

Provincial Engineering Office



1. Request for contractor's payment processing

For the payment of contractor's partial or full work accomplishment.

Office or Division:	Administrative Unit, Construction Division, Planning, Designing and Programming Division and Materials Quality Control Division	
Classification:	Simple	
Type of Transaction:	G2C	
Who may avail:	Contractors	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Contractor's letter of request for billing		Contractor
Statement of Work Accomplished		Contractor
Time Elapsed		Provincial Engineer's Office
Approved Suspension Order, if any		Provincial Engineer's Office
Approved Resume Order, if any		Provincial Engineer's Office
Approved Change Order, if any		Provincial Engineer's Office
As Built Plan		Contractor
Pictures taken before, during and after completion of the project by the Inspectorate Team		Provincial Engineer's Office
Inspection Report		Provincial Engineer's Office
Certificate of Inspection and Completion by the Inspectorate Team		Provincial Engineer's Office
Materials Quality Control (MQC) Reports		Provincial Engineer's Office
Provincial Treasurer's Office's (PTO) Official Receipt for MQC Tests		Contractor
Contractor's Affidavit		Contractor
Technical Specifications		Contractor
Notice of Award		Contractor
Notice to Proceed		Contractor
Contract of Agreement		Contractor
Program of Works (POW)		Provincial Engineer's Office
Department of Labor and Employment (DOLE) Safety and Health Program		Contractor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits requirements for full payment.	SP shall assist contractor-client in accomplishing request slip and check documents as to completeness.	None	10 minutes	Administrative Aide or Administrative Assistant
	SP shall perform final review of documents, affix initial in the space provided for Provincial Engineer's signature.	None	one hour	Engineer II and Engineer IV
	SP shall prepare Contractor's Voucher.	None	10 minutes	Administrative Aide or Administrative Assistant
	SP shall prepare Obligation Request (ObR).	None	15 minutes	Administrative Aide or Administrative Assistant
	SP shall review and initial ObR.	None	10 minutes	Administrative Officer
	SP shall facilitate Provincial Engineer's signing of documents.	None	5 minutes	Administrative Aide or Administrative Assistant
	Signs documents.	None	One day	Provincial Engineer
	SP shall release contractor's documents and request/assist client in accomplishing Client Satisfaction Survey Form.	None	5 minutes	Administrative Aide or Administrative Assistant
Client fills out Client Satisfaction Form and drops it into suggestion box.	SP shall assist client in dropping Client Satisfaction Form into suggestion box.	None	5 minutes	Administrative Aide or Administrative Assistant

2. Request for Field Density Test

To ensure that the site is ready for pouring of concrete.

Office or Division:	Administrative Unit, Construction Division and Materials Quality Control Division			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contractor's letter request		Contractor		
Notice of Award		Contractor		
Notice to Proceed		Contractor		
Approved Plans and Specifications		Contractor		
Provincial Treasurer's Office's Official Receipt		Provincial Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits requirements.	SP shall assist contractor-client in accomplishing request slip.	None	10 minutes	Administrative Aide or Administrative Assistant
	Puts marginal note and forward to Materials Quality Control Division (MQCD) for action.	None	one hour	Provincial Engineer
	SP shall coordinate with the contractor for FDT schedule.	None	30 minutes	Engineer II and Laboratory Technician I
Client waits for the schedule of FDT inspection.	SP shall prepare for the conduct of inspection and FDT.	None	One day	Engineer II and Laboratory Technician I
	SP shall conduct FDT and laboratory tests.	None	Depends upon the nature of the project	Engineer II and Laboratory Technician I

	SP shall prepare Worksheets and determine fees for payment to Provincial Treasury Office (PTO).	Fees depend upon the number of laboratory tests performed and the nature and type of project.	One day	Engineer II and Laboratory Technician I
	SP shall prepare Compliance Certificate to Contractor.	None	10 mins	Engineer II or Engineer I
	Provincial Engineer shall sign Compliance Certificate.		One day	Provincial Engineer

3. Request for Final Inspection of Projects

To ensure that the quality of work accomplished is in accordance with the approved plans and specifications.

Office or Division:	Administrative Unit, Construction Division, Planning, Designing and Programming Division, and Materials Quality Control Division	
Classification:	Complex	
Type of Transaction:	G2C	
Who may avail:	Contractors	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Contractor's letter request for final inspection	Contractor
	Program of Works	Provincial Engineer's Office
	Plans and Specifications	Contractor
	Notice of Award	Contractor
	Notice to Proceed	Contractor
	Contract Agreement	Contractor
	Change Order	Provincial Engineer's Office
	Time Elapsed	Provincial Engineer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits requirements.	SP shall assist client in accomplishing request slip and check document requirements	None	10 minutes	Administrative Aide or Administrative Assistant
	SP shall receive and Record documents	None	10 minutes	Administrative Aide or Administrative Assistant
	SP shall review documents as to completeness and forward to the Provincial Engineer for scheduling of inspection	None	one hour	Engineer II or Engineer I
Client waits for the schedule of final inspection	Issues Memorandum to Inspectorate Team	None	One day	Provincial Engineer
	SP shall reproduce and distribute copies of Memorandum to Inspectorate Team members for information and action	None	one hour	Administrative Aide or Administrative Assistant
	SP shall prepare for the conduct of inspection	None	One hour	Division Chiefs and/or representative
	SP shall conduct Inspection	None	One day	Division Chiefs and/or representative
	SP shall consolidate Inspectorate Team reports and finalize	None	One day	Engineer II or Engineer I
	SP shall prepare and facilitate signing of Certificates of Inspection, Project Completion	None	7 days	Administrative Aide or Administrative Assistant

	Signs the Certificates and other documents.	None	One day	Provincial Engineer
	SP shall issue Certificates of Inspection, Project Completion	None	One day	Provincial Engineer
Client fills out Client Satisfaction Form and drops it into suggestion box.	SP shall request and assist client in accomplishing Client Satisfaction Survey Form	None	5 minutes	Administrative Aide or Administrative Assistant

4. Request for Provision of Construction Materials

For the provision of construction materials to the Sangguniang Barangay upon request.

Office or Division:	Administrative Unit and Construction and Maintenance Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Resolution/Request with Governor's Note		Office of the Sangguniang Barangay/Governor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits requirements.	SP shall assist client in accomplishing request slip and check document as to correctness	None	10 minutes	Administrative Aide or Administrative Assistant
	Puts marginal note to concerned Unit for action	None	one hour	Provincial Engineer
Client waits for the schedule and manner of distribution of construction materials.	SP shall coordinate with the client thru text or call and arrange for the schedule and manner of distribution	None	one day	Administrative Aide or Administrative Assistant

	SP shall prepare Requisition and Issue Slip (RIS)	None	1 hour	Administrative Aide or Administrative Assistant
	Signs RIS	None	One day	Provincial Engineer
Client receives construction materials and sign accomplished RIS.	SP shall issue requested construction materials and have the accomplished RIS signed by the client	None	depends upon the availability of client	Administrative Aide or Administrative Assistant
Client fills out Client Satisfaction Form and drops it into suggestion box.	SP shall assist client in accomplishing Client Satisfaction Survey Form	None	5 minutes	Administrative Aide or Administrative Assistant

5. Request for Repair and Maintenance of Buildings

To ensure that government buildings are regularly maintained for a conducive work environment.

Office or Division:	Administrative Unit and Maintenance Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Resolution/Request with Governor's Note		Office of the Sangguniang Barangay/Governor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client accomplishes and submits RIS.	SP shall assist client in accomplishing Request Slip (RS) and forward to Provincial Engineer (PE)	None	10 minutes	Administrative Aide or Administrative Assistant
	Puts marginal note for action by the service provider	None	One day	Provincial Engineer
	Group leader shall assign concerned Unit to coordinate with the requesting office, secure/prepare the necessary tools and materials and do the necessary repairs.	None	30 minutes upon request	Division Chief

	SP shall perform repair works	None	Depends upon the nature and extent of damages for repair	Construction and Maintenance Foreman or Capataz or Electrician or Carpenter
Client fills out Client Satisfaction Form and drops it into suggestion box.	SP shall request and assist client in accomplishing Client Satisfaction Survey Form	None	5 minutes	Administrative Aide or Administrative Assistant

6. Request for Maintenance of Roads

To ensure that roads are passable, serviceable and in good condition at all times.

Office or Division:	Administrative Unit, Maintenance Section Equipment Pool Division			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Resolution/Request with Governor's Note		Office of the Sangguniang Barangay/Governor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client accomplishes and submits RIS and waits for the schedule of inspection.	SP shall assist client in accomplishing Request Slip (RS) and forward to Provincial Engineer (PE)	None	10 minutes	Administrative Aide or Administrative Assistant
	Puts marginal note and forward to the Construction and Maintenance Division for action	None	one hour	Provincial Engineer
	PEO Construction Division Chief shall instruct Maintenance Engineer for action and coordinate with Equipment Pool	None	one hour	Construction Division Chief, Maintenance Section Chief and Equipment Division Chief

	Division Chief for the availability of heavy equipment and the operator			
	Perform site inspection of damaged road	None	one hour	Construction and Maintenance Foreman and Capataz
	Signs and makes available needed heavy equipment operator	None	one hour	Equipment Pool Division Chief