

1. Issuance of Building Permit

Issued to prospective residents planning to construct/renovate building structures.

Office of Division	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Unified Application Form for Building Permit, Electrical Permit and Plumbing Permit (4 sets original)		Office of the Municipal Engineer		
2. Complete set of plans in A3 size signed and sealed by designing Licensed Civil Engineer/Architect (4sets original)		Licensed Civil Engineer/Architect in-charge of construction		
3. Complete set of specifications (4sets original)		Licensed Civil Engineer/Architect in-charge of construction		
4. Bill of Materials and Cost Estimates (4 sets original)		Licensed Civil Engineer/Architect in-charge of construction		
5. Clear copies of the PTR (Professional Tax Receipt) and PRC license (front and back with signature) of all signed professionals (1 photocopy)		Licensed Civil Engineer/Architect in-charge of construction		
6. Structural Design Analysis for two - storey building (4 sets original)		Licensed Civil Engineer/Architect in-charge of construction		
7. Boring and Plate Load Test and Seismic Analysis for more than two – storey building		Licensed Civil / Geodetic Engineer		
8. Locational Clearance (1 original copy)		Municipal Planning and Development Office (MPDO)		
9. Fire Safety Evaluation Certificate (1 Office of the Building Official (OBO original copy)		Bureau of Fire Protection (BFP)		
10. Occupational Safety and Health from DOLE (Commercial Building Only)		DOLE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.1 Fill-up logbook	1.1 None	None	1 minute	<i>Mike Jordan Cabarloc Engineering Staff Municipal Engineer's Office</i>
1.2 Submit documentary requirements and wait while documents are being reviewed and assessed	1.2 Review and assess the completeness of submitted documents	None	1 hour	
	1.3 Issuance of Order of Payment	None	5 minutes	
	1.4 Check the availability of schedule for inspection	None	20 minutes	
2. Receive the receiving copy with scheduled date of inspection	2. Site Inspection	None	1 day	<i>Engr. John Joshua Rodillas Municipal Engineer Municipal Engineer's Office</i>
3. Proceed to the Municipal Treasurer's Office; Present the Order of Payment and Pay the corresponding fees	3. Receive Order of Payment and Issue Official Receipt	Depends on the Area, Character of Occupancy and Cost of the Building Note: Please see attached schedule of fees and other charges	30 mins.	<i>Clarice Ann Rocero Administrative Aide IV Treasurer's Office</i>
4. Present Official receipt and receive the Approved Building Permit	4. Record OR Number and Release Building Permit	None	30 mins.	<i>Engr. John Joshua Rodillas Municipal Engineer Municipal Engineer's Office</i>
TOTAL			1 day, 2 hours and 26 minutes	

2. Issuance of Occupancy Permit

Issued to building owners for electrical connection purposes.

Office of Division	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Approved Building Permit (1 original copy)			Office of the Municipal Engineer	
2. Notarized Unified Application Form for Occupancy Permit (3 sets original copy)			Office of the Municipal Engineer	
3. Certificate of Completion (3 sets original copy)			Office of the Municipal Engineer	
4. Construction Logbook (1 original copy)			Licensed Civil Engineer / Architect in-charge of Construction	
5. Photograph of the completed structure (1 original copy)			Licensed Civil Engineer / Architect in-charge of Construction	
6. Fire Safety Inspection Certificate (1 Office of the Building Official (OBO) original copy)			Bureau of Fire Protection (BFP)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Fill-up logbook	1.1. None	None	1 minute	<i>Engr. John Joshua Rodillas Municipal Engineer Municipal Engineer's Office</i>
1.2 Submit requirements and wait while documents are being reviewed.	1.2. Review documents presented	None	1 hour	
	1.3. Issue Order of Payment	None	4 minutes	
	1.4. Check the availability of schedule for inspection	None	20 minutes	
2. Receive the receiving copy with scheduled date of inspection	2sa. Site Inspection	None	1 day	<i>Engr. John Joshua Rodillas Municipal Engineer</i>

				<i>Municipal Engineer's Office</i>
3. Proceed to the Municipal Treasurer's Office; Present Order of Payment and Pay the corresponding fees	3. Receive Order of Payment and Issue Official Receipt	Depends on the Area, Character of Occupancy and Cost of the Building Note: Please see attached schedule of fees and other charges	30 minutes	<i>Clarice Ann Rocero Admin. Aide IV Treasurer's Office</i>
4. Present Official Receipt and Receive Occupancy Permit	4. Record OR Number and release Occupancy Permit	None	30 minutes	<i>Engr. John Joshua Rodillas Municipal Engineer Municipal Engineer's Office</i>
5. Present Official Receipt and Receive Occupancy Permit	5. Record OR Number and release Occupancy Permit	None	30 minutes	<i>Engr. John Joshua Rodillas Municipal Engineer Municipal Engineer's Office</i>
TOTAL			1 day 2 hours and 25 minutes	

3. Provision of Technical Assistance

Provided to Barangay Officials/Sangguniang Kabataan for the preparation of Program of Works & Inspection of Proposed & Completed Projects.

