

CITY ENGINEERING DEPARTMENT

VISION

The City Engineer's Office envisions itself as an efficient, effective and professional workforce that would be in the forefront of the City Government's effort to provide its constituents with quality, adequate and timely infrastructure and maintenance projects.

MISSION

To undertake and monitor the efficient supervision and timely implementation of the City's infrastructure and maintenance project with the end in view of achieving a modern, sufficient and above standard public facilities and road network for the City of Calocan.

FRONTLINE SERVICE	ISSUANCE OF THE REQUIRED EXCAVATION PERMIT FOR MAJOR PUBLIC UTILITIES (MERALCO, PLDT, MWSI. ETC.)																																					
STEP 1	Receive required documents																																					
SERVICE PROVIDER/S	COLUMBA REYES																																					
TIME FRAME	3 – 5 minutes																																					
REQUIRED DOCUMENT/S	1. Plans, Programs, Contract, Surety Bond, Job Orders 2. Barangay Clearance for Excavation; DPWH Permit and MMDA Permit for National Roads 3. Residence Certificate (Cedula)																																					
STEP 2	Conduct Site Inspection																																					
SERVICE PROVIDER/S	ENGR. RENATO DE GUZMAN																																					
TIME FRAME	1 day																																					
STEP 3	Compute and issue Order of Payment																																					
SERVICE PROVIDER/S	ENGR. RENATO DE GUZMAN																																					
TIME FRAME	1 day																																					
STEPS 4	Payment of fees																																					
SERVICE PROVIDER/S	CASHIER, CITY TREASURER'S OFFICE																																					
TIME FRAME	3 – 5 minutes																																					
REQUIRED FEES	Processing Fees: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">1. For Pole & HSC</td> <td style="text-align: right;">P 500.00</td> </tr> <tr> <td style="padding-left: 20px;">2. For soil testing operation/bore hole</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td style="padding-left: 20px;">3. For all other excavation</td> <td style="text-align: right;">1,000.00</td> </tr> </table> Excavation Fees: <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding-left: 20px;">a. Underground utility lines:</td> </tr> <tr> <td style="padding-left: 40px;">1. First fifty linear meters</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td style="padding-left: 40px;">2. Over fifty linear meters (per meter)</td> <td style="text-align: right;">15.00</td> </tr> <tr> <td colspan="2" style="padding-left: 20px;">b. For installation of wooden/concrete pole (per pole)</td> </tr> <tr> <td></td> <td style="text-align: right;">30.00</td> </tr> <tr> <td colspan="2" style="padding-left: 20px;">c. For foundation of structure (per sq.m)</td> </tr> <tr> <td></td> <td style="text-align: right;">25.00</td> </tr> </table> Restoration Fee, per sq.m. or fraction thereof on affected pavement: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">1. 100mm thickness</td> <td style="text-align: right;">800.00</td> </tr> <tr> <td style="padding-left: 20px;">2. 150mm thickness</td> <td style="text-align: right;">900.00</td> </tr> <tr> <td style="padding-left: 20px;">3. 200mm thickness</td> <td style="text-align: right;">1,000.00</td> </tr> <tr> <td style="padding-left: 20px;">4. 250mm thickness</td> <td style="text-align: right;">1,200.00</td> </tr> <tr> <td style="padding-left: 20px;">5. 300mm thickness</td> <td style="text-align: right;">1,500.00</td> </tr> <tr> <td style="padding-left: 20px;">6. Macadam pavement</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td style="padding-left: 20px;">7. Asphalt pavement</td> <td style="text-align: right;">600.00</td> </tr> <tr> <td style="padding-left: 20px;">8. Curb & gutter per lm</td> <td style="text-align: right;">400.00</td> </tr> </table>		1. For Pole & HSC	P 500.00	2. For soil testing operation/bore hole	300.00	3. For all other excavation	1,000.00	a. Underground utility lines:		1. First fifty linear meters	500.00	2. Over fifty linear meters (per meter)	15.00	b. For installation of wooden/concrete pole (per pole)			30.00	c. For foundation of structure (per sq.m)			25.00	1. 100mm thickness	800.00	2. 150mm thickness	900.00	3. 200mm thickness	1,000.00	4. 250mm thickness	1,200.00	5. 300mm thickness	1,500.00	6. Macadam pavement	100.00	7. Asphalt pavement	600.00	8. Curb & gutter per lm	400.00
1. For Pole & HSC	P 500.00																																					
2. For soil testing operation/bore hole	300.00																																					
3. For all other excavation	1,000.00																																					
a. Underground utility lines:																																						
1. First fifty linear meters	500.00																																					
2. Over fifty linear meters (per meter)	15.00																																					
b. For installation of wooden/concrete pole (per pole)																																						
	30.00																																					
c. For foundation of structure (per sq.m)																																						
	25.00																																					
1. 100mm thickness	800.00																																					
2. 150mm thickness	900.00																																					
3. 200mm thickness	1,000.00																																					
4. 250mm thickness	1,200.00																																					
5. 300mm thickness	1,500.00																																					
6. Macadam pavement	100.00																																					
7. Asphalt pavement	600.00																																					
8. Curb & gutter per lm	400.00																																					

