



**OFFICE OF THE MUNICIPAL
ENGINEERING**

EXTERNAL SERVICES

ISSUANCE OF PROGRAM OF WORKS FOR INFRASTRUCTURE PROJECTS

Public, Barangays Units, Government Agencies and other Accredited Sectoral Groups requesting a Development or project in their respective jurisdiction within the municipality.

Office or Division:	Municipal Engineering Office			
Classification:	Highly Technical / Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Barangay units			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Barangay Clearance 2. Affidavit of Undertaking 3. Permit to Enter & Use 4. Application Form for Membership 5. Electrical Inspection Check List 6. Electrical Layout 7. Printed picture of circuit breaker and structure to be installed of electrical connection 8. Electrical permit form			Barangay concerned	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR MAJOR PROJECTS: 1. Submit copy of approved AIP indicating the proposed project.	1. Receive the copy of approve AIP	None	2 minutes	MEO Staff
2. Forward the copy of approved AIP to the Municipal Engineer	2. Evaluate the proposed project.	None	1 day	Municipal Engineer
3. None	3. Inspection	None	2 to 5 days	Engineer 1
4. None	6. Cost Estimate and working Drawings	None	10 days	Engineer 1 Draftsman
5. Claim approved program of works & DED	7. Releasing of approved program of works & DED	None	10 minutes	Municipal engineer
TOTAL			16 days 12 minutes	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR MINOR PROJECTS: 1. Submit copy of approved AIP indicating the proposed project.	1. Receive the copy of approve AIP	None	2 minutes	MEO Staff
2. Forward the copy of approved AIP to the Municipal Engineer	2. Evaluate the proposed project.	None	1 day	Municipal Engineer
3. None	3. Inspection	None	1 to 3 days	Engineer 1
4. None	4. Cost Estimate and working Drawings	None	3 days	Engineer 1 Architect 1
5. Claim approved program of works & DED	5. Releasing of approved program of works and DED	None	2 minutes	Municipal engineer
TOTAL			7 days and 4 minutes	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR SIMPLE BARANGAY PROJECTS: 1. Submit copy of approved AIP indicating the proposed project.	1. Receive the copy of approve AIP	None	2 minutes	MEO Staff
2. None	2. Cost Estimate and working Drawings	None	1 to 2 hrs	Engineer 1
3. Issuance of approved program of works & DED	3. Releasing of approved program of works and DED	None	5 minutes	Municipal engineer
TOTAL				

Engineering Services				
Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client / G2G - Government to Government			
Who may avail:	Public, Government Agencies, Barangay units and other Accredited sectoral groups.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Who may avail:		Client		
ENGINEERING SERVICES	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay Clearance 2. Affidavit of Undertaking 3. Permit to Enter & Use 4. Application Form for Membership 5. Electrical Inspection Check List 6. Electrical Layout 7. Printed picture of circuit	1. Receive the request	None	2 minutes	MEO Staff
2. Attend dialogue with the Municipal Engineer	2. Dialogue with the client	None	30 to 60 minutes	Municipal Engineer
3. Receive the recommendation	3. Recommending action	None	1 day	Municipal engineer
TOTAL			1 day 1 hour 2 minutes	
ENGINEERING CONSULTATION				

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client / G2G - Government to Government			
Who may avail:	Public, Government Agencies, Barangay units and other Accredited sectoral groups.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of intent		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of intent	1. Receive the request	none	2 minutes	Administrative Assistant
2. Dialogue with the Municipal Engineer	2. Dialogue with the client	None	30 to 60 minutes	Municipal Engineer
3. Receive the recommendation	3. Recommendation for action	None	1 day	Municipal engineer
TOTAL		None	1 day 1 hour 2 minutes	

EXTERNAL SERVICES

ISSUANCE OF ELECTRICAL PERMIT

Issuance of Electrical Permit is one of the function of the Office of the Building Official which monitors the installation of legal electric connection within the municipality.

Office or Division	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Applicants with property of Albura only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance 2. Affidavit of Undertaking 3. Permit to Enter & Use 4. Application Form for Membership 5. Electrical Inspection Check List 6. Electrical Layout 7. Printed picture of circuit breaker and structure to be installed of electrical connection 8. Electrical permit form		1. Barangay where the connection will take place. 2. Leyeco V 3. Leyeco V 4. Leyeco V 5. Leyeco V 6. Client's Electrical Engineer or Master Electrician 7. Client/Owner 8. MEO/OBO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete sets of requirements to MEO/OBO Office	1. Review and acceptance of necessary requirements	None	15 minutes	MEO-OBO Staff
2. None	2. Site Inspection	none	1-2 hours	Electrical Permit Section
3. Assessment of Electrical Permit Fees	3. Assessment of fees to be collected.	Refer to NBCP Implementing Rules and Regulations	15 minutes	Electrical Permit Section
4. Payment of Electrical Permit Fee	4. Secure client a copy of Order of Payment to be presented at MTO.	1. Php 310.00 for residential 2. for commercial and other uses fees varies depending on their schedule of load	5 minutes	Electrical Permit Section
5. Proceed to Mayor's office for Mayor's Permit for electric meter installation	5. Approved and Issue Mayor's permit for electric meter installation	none	15 minutes	Mayor's Office
6. Secure Approved Electrical Permit	6. Issuance and Releasing of approved electrical permit	none	15 minutes	Building Official
TOTAL		Depends on the occupancy use and schedule of loads	2 hours 65 minutes	

ISSUANCE OF BUILDING PERMIT

Issuance of Building Permit is the primary role of the Office of the Building Official which regulates the erection of every single structure that is part of the municipality's development.

Office or Division		Office of the Building Official		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Applicants with property in Albuerca only		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. in case the applicant is the registered owner of the lot: i. Certified true copy of OCT/TCT ii. Current real property tax receipt b. If in case the applicant is not the registered owner of the lot, in addition to the above; i. 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 d. Accomplished forms e. Structural Analysis (For 2-Storey and above development) f. Soil Analysis (for 3-storey and above development) g. RROW Clearance (For development along National Road) h. Locational Clearance i. Fire Clearance		a. Client/Owner b. Client/Owner c. Client's Engineers/Architect d. MEO/OBO e. Client's Civil/Structural Engineer f. Client/Owner DPWH First District h. MPDO i. BFP g.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete sets of requirements to MEO/OBO Office	1. Evaluate/Review and acceptance/recording of submitted documents	None	1 hr	MEO-OBO Staff
2. Assessment of Building Permit Fees	2. Review and assess the required fees to be paid by the client.	Refer to Building Code Fees	2 days	MEO-OBO Staff
3. Payment of Building Permit Fee	3. Issue client a copy of Order of Payment to be presented at MTO.	Depends on the building code fees	5 minutes	MEO-OBO Staff
4. Proceed to Municipal Fire Station	4. Issue client an endorsement letter for fire safety certificate application	Refer to Fire Code Fees	5 minutes	Municipal Fire Marshall
5. Proceed to DPWH (for structures along national road)	5. Issue client endorsement letter for certificate of non-encroachment application.	none	5 minutes	DPWH
6. Claim Approved Building Permit Application	6. Issue approved building permit application	none	1-2 hours	Building Official
TOTAL:		Depends on the area applied for and on the Occupancy use	2 days 3 hrs 15 minutes	Note: Actual issuance of Bldg. permit on structures along national road depends on the issuance of DPWH cert. of non-encroachment

ISSUANCE OF FENCING PERMIT

Issuance of Fencing Permit regulates securing of properties within the municipality.

Office or Division		Office of the Building Official		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Applicants with property in Albuquerque only		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. in case the applicant is the registered owner of the lot: i. Certified true copy of OCT/TCT ii. Current real property tax receipt b. If in case the applicant is not the registered owner of the lot, in addition to the above; i. duly notarized copy of the contract of lease or deed of absolute sale. c. Three (3) 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 Accomplished forms e. RROW Clearance (For development along National Road)		a. Client/Owner b. Client/Owner c. Client's Engineers/Architect MEO/OBO e. DPWH First District d.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete sets of requirements to MEO/OBO Office	1. Review and acceptance of necessary requirements	None	15 minutes	MEO-OBO Staff
2. Assessment of Fencing Permit Fees	2. Review and assess the required fees to be paid by the client.	Refer to Building Code Fees	1-2 hours	MEO-OBO Staff
3. Payment of Fencing Permit Fee	3. Issue client a copy of Order of Payment to be presented at MTO.	Depends on the building code fees	5 minutes	MEO-OBO Staff
4. Claim Approved Fencing Permit	4. Issue approved Fencing Permit Application	Depends on the building code fees	1-2 hours	Building Official
TOTAL		Depends on the area applied for fencing	4 hours 20 minutes	

ISSUANCE OF OCCUPANCY PERMIT

Issuance of Occupancy Permit regulates securing of properties within the municipality.

Office or Division		Office of the Building Official		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Applicants with approved building permits in Albuerca only		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> a. Application for Certificate of Occupancy b. 3 sets of As-built plan c. Daily Construction Log book d. Certificate of Completion 		<ul style="list-style-type: none"> a. MEO/OBO b. Client's Engineers/Architect c. Client's Engineers/Architect d. MEO/OBO 		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete sets of requirements to MEO/OBO Office	1. Review and acceptance of necessary requirements	None	5 minutes	MEO-OBO Staff
2. Assessment of Occupancy Permit Fees	2. Review and assess the required fees to be paid by the client.	Refer to Building Code Fees	1-2 days	MEO-OBO Staff
3. Payment of Occupancy Permit Fee	3. Issue client a copy of Order of Payment to be presented at MTO.	Depends on the building code fees	5 minutes	MEO-OBO Staff
4. Proceed to Municipal Fire Station	4. Issue client an endorsement letter for fire safety certificate application	Refer to Fire Code Fees	5 minutes	Municipal Fire Marshall
5. Claim Approved Occupancy Permit	4. Issue approved Occupancy Permit Application	none	1-2 hours	Building Official
TOTAL		Depends on the actual costs applied for Occupancy	2 days 2 hours 15 minutes	