Office of Division	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Annual Development Plan			Barangay Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up logbook	1. Interview for data gathering	None	5 minutes	<i>Mike Jordan Cabarloc Engineering Staff Municipal Engineer's Office</i>
2. Accompany the Engineer for Site Inspection	2. Site inspection	None	1 day	<i>Engr. John Joshua Rodillas Municipal Engineer Municipal Engineer's Office</i>
3. Wait while program of work and plan is being prepared	3. Prepare program of work and plan (if necessary)	None	3 days	<i>Engr. John Joshua Rodillas Municipal Engineer Municipal Engineer's Office</i>
4. Receive Program of Work and Plan	4. Release Program of Work and Plan	None	30 minutes	<i>Engr. John Joshua Rodillas Municipal Engineer Municipal Engineer's Office</i>
TOTAL PROCESSING RIME			2 DAYS and 35 MUNITES	

4. Request for Assistance for Clearing Obstruction

Provided to Barangay for the assistance in clearing obstruction.

Office of Division	Office of the Municipal Engineer			
Classification:	simple			
Type of Transaction:	G2G-Government to Government			
Who may Avail:	All barangay			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
Letter Request			Barangay Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up logbook.	1.None	None	2 minutes	<i>Mike Jordan Cabarloc Engineering Staff Municipal Engineer's Office</i>
2. Submit Letter Request	1.1 Check the availability of schedule	None	20 minutes	<i>Mike Jordan Cabarloc Engineering Staff Municipal Engineer's Office</i>
3. Receive the receiving copy with the scheduled date of inspection	3. Site Inspection	None	1 hour	<i>Mike Jordan Cabarloc Engineering Staff Municipal Engineer's Office</i>
TOTAL PROCESSING TIME			1 HOUR	

5. Issuance of Annual Inspection

Provided to all Mayor's Permit applicant for the Renewal of Business Permit

Office of Division	Office of the Municipal Engineer			
Classification:	simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All Mayor's Permit Applicant			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1. Fill up logbook	1. None	None	1 minute	<i>Mike Jordan Cabarloc Engineering Staff Municipal Engineer's Office</i>
2. Submit Application Form and wait while documents are being reviewed and assessed	2.1 Review and assess Application Form	None	30 minutes	<i>Engr. John Joshua Rodillas Municipal Engineer Municipal Engineer's Office</i>
	2.2 Issuance of Order of Payment	None	30 minutes	
3. Present Order of Payment and Pay the corresponding fees	3. Receive Order of Payment and Issue Official Receipt	Depends on the Area, Character of Occupancy and Cost of the Building Note: Please see attached schedule of fees and other charges	30 minutes	<i>Clarice Ann Rocero Admin. Aide IV Treasurer's Office</i>
4. Present Official Receipt and Receive Annual Inspection Certificate	4. Record OR Number and release Annual Inspection Certificate	None	30 minutes	<i>Engr. John Joshua Rodillas Municipal Engineer Municipal Engineer's Office</i>
TOTAL PROCESSING TIME			2 HOURS AND 1 MINUTE	

BIDS AND AWARDS COMMITTEE

1. Issuance of Bidding Documents

Issuance of Bidding Documents to any pre-qualified supplier/contractor

Office of Division		Office of the Bids and Awards Committee		
Classification:		Simple		
Type of Transaction:		G2B-Government to Business		
Who may Avail:		Any pre-qualified private supplier/contractor		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up logbook	1. Direct client to pay the Bidding Documents	None	3 minutes	Jannette Raganit BAC Secretary BAC Office
2. Proceed to the Municipal Treasurer's Office and Pay Bidding Documents	2. Issuance of Official Receipt	Depends on the Cost of Project Note: Please see attached table of fees	30 minutes	Clarice Ann Rocero Municipal Treasurer's Office
3. Present Official Receipt and Receive Bidding Documents	3. Issue Bidding Documents	None	30 minutes	Jannette Raganit BAC Secretary BAC Office
TOTAL PROCESSING TIME			1 hour and 3 minutes	