

CITY ENGINEERING OFFICE

EXTERNAL SERVICES



1. ISSUANCE OF EXCAVATION PERMIT

Processing and issuance of Excavation Permit for all the excavation done on roads and sidewalks.

OFFICE OR DIVISION	City Engineering Office	
CLASSIFICATION	Highly-Technical	
TYPE OF TRANSACTION	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government	
WHO MAY AVAIL THE SERVICE	Imus City residents and utility/ telecommunication company contractors	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For residents/ establishments beside City/ Barangay roads		
Assessment Letter or Job Order from the utility company contractor concerned		Maynilad Cavite Business Area – Bacoor City
For residents/ establishments beside National Roads		
Clearance or Certification and Official Receipt of paid bond from the Department of Public Works and Highways		DPWH Cavite District 1 Office – Trece Martirez City
For Utility Company/ Contractors		
Assessment Letter or Inspection Report from the utility company concerned		Requesting Company Contractor
Request Letter from the main office of the utility company		Requesting Company Contractor
Company Profile		Requesting Company Contractor
Memorandum of Agreement/ Contract from Utility Company		Requesting Company Contractor
Scope of Works		Requesting Company Contractor
Bill of Materials		Requesting Company Contractor
Working Schedules		Requesting Company Contractor
Specification		Requesting Company Contractor
Safety Guidelines		Requesting Company Contractor
Certification of Utility Company's assigned engineer with contact number		Requesting Company Contractor
Plans and Drawings		Requesting Company Contractor
Barangay Clearance		Barangay Hall/s of the Area to be Excavated
CITMO Clearance		City Of Imus Traffic Management Office
Developer's Clearance (for subdivisions that are not yet turned over to the city government)		Developer of the Subdivision where the excavation will take place
Homeowner's Association Clearance (for subdivisions that are already		HOA Office of the Subdivision where the excavation will take place

turned over to the city government)	
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FOR RESIDENTS/ LEAK REPAIR CONTRACTORS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Assess the requirements and issue order of payment	None	5 minutes	Engr. Edward dela Cruz; Christine Joy Casido; Michael Molina; Erson John Villamer; Ramir Posadas
2. Payment of assessed fees	2. Receive payment and issue Official Receipt (O.R.)	See below	2 minutes	City Treasurer;s Office
3. Present O.R. and claim Excavation Permit	3. Issue Excavation Permit	none	3 minutes	Engr. Edward dela Cruz; Christine Joy Casido; Michael Molina; Erson John Villamer; Ramir Posadas
TOTAL		Based on assessment	10 minutes	



FOR MAYNILAD CONTRACTORS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	2. Assess the requirements and issue order of payment	None	5 minutes	Engr. Edward dela Cruz; Christine Joy Casido; Michael Molina; Erson John Villamer; Ramir Posadas
2. Pay assessed fees	2. Receive payment and issue Official Receipt (O.R.)	See below	2 minutes	City Treasurer's Office
3. Present O.R. and claim Excavation Permit	3. For Unpaid Cash Bond: Issue Temporary Excavation Permit; For Paid Cash Bond: Issue Excavation Permit	None	3 minutes	Engr. Edward dela Cruz; Christine Joy Casido; Michael Molina; Erson John Villamer; Ramir Posadas
TOTAL		Based on assessment	10 MINUTES	



FOR MERALCO & OTHER TELECOMMUNICATION COMPANIES

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Assess the accomplished requirements. Schedule the proposed request for site inspection	None	5 minutes	Engr. Edward dela Cruz; Christine Joy Casido; Michael Molina; Erson John Villamer; Ramir Posadas
2. Assist the assigned engineer during site inspection	2. Conduct Inspection and issue order of payment after inspection	None	1 day	Engr. Edward dela Cruz; Christine Joy Casido; Michael Molina; Erson John Villamer; Ramir Posadas
3. Pay the assessment	3. Receive payment and issue Official Receipt	See below	2 minutes	City Treasurer's Office
4. Claim Excavation Permit	4. Issue Excavation Permit	None	3 minutes	Engr. Edward dela Cruz; Christine Joy Casido; Michael Molina; Erson John Villamer; Ramir Posadas
TOTAL		Based on assessment	1 day, 8 minutes	