FRONTLINE SERVICE	ISSUANCE OF THE REQUIRED EXCAVATION PERMIT FOR MAJOR PUBLIC UTILITIES (MERALCO, PLDT, MWSI. ETC.) (cont.)
STEP 5	Approve and sign Excavation Permit
SERVICE PROVIDER/S	Ar. NUMERIANO A. BALER
TIME FRAME	1 – 2 days
STEP 6	Release of Excavation Permit
SERVICE PROVIDER/S	CORAZON GATMAITAN
TIME FRAME	5 – 10 days

FRONTLINE SERVICE	ISSUANCE OF THE REQUIRED EXCAVATION PERMIT FOR INDIVIDUAL HOUSE SERVICE CONNECTION (MWSI)																																
STEP 1	Receive required documents																																
SERVICE PROVIDER/S	COLUMBA REYES																																
TIME FRAME	3 – 5 minutes																																
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Barangay Clearance for Excavation Permit 2. Documents from Maynilad 3. Excavation Permit Request from MWSI from House Service Connection Application Inspection Report – Inspection Report of MWSI (if any) 4. Residence Certificate (Cedula) 																																
STEP 2	Conduct Site Inspection																																
SERVICE PROVIDER/S	ENGR. RENATO DE GUZMAN																																
TIME FRAME	1 day																																
STEP 3	Compute and issue Order of Payment																																
SERVICE PROVIDER/S	ENGR. RENATO DE GUZMAN																																
TIME FRAME	1 day																																
STEPS 4	Payment of fees																																
SERVICE PROVIDER/S	CASHIER, CITY TREASURER'S OFFICE																																
TIME FRAME	3 – 5 minutes																																
REQUIRED FEES	<p>Processing Fees:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">1. For Pole & HSC</td> <td style="text-align: right;">P 500.00</td> </tr> <tr> <td style="padding-left: 20px;">2. For soil testing operation/bore hole</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td style="padding-left: 20px;">3. For all other excavation</td> <td style="text-align: right;">1,000.00</td> </tr> </table> <p>Excavation Fees:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">d. Underground utility lines:</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">1. First fifty linear meters</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td style="padding-left: 40px;">2. Over fifty linear meters (per meter)</td> <td style="text-align: right;">15.00</td> </tr> <tr> <td style="padding-left: 20px;">e. For installation of wooden/concrete pole (per pole)</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td style="padding-left: 20px;">f. For foundation of structure (per sq.m)</td> <td style="text-align: right;">25.00</td> </tr> </table> <p>Restoration Fee, per sq.m. or fraction thereof on affected pavement:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">1. 100mm thickness</td> <td style="text-align: right;">800.00</td> </tr> <tr> <td style="padding-left: 20px;">2. 150mm thickness</td> <td style="text-align: right;">900.00</td> </tr> <tr> <td style="padding-left: 20px;">3. 200mm thickness</td> <td style="text-align: right;">1,000.00</td> </tr> <tr> <td style="padding-left: 20px;">4. 250mm thickness</td> <td style="text-align: right;">1,200.00</td> </tr> <tr> <td style="padding-left: 20px;">5. 300mm thickness</td> <td style="text-align: right;">1,500.00</td> </tr> <tr> <td style="padding-left: 20px;">6. Macadam pavement</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td style="padding-left: 20px;">7. Asphalt pavement</td> <td style="text-align: right;">600.00</td> </tr> <tr> <td style="padding-left: 20px;">8. Curb & gutter per lm</td> <td style="text-align: right;">400.00</td> </tr> </table>	1. For Pole & HSC	P 500.00	2. For soil testing operation/bore hole	300.00	3. For all other excavation	1,000.00	d. Underground utility lines:		1. First fifty linear meters	500.00	2. Over fifty linear meters (per meter)	15.00	e. For installation of wooden/concrete pole (per pole)	30.00	f. For foundation of structure (per sq.m)	25.00	1. 100mm thickness	800.00	2. 150mm thickness	900.00	3. 200mm thickness	1,000.00	4. 250mm thickness	1,200.00	5. 300mm thickness	1,500.00	6. Macadam pavement	100.00	7. Asphalt pavement	600.00	8. Curb & gutter per lm	400.00
1. For Pole & HSC	P 500.00																																
2. For soil testing operation/bore hole	300.00																																
3. For all other excavation	1,000.00																																
d. Underground utility lines:																																	
1. First fifty linear meters	500.00																																
2. Over fifty linear meters (per meter)	15.00																																
e. For installation of wooden/concrete pole (per pole)	30.00																																
f. For foundation of structure (per sq.m)	25.00																																
1. 100mm thickness	800.00																																
2. 150mm thickness	900.00																																
3. 200mm thickness	1,000.00																																
4. 250mm thickness	1,200.00																																
5. 300mm thickness	1,500.00																																
6. Macadam pavement	100.00																																
7. Asphalt pavement	600.00																																
8. Curb & gutter per lm	400.00																																

	Contractor's Tax on Business and Supervision
--	--

FRONTLINE SERVICE	ISSUANCE OF THE REQUIRED EXCAVATION PERMIT FOR INDIVIDUAL HOUSE SERVICE CONNECTION (MWSI) (cont.)
STEP 5	Approve and sign Excavation Permit
SERVICE PROVIDER/S	Ar. NUMERIANO A. BALER
TIME FRAME	1 – 2 days
STEP 6	Release of Excavation Permit
SERVICE PROVIDER/S	CORAZON GATMAITAN
TIME FRAME	3 – 5 days

FEEDBACK AND COMPLAINTS MECHANISM:

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:	
Email Address:	<i>cityengrdept@gmail</i>
Telephone Numbers:	(02) 288 – 8811 loc. 2263