

**Provincial Engineer's Office
External Services**

1. Request for contractor's payment processing

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

Service Availability: Monday and Friday (8:00am to 5:00pm) except holidays

Office or Division:	Administrative Unit, Construction Division, Planning, Designing and Programming Division and Materials Quality Control Division	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen , G2B-Government to Business Entity	
Who may avail:	Contractors	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Contractor's letter of request for billing (<i>2 copies – original</i>)	Contractor
	2. Statement of Work Accomplished (<i>5 copies – original</i>)	Contractor
	3. Time Elapsed (<i>5 copies – original</i>)	Provincial Engineer's Office
	4. Approved Suspension Order, if any (<i>2 copies – original</i>)	Provincial Engineer's Office
	5. Approved Resume Order, if any (<i>2 copies – original</i>)	Provincial Engineer's Office
	6. Approved Change Order, if any (<i>3 copies – original</i>)	Provincial Engineer's Office
	7. As Built Plan (<i>1 copy – original</i>)	Contractor
	8. Pictures taken before, during and after completion of the project by the Inspectorate Team	Provincial Engineer's Office
	9. Inspection Report (<i>2 copies – original</i>)	Provincial Engineer's Office
	10. Certificate of Inspection and Completion by the Inspectorate Team (<i>2 copies – original</i>)	Provincial Engineer's Office
	11. Materials Quality Control (MQC) Reports (<i>2 copies – original</i>)	Provincial Engineer's Office
	12. Provincial Treasurer's Office's (PTO) Official Receipt for MQC Tests (<i>1 copy – original</i>)	Contractor
	13. Contractor's Affidavit (<i>3 copies – original</i>)	Contractor
	14. Technical Specifications (<i>1 copy – original</i>)	Contractor
	15. Notice of Award (<i>1 copy – original</i>)	Contractor

16. Notice to Proceed (1 copy – original)		Contractor		
17. Contract of Agreement (1 copy – original)		Contractor		
18. Program of Works (POW) (1 copy – original)		Provincial Engineer's Office		
19. Department of Labor and Employment (DOLE) Safety and Health Program, if applicable)		Contractor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for full payment.	1. Assist contractor-client in accomplishing request slip and check documents as to completeness.	None	10 minutes	Mr. Jeffrey Kevin M. Nuevas - <i>Engineering Aide II</i> or Ms. Geraldine M. Goot – <i>Engineering Aide II</i> <i>Provincial Engineer's Office (PEO)</i>
	1.1 Perform final review of documents, affix initial in the space provided for Provincial Engineer's signature.	None	1 hour	Engr. Emma N. Dolor - <i>Engineer IV</i> <i>PEO</i>
	1.2 Prepare Contractor's Voucher.	None	10 minutes	Ms. Geraldine M. Goot – <i>Engineering Aide II</i> <i>PEO</i>
	1.3 Prepare Obligation Request (ObR).	None	15 minutes	Ms. Maria Angeline A. Mendoza – <i>Administrative Officer V</i> <i>PEO</i>

	1.4 Review and initial ObR.	None	10 minutes	Ms. Maria Angeline A. Mendoza – <i>Administrative Officer V</i> PEO
	1.5 Facilitate Provincial Engineer's signing of documents.	None	5 minutes	Mr. Jeffrey Kevin M. Nuevas - <i>Engineering Aide II</i> PEO
	1.6 Sign documents.	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
	1.7 Release contractor's documents	None	5 minutes	Mr. Jeffrey Kevin M. Nuevas - <i>Administrative Aide II</i> PEO
2. Fill up Client Satisfaction Form and drops it into suggestion box.	2. Assist client in accomplishing and dropping Client Satisfaction Form into suggestion box.	None	5 minutes	Mr. Jeffrey Kevin M. Nuevas - <i>Administrative Aide II</i> or Ms. Geraldine M. Goot – <i>Engineering Aide II</i> PEO
	2.1 Forward documents to Provincial Budget Office for processing of payment		10 minutes	Mr. Jeffrey Kevin M. Nuevas - <i>Administrative Aide II</i> PEO
	TOTAL	None	1 day, 2 hours & 10 mins.	

