

Name of Department/Office: MEO

Vision: To attain satisfactory accomplishment of projects implemented in accordance with the approved plans, specifications and standard programs observed monitoring and supervision procedure of the facilities under engineering services.

Mission: Carry out program, projects and activities that will support the development of thrust of the provincial, regional and national government. Oversee the evaluation, planning and operations related to municipal roads, bridges, and other engineering and public works projects of the LGU.

Mandate: Initiate, review and recommend changes in policies and objectives, plans and programs, techniques and practices in infrastructures development and public works in general of the LGU.

MUNICIPAL ENGINEERING OFFICE						
STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE	FEES	REMARKS
Securing of Building Permit, Architectural Permit, Civil/Structural Permit, Electrical Permit, Mechanical Permit, Sanitary Permit, Plumbing Permit, Electronics, & Fencing Permit						
1	Apply in person to get the copy of Application Forms and list of requirements to be accomplished by the applicant.	Assist applicants and provide them the necessary application forms.	2 minutes	Building Official		a. In case the applicant is the registered owner of the lot: i. Certified true copy of OCT/TCT, on file with the Registry of Deeds, ii. Tax Declaration, and iii. Current Real Property Tax Receipt. b. In case the applicant is not the registered owner of the lot, in addition to the above; duly notarized copy of the Contract of Lease, or Deed of Absolute Sale. c. Five (5) sets of survey plans, design plans, specifications and other documents prepared, signed and sealed over the printed names of the duly licensed and registered professionals.
2	Submit the Accomplished Application forms duly notarized, signed and sealed by the license professionals together with the required documents to the Municipal Building Official	Receive, Verify and Records the submitted documents	3 minutes	Building Official		
3	Evaluation and computation of fees to be paid at the Municipal Treasurer's Office	Issue Order of Payment	5 minutes	Building Official	As per evaluation	
4	Endorse to the Municipal Fire Marchall/BFP for Fire Safety Certificate	Issue Endorsement letter	1 minute	Building Official		
5	Claim approved permit application	Issue approved permit application	1 minute	Building Official		
End of transaction						
Total Time: 12 minutes (excluding waiting time)						

Securing Certificate of Occupancy						
1	Apply in person to get the copy of Application Forms for Certificate of Occupancy and list of requirements to be accomplished by the applicant.	Assist applicants and provide them the necessary application forms.	2 minutes	Building Official		3 sets 1. Application of Certificate of Occupancy 2. Duly notarized Certificate of Completion 3.
2	Submit the Accomplished Application forms duly notarized, signed and sealed with the license professionals together with the required documents to the Municipal Building Official	Receive, Verify and Records the submitted documents	3 minutes	Building Official		4. 1 Construction logbook As-built plans and specifications and the Building Inspection Sheet all signed by whoever is the contractor (if the construction is undertaken by the contractor) and signed and sealed by the Owner's duly licensed Architect or Civil Engineer who undertook the full time inspection and supervision of the construction works.
3	Evaluation and computation of fees to be paid at the Municipal Treasure's Office	Issue Order of Payment	2 minutes	Building Official	As per evaluation	
4	Endorse to Municipal Fire Marshall/BFP for Fire Safety Certificate	Issue Endorsement letter	1 minute	Building Official		
5	Claim approved Certificate of Occupancy application	Issue approved Certificate of Occupancy application	1 minute	Building Official		
End of transaction						
Total Time: 9 minutes (excluding waiting time)						