

MUNICIPAL ENGINEERING

OFFICE

ACCOMPLISHMENTS

FY-2020

ENGINEERING OFFICE

The Municipal Engineering Office (MEO) is primarily created to provide engineering services including investigation and survey, engineering designs, feasibility studies, and project management. It is one of the mandatory offices created through Republic Act 7160 or the Local Government Code of 1991 and its Functions are outlined in Article 7, Section 477 of this Act.

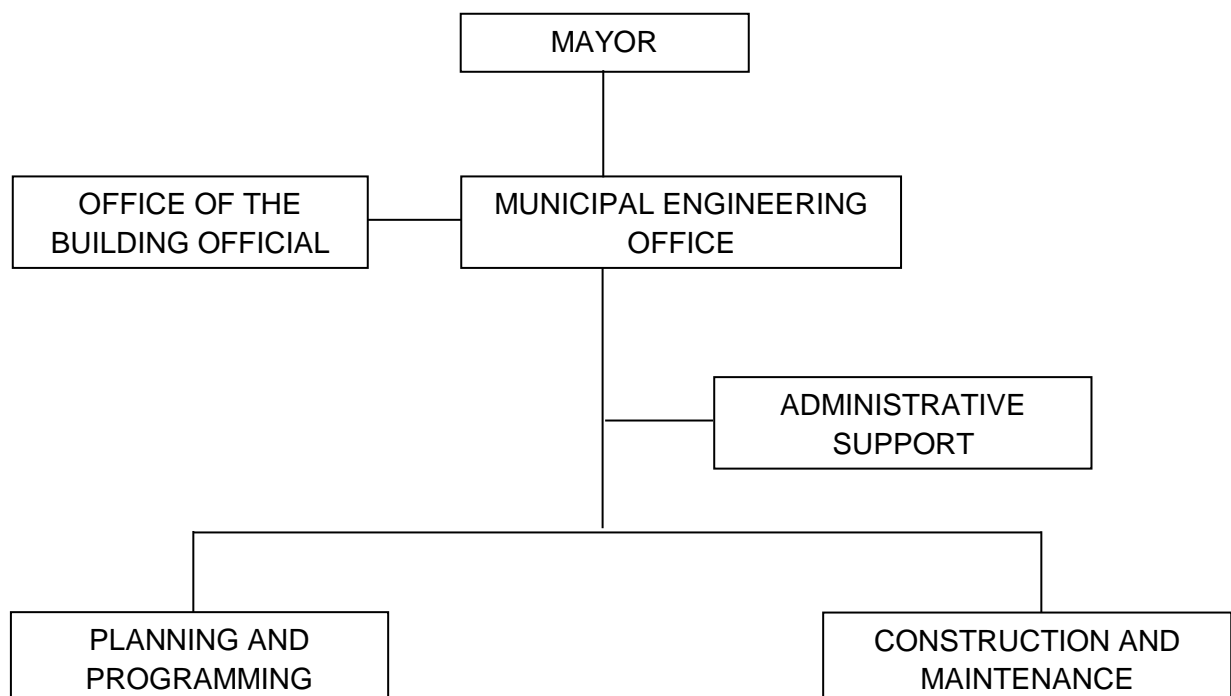
This Engineering office shall also act as the local Building office as stated on the same Local Government Code of 1991 and its enforcing guidelines as manifested in the Presidential Decree No. 1096 otherwise known as the National Building Code of the Philippines (NCBP) thereby revising Republic Act Numbered Sixty- Five Hundred Forty- One (RA No. 6541)

*Municipal Ordinance

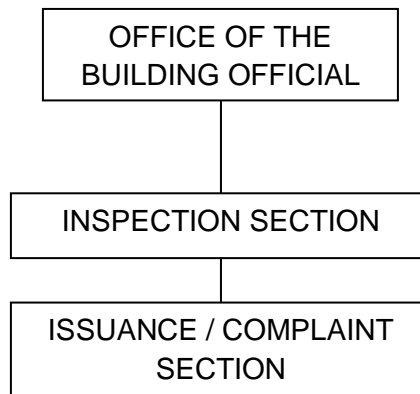
Municipal Ordinance No. 1993-004

(Municipal Revenue Code), Article C, Section 3C.04, States “ No person, firm or corporation including any agency or instrumentality of the Government shall erect, construct, alter, repair, move, convert or demolish any building or structure or cause the same to permit therefore from the building officer of this Municipality.”