2. Request for Field Density Test

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

Service Availability: Monday to Friday (8:00am to 5:00pm) except holidays

Office or Division:	Administrative Unit, Construction Division and Materials Quality Control Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Contractor's letter request (1 Original)		Contractor		
2. Notice to Proceed (1 Photocopy)		Contractor		
3. Provincial Treasurer's Office's Official Receipt		Provincial Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements.	1. Assist contractor-client in accomplishing request slip.	None	10 minutes	Ms. Geraldine M. Goot – <i>Engineering Aide II</i> Provincial Engineer's Office (PEO)
	1.1 Puts marginal note and forward to Materials Quality Control Division (MQCD) for action.	None	1 hour	Engr. Edylou B. Tejido – <i>Provincial Engineer</i> PEO
	1.2 Coordinate with the contractor for FDT schedule.	None	30 minutes	Engr. Melanio R. Templanza- <i>Engineer II</i> Milagros D. Lano – C&M <i>Foreman</i> PEO
2. Wait for the schedule of FDT inspection.	2. Prepare for the conduct of inspection and FDT.	None	1 day	Engr. Melanio R. Templanza- <i>Engineer II</i>

				Milagros D. Lano – <i>C&M Foreman</i> PEO
	2.1 Conduct FDT and laboratory tests	None	Depends upon the nature of the project	Ms. Milagros D. Lano – <i>C&M Foreman</i> Mr. Mervin V. Martinez – <i>Laboratory Tech I</i> Mr. Shernan A. Ramos - <i>C&M Capataz</i> Mr. Florencio B. Abarintos, Jr.- <i>Engineering Aide</i> PEO
	2.2 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.	1 day	Engr. Melanio R. Templanza- <i>Engineer II</i> PEO
	2.3 Prepare Compliance Certificate to Contractor	None	10 mins	Engr. Henedina DR. Gutierrez – <i>Engineer IV</i> PEO
	2.4 Provincial Engineer shall sign Compliance Certificate.		1 day	Engr. Edylou B. Tejido – <i>Provincial Engineer</i> PEO
	TOTAL	None	3 days, 1 hour, 50 minutes	

3. Request for Final Inspection of Projects

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

Service Availability: Monday to Friday (8:00am to 5:00pm) except holidays

Office or Division:	Administrative Unit, Construction Division, Planning, Designing and Programming Division, and Materials Quality Control Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Contractors			
CHECKLIST OF REQUIREMENTS *			WHERE TO SECURE	
1. Contractor's letter request for final inspection <i>(2 Copies of Original)</i>			Contractor	
2. Program of Works <i>(1 Photocopy)</i>			Provincial Engineer's Office	
3. Plans and Specifications <i>(1 Photocopy)</i>			Contractor	
4. Notice of Award <i>(1 Photocopy)</i>			Contractor	
5. Notice to Proceed <i>(1 Photocopy)</i>			Contractor	
6. Contract Agreement <i>(1 Photocopy)</i>			Contractor	
7. Change Order <i>(if any: 1 Original)</i>			Provincial Engineer's Office	
8. Time Elapsed <i>(1 Original)</i>			Provincial Engineer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements.	1. Assist client in accomplishing request slip and check document requirements	None	10 minutes	<i>Ms. Neri A. Tubig - Administrative Assistant II Mr. Jeffrey Kevin M. Nuevas – Engineering Aide II Provincial Engineer's Office (PEO)</i>

	1.1 Receive and Record documents	None	10 minutes	Ms. Neri A. Tubig - <i>Administrative Assistant II</i> Mr. Jeffrey Kevin M. Nuevas – <i>Engineering Aide II</i> PEO
	1.2 Review documents as to completeness and forward to the Provincial Engineer for scheduling of inspection	None	1 hour	Engr. Marielle A. Casiple – <i>Engineer II</i> PEO
2. Wait for the schedule of final inspection	2. Issue Memorandum to Inspectorate Team	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
	2.1 Reproduce and distribute copies of Memorandum to Inspectorate Team members for information and action	None	1 hour	Ms. Neri A. Tubig - <i>Administrative Assistant II</i> Mr. Jeffrey Kevin M. Nuevas – <i>Engineering Aide II</i> PEO
	2.2 Prepare for the conduct of inspection	None	1 hour	Engr. Emma N. Dolor- <i>Engineer IV</i> or Representative Engr. Ponciano E. Cueto, Jr.- <i>Engineer IV</i> or Representative Engr. Henedina DR. Gutierrez – <i>Engineer III</i> or Representative PEO

	2.3 Conduct Inspection	None	1 day	Engr. Emma N. Dolor- <i>Engineer IV</i> or Representative Engr. Ponciano E. Cueto, Jr.- <i>Engineer IV</i> or Representative Engr. Henedina DR. Gutierrez – <i>Engineer III</i> or Representative PEO
	2.4 Consolidate Inspectorate Team reports and finalize	None	1 day	Engr. Marielle A. Casiple – <i>Engineer II</i> PEO
	2.5 Prepare and facilitate signing of Certificates of Inspection, Project Completion	None	2 days	Engr. Marielle A. Casiple – <i>Engineer II</i> PEO
	2.6 Sign the Certificates and other documents.	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
	2.7 Issue Certificates of Inspection, Project Completion	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
3. Fill out Client Satisfaction Form and drops it into suggestion box.	3. Request and assist client in accomplishing Client Satisfaction Survey Form	None	5 minutes	Ms. Neri A. Tubig - <i>Administrative Assistant II</i> PEO
	TOTAL		7 days, 3 hours & 25 mins	