Excavation Permits Fees

CLIENTS	GP & EP* Fee	Inspection/ Verification Fee	Metering	Bond
RESIDENTS	P 50.00 Per sq. m.	P 200.00	P 8.00 / water meter	Total Project Cost x 125%
LEAK REPAIR CONTRACTORS	P 50.00 Per sq. m.	P 200.00		
RESIDENTS NEAR NATIONAL ROADS	P 50.00 Per sq. m.	P 200.00	P 8.00 / water meter	(DPWH will assess the Bond to be paid)

Ground Preparation and Excavation Permit

UTILITY COMPANY CONTRACTOR	Excavation	Inspection/ Verification Fee	Structure Fee	Cash bond
MAYNILAD	Volume x P 3.00 per cu. m.	Restoration Cost x 3%		Total Project Cost x 125%
MERALCO	Volume x P 3.00 per cu. m.	P 200.00/ pole	P 30.00/ pole	
TELECOMMUNICATION COMPANIES	Volume x P 3.00 per cu. m.	P 200.00/ pole	P 25.00/ pole	

2. PROCESSING OF VOUCHER FOR REFUND OF BOND

Preparation and processing of vouchers for restored excavation projects.

OFFICE OR DIVISION	City Engineering Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Residents/ Leak Repair Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Issued Official Receipt of Performance Bond		The Official Receipt is kept by the owner upon application		
Photo of restored road area		The inspection team/ applicant can submit the photo		
Request letter for Certificate of Completion or Certificate of acceptance from the Main Office		Main Office of the Contractor Company/ Utility Company		
Certificate of Acceptance/ Receipt of Contractor's Tax/ Photos of Project Done		*This requirement is for the Contractor of large scale excavation done within the city*		
Valid I.D. (for claiming)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Assess the requirements	None	3 minutes	Engr. Edward dela Cruz; Christine Joy Casido; Michael Molina; Erson John Villamer; Ramir Posadas
Receive the Certification and proceed to the City Accounting Office	2. Issue Certification and Voucher	None		City Accounting and Internal Auditing Services Office
TOTAL		None	3 minutes	



3. PROCESSING OF VOUCHER FOR REFUND OF BOND (FOR CERTIFICATE OF COMPLETION)

Preparation and processing of vouchers for restored excavation projects.

OFFICE OR DIVISION	City Engineering Office				
CLASSIFICATION	Complex				
TYPE OF TRANSACTION	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government				
WHO MAY AVAIL THE SERVICE	Maynilad Contractors				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Request letter for Certificate of Completion			Maynilad Main Office		
AS Built Plan (A3 & E-File)			Client		
Pictures (Before & After)			Taken before, during, and after the excavation/restoration procedure		
Company's Contact Number			Client		
Barangay Clearance			Barangay Hall/s from where the excavation took place		
Plastic Envelope			Client		
Field Density Test Result			Done during actual restoration of the project		
Concrete Testing Result			Done after concrete pouring of the project		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit complete requirements	1. Assess the request. Schedule the client for site inspection	None	5 minutes	Engr. Edward dela Cruz Christine Joy Casido Michael Molina Erson John Villamer Ramir Posadas	
2. Assist the assigned engineer during site inspection	2. Site inspection	None	1 day	Mario Bare; Rowel Dela Cruz; Mario Galvez; Michael Molina; Engr. Patrick Jerald Camilon; Engr. Edward Dela Cruz;	
3. Claim Certificate	3. Issue Certificate of Completion	None	5 minutes	Engineering Office Staff	

4. Proceed to the Sangguniang Panglungsod Building for signature of City Councilor for Infrastructure/Special Projects	4. For signatory	None	3 minutes	Sangguniang Panlungsod Office
5. Return a copy of the certificate	5. Receive certificate	None	3 minutes	City Engineering Office
TOTAL		None	1 day, 16 minutes	



4. PROCESSING OF VOUCHER FOR REFUND OF BOND (FOR CERTIFICATE OF ACCEPTANCE)

Description of the Service: Preparation and processing of vouchers for restored excavation projects.

