

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: 1. For Pole & HSC P 500.00 2. For soil testing operation/bore hole 300.00 3. For all other excavation 1,000.00 Excavation Fees: 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 Restoration Fee, per sq.m. or fraction thereof on affected pavement: 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)																																
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	Contractor's Tax on Business and Supervision
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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