

**MUNICIPAL ENGINEERING**

**OFFICE**

**ACCOMPLISHMENTS**

**FY-2021**

## 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.

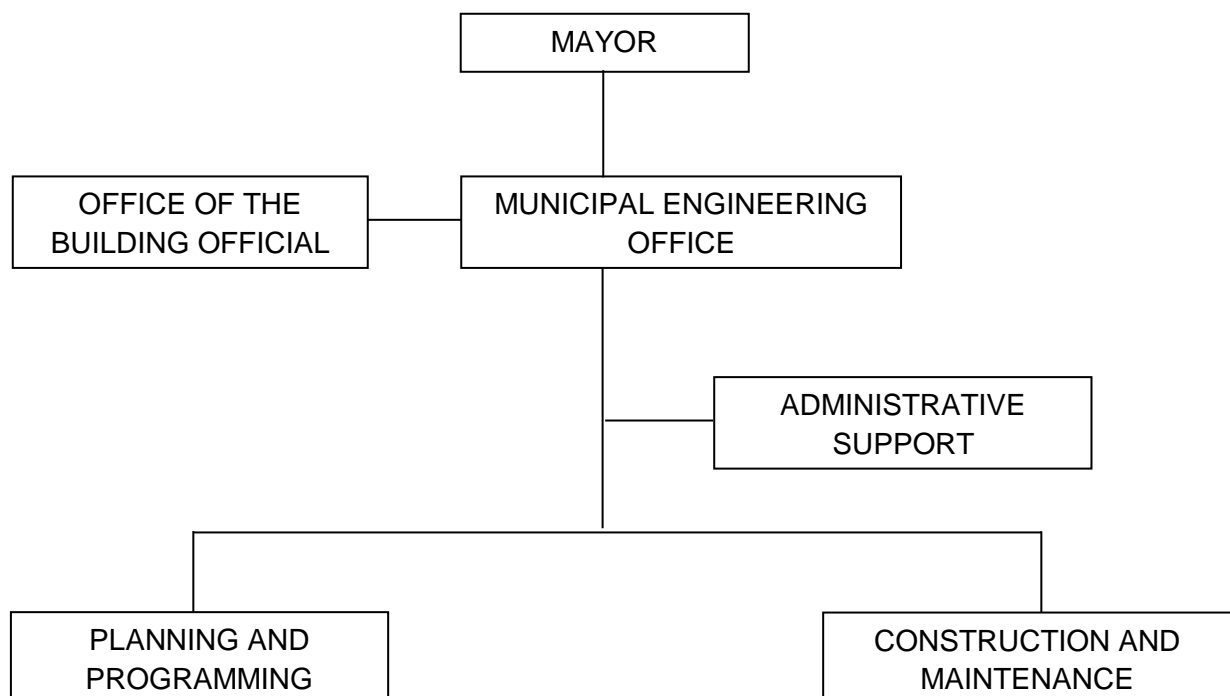
This Engineering office shall also act as the local Building office as stated on the same Local Government Code of 1991 and its enforcing guidelines as manifested in the Presidential Decree No. 1096 otherwise known as the National Building Code of the Philippines (NCBP) thereby revising Republic Act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

\*Municipal Ordinance

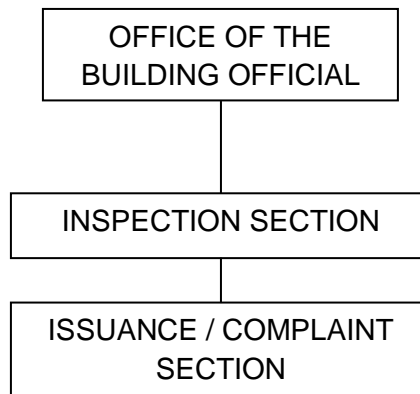
Municipal Ordinance No. 1993-004

(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.”

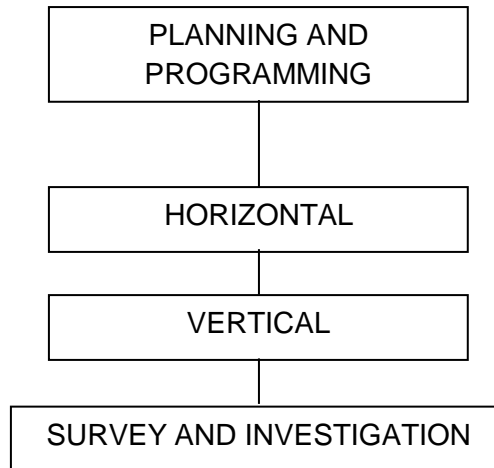
## ORGANIZATIONAL CHART



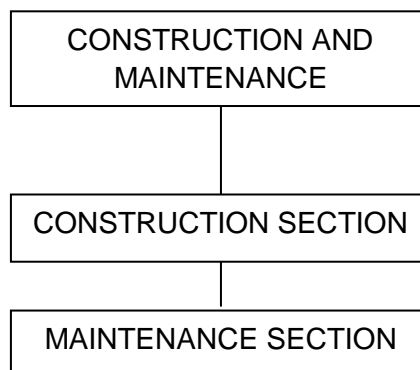
## OFFICE OF THE BUILDING OFFICIAL