OFFICE OR DIVISION	City Engineering Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Maynilad Contractors			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certificate of Completion			Acquired From The Office Last Year	
Request Letter for Re-Inspection of Restored Areas			Maynilad Main Office/ Contractor Company	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Assess the request. Schedule the client for site inspection	None	5 minutes	Engr. Edward dela Cruz Christine Joy Casido Michael Molina Erson John Villamer Ramir Posadas
2. Assist the assigned engineer during site inspection	2. Site inspection	None	1 day	Mario Bare; Rowel Dela Cruz; Mario Galvez; Michael Molina; Engr. Patrick Jerald Camilon; Engr. Edward Dela Cruz;
3. Claim Certificate	3. Issue Certificate of Completion	None	5 minutes	Engineering Office Staff
4. Proceed to the Sangguniang Panglungsod Building for signature of City Councilor for Infrastructure/ Special Projects	4. For signatory	None	3 minutes	Sangguniang Panlungsod Office
5. Return a copy of the certificate	5. Receive certificate	None	3 minutes	City Engineering Office
TOTAL		None	1 day, 16 minutes	

CITY ENGINEERING OFFICE

INTERNAL SERVICES



1. DRAFTING PROGRAM OF WORKS FOR ALL VARIOUS CITY PROJECTS

Creation of Program of Works and Cost Estimate for Various City Projects.

OFFICE OR DIVISION	City Engineering Office				
CLASSIFICATION	Highly-Technical				
TYPE OF TRANSACTION	G2C – Government to Citizen; G2G – Government to Government				
WHO MAY AVAIL THE SERVICE	Barangays, Subdivisions, and Concerned Citizens				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Barangay/ HOA Resolution			Barangay hall / hOA office		
Request Letter Addressed to the Mayor and Endorsed to the City Engineer			The requesting party needs to file the request letter to the city mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit complete requirements	1. Assess requested program of works	None	3 minutes	Marissa Talastas; Annalyn Ramos; Kathleen Hernandez; Angelieca Habana	
2. Accompany the engineering staff during inspection	2.1 Inspect proposed-projects	None	1 day	Mario Bare; Rowel Dela Cruz; Mario Galvez; Michael Molina; Engr. Patrick Jerald Camilon; Engr. Edward Dela Cruz	
	2.2 Planning and drawing of proposed projects	None	3 days	Aris Cuenca; Bon Edeeson Vidal; Michael Molina; Ramir Posadas; Marvin Catacutan; Erson John Villamer	
	2.3 Drafting the program of works for the inspected project	None	1 day	Mario Bare; Rowel Dela Cruz; Mario Galvez;	

	2.4 Transmittal of program of works to the admin office	None	3 minutes	Michael Molina; Engr. Patrick Jerald Camilon; Engr. Edward Dela Cruz Annalyn Ramos; Kathleen Hernandez; Angelieca Habana
TOTAL		None	5 days, 6 minutes	



2. MAINTENANCE OF DRAINAGE WITHIN THE CITY

Cleaning and declogging of all drainage systems within the city.

OFFICE OR DIVISION	City Engineering Office			
CLASSIFICATION	Highly-Technical			
TYPE OF TRANSACTION	G2C – Government to Citizen; G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Barangays, Subdivisions, and Concerned Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (Addressed to the Mayor and Endorsed to the City Engineer)		The requesting party needs to file the request letter to the City Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirement	1. Assess request	None	3 minutes	Marissa Talastas Annalyn Ramos Kathleen Hernandez Angeliaca Habana
2. Assist the engineering staff during inspection/ actual cleaning	2. Inspection and actual cleaning of the requested area	None	1 week	Robin Sarno Pablito Clerigo And All Maintenance Staff
TOTAL		None	1 week	



3. PREPARATION OF VOUCHERS AND WORK ACCOMPLISHMENTS FOR COMPLETED GOVERNMENT PROJECTS

Preparation and processing of vouchers and work accomplishments for completed government projects.

OFFICE OR DIVISION	City Engineering Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Contractor of the project			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Photos of the projects done (before, on-going, after)			Client	
Bidding Documents or BAC Resolution from BAC Office			BAC Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	2. Preparation of required documents for billing	None	10 minutes	Marissa Talastas
2. Signing of Documents	2. Processing of billing for complied documents	None	2 days	Annalyn Ramos Kathleen Hernandez Angelieca Habana
TOTAL		None	2 days, 10 minutes	