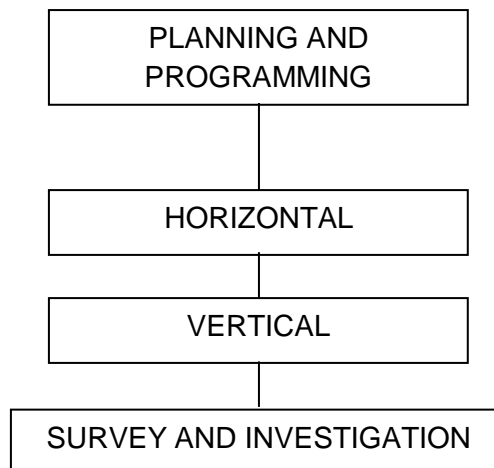
ORGANIZATIONAL CHART



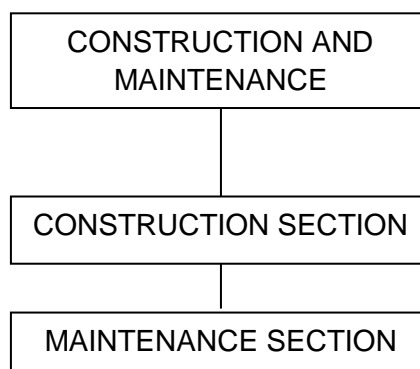
OFFICE OF THE BUILDING OFFICIAL



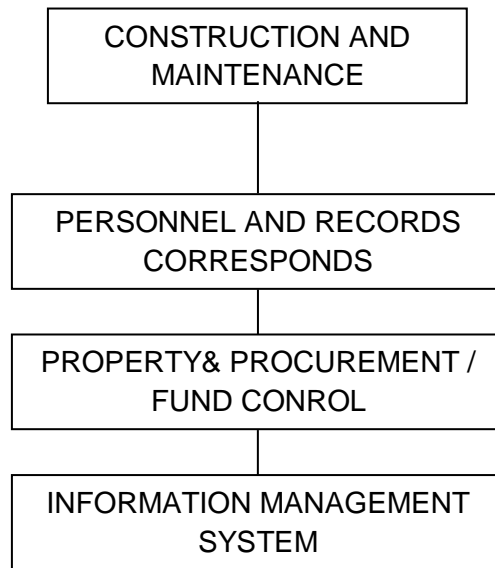
PLANNING AND PROGRAMMING



CONSTRUCTION AND MAINTENANCE



ADMINISTRATIVE SUPPORT



MANDATE

Provide adequate, relevant and efficient infrastructure support facilities, utilities and basic engineering services to boost the socio- economic state of the municipality within the framework of sustainable development and effectively implement building safety standards to ensure buildings and structures are not just livable but are properly built and maintained.

VISION

We are committed to delivering Quality Work and Products, Safety and on schedule. A department with an open mind and ready to embrace new opportunities, and driven to deliver challenges in infrastructure development.

MISSION

Municipal Engineering Department, provide Engineering and Technical solutions with trust, mutual respect, teamwork, sense of urgency, empowerment, risk taking, continuous improvement, commitment and client satisfaction.

FUNCTIONS

1. Initiate, review and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in infrastructure development and public works in general of the municipality;

2. Advise the Mayor on infrastructure, public works, and other engineering matters;
3. Administer, coordinate, supervise, and control the construction, maintenance, improvement, and repair of roads, bridges, and other engineering and public works projects of the municipality;
4. Provide engineering services to the municipality, including investigation and survey, engineering designs, feasibility studies, and project management;
5. Approve and issue building permits; and
6. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

JOB DESCRIPTION

1. Implementing agency of all Government Infrastructure Projects including the preparation of all detailed Engineering Designs, field surveys, cost estimates, plans and specifications;
2. Primarily responsible for the enforcement of the National Building Code (PD 1096) as well as of the implementing rules and regulations issued therefor.

SPECIFIC SERVICES

OFFICE OF THE BUILDING OFFICIAL	CONSTRUCTION AND MAINTENANCE
<p>Approved and Issuance</p> <ul style="list-style-type: none"> • Building Permits • Demolition Permit • Electrical Permit • Fencing Permit • Sanitary Permit • Plumbing Permit • Architectural Permit • Electronics Permit • Mechanical Permit • Structural Permit • Ground Preparation and Excavation Permit • Occupancy Permit/Occupancy of Use • Permit for Temporary Service Connection • Certificate of Final Electrical Inspection • Various Certified True Copies • Complaints Processing of Building Permits 	<p>Implementation of Municipal & Brgys. Funded Projects</p> <ul style="list-style-type: none"> • Roads • Drainage • Bridges • Public Buildings • Other Structures <p>Proper Maintenance</p> <ul style="list-style-type: none"> • Public Buildings • Facilities • Roads • Streets • Bridges <p>Drainage Maintenance</p> <ul style="list-style-type: none"> • Secure Cleaning of Canals (inlets & outlets) • De-clogging from debris / other refuse <p>Engineering/Technical Assistance extensions to Barangays, POs, NGA's and NGO's</p> <p>Structure Stability and Safety</p>

PLANNING AND PROGRAMMING	ADMINISTRATIVE SUPPORT
<p>Infrastructure Project Preparation of;</p> <ul style="list-style-type: none"> • Program of Work • Engineering Plan • Specifications • Design <p>Investigate complaints</p> <ul style="list-style-type: none"> • Road Right of way • Easement issues <p>Preparation of documents for site donation:</p> <ul style="list-style-type: none"> • Roads • Schools • Barangay Facilities 	<p>General Support Services:</p> <ul style="list-style-type: none"> • Supply Procurement • Record Management • Correspondence and Style • General Clerical • Property Utilization • Maintenance and Repair of Office equipment • Facilitates Financial Transaction of the Office

LIST OF CLIENTS ISSUED BUILDING PERMITS




PROGRAM OF WORKS

PROGRAM OF WORKS FOR LOCAL ACCESS ROAD

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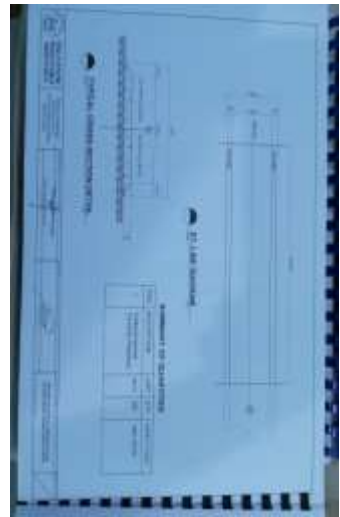
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ENGINEERING PLANS





PROJECT IMPLEMENTATIONS:

- **IMPROVEMENT/RENOVATION OF MUNICIPAL BLDG.**



- REHABILITATION OF AGMANIC LOCAL ACCESS ROAD (SITIO CAPDANG)



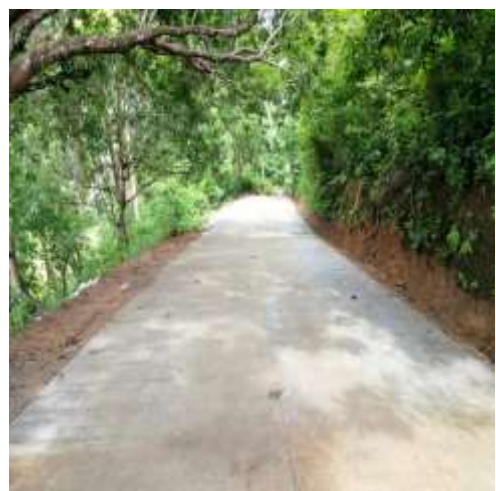
- **REHABILITATION OF CANYAYO LOCAL ACCESS ROAD (SITIO PUNTA) PHASE II**



- REHABILITATION OF DANAOS NORTE LOCAL ACCESS ROAD (PUROK PROGRESO) PHASE II



- **REHABILITATION OF GUINBIRAYAN LOCAL ACCESS ROAD (SITIO MANAMOC) PHASE IV**



- REHABILITATION OF MAT-I LOCAL ACCESS ROAD (SITIO BULAGSONG) PHASE II



- **REHABILITATION OF POBLACION LOCAL ACCESS ROAD (SITIO TABUK) PHASE II**



- REHABILITATION/RIPRAPPING PANDAN LOCAL ACCESS ROAD (SITIO CENTRO-KAMUNSIL)



- **RENOVATION/EXPANSION OF TABUGON BARANGAY HEALTH STATION**



- **REPAIR AND MAINTENANCE OF INFRASTRUCTURE ASSETS
(GUBA BRIDGE)**



- **RIPRAPPING OF DANAOSUR LOCAL ACCESS ROAD (SITIO KALIWAYAN)**



- RIPRAPPING OF GUINTIGBASAN CREEK (SITIO TUBI)



- **UPGRADING OF SEAWEEDS PROCESSING CENTER**

