>	<b>1-2 days</b>	