4. Request for Provision of Construction Materials

For the provision of construction materials to the Sangguniang Barangay upon request
 Service Availability: Monday to Friday (8:00am to 5:00pm) except holidays

Office or Division:	Administrative Unit and Construction and Maintenance Division			
Classification:	Complex			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Resolution/Request with Governor's Note (1 original copy)		Office of the Sangguniang Barangay/Governor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements.	1. Assist client in accomplishing request slip and check document as to correctness	None	10 minutes	Mr. John Limuel B. Lopez – <i>Administrative Aide VI</i> Provincial Engineer's Office (PEO)
	1.1 Put marginal note to concerned Unit for action	None	1 hour	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
2. Wait for the schedule and manner of distribution of construction materials.	2. Coordinate with the client thru text or call and arrange for the schedule and manner of distribution	None	1 day	Mr. John Limuel B. Lopez – <i>Administrative Aide VI</i> PEO
	2.1 Prepare Requisition and Issue Slip (RIS)	None	1 hour	Mr. John Limuel B. Lopez – <i>Administrative Aide VI</i> PEO
	2.2 Sign RIS	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i>

				PEO
3. Receive construction materials and sign accomplished RIS.	3. Issue requested construction materials and have the accomplished RIS signed by the client	None	5 days	Mr. John Limuel B. Lopez – <i>Administrative Aide VI</i> PEO
4. Fill out Client Satisfaction Form and drops it into suggestion box.	4. Assist client in accomplishing Client Satisfaction Survey Form	None	5 minutes	Mr. John Limuel B. Lopez – <i>Administrative Aide VI</i> or Ms. Geraldine M. Goot – <i>Engineering Aide II</i> PEO
	TOTAL	None	7 days, 2 hours & 15 mins	

5. Request for Repair and Maintenance of Buildings

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

Service Availability: Monday to Friday (8:00am to 5:00pm) except holidays

Office or Division:	Administrative Unit and Maintenance Section			
Classification:	Complex			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 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
1. Accomplish and submit request	1. Assist client in accomplishing Request Slip (RS) and forward	None	10 minutes	Ms. Geraldine M. Goot – <i>Engineering Aide II</i>

	to Provincial Engineer (PE) check document as to correctness			Provincial Engineer's Office (PEO)
	1.1 Put marginal note for action by the service provider	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
	1.2 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	Engr. Arleo M. Cabagyo – <i>Engineer II</i> or Mr. Rommel A. Cielo – <i>C & M Capataz</i> PEO
	1.3 Perform repair works	None	Depends upon the nature and extent of damages for repair	Engr. Domingo D. Maranan – <i>Engineering Assistant</i> Mr. Emmanuel F. Adriatico- <i>Carpenter I</i> Mr. Eric B. Gutierrez - <i>Plumber</i> PEO
	2.2 Sign RIS	None	1 day	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
2. Fill out Client Satisfaction Form and drops it into suggestion box.	2. Request and assist client in accomplishing Client Satisfaction Survey Form	None	5 minutes	Ms. Geraldine M. Goot – <i>Engineering Aide II</i> PEO
	TOTAL	None	1 day & 45 mins	

6. Request for Maintenance of Roads

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

Service Availability: Monday to Friday (8:00 am to 5:00 pm) except holiday

Office or Division:	Administrative Unit, Maintenance Section Equipment Pool Division			
Classification:	Complex			
Type of Transaction:	G2G- Government to Government			
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
1. Accomplish and submit Request Slip and wait for the schedule of inspection.	1. Assist client in accomplishing Request Slip (RS) and forward to Provincial Engineer (PE)	None	10 minutes	Ms. Geraldine M. Goot – <i>Engineering Aide II</i> Provincial Engineer's Office (PEO)
	1.1 Put marginal note and forward to the Construction and Maintenance Division for action	None	1 hour	Engr. Edylou B. Tejido - <i>Provincial Engineer</i> PEO
	1.2 PEO Construction Division Chief shall instruct Maintenance Engineer for action and coordinate with Equipment Pool Division Chief for the availability of heavy equipment and the operator	None	1 hour	Engr. Arleo M. Cabagyo – <i>Engineer II</i> or Mr. Rommel A. Cielo – C & M <i>Capataz</i> PEO

	1.3 Perform site inspection of damaged road	None	1 day	Engr. Arleo M. Cabagyo – <i>Engineer II</i> or Mr. Rommel A. Cielo – <i>C & M Capataz PEO</i>
	1.4 Signs and makes available needed heavy equipment operator	None	1 hour	Engr. Gilbert H. Casapao – <i>Engineer II PEO</i>
	TOTAL	None	1 day, 3 hours & 10 mins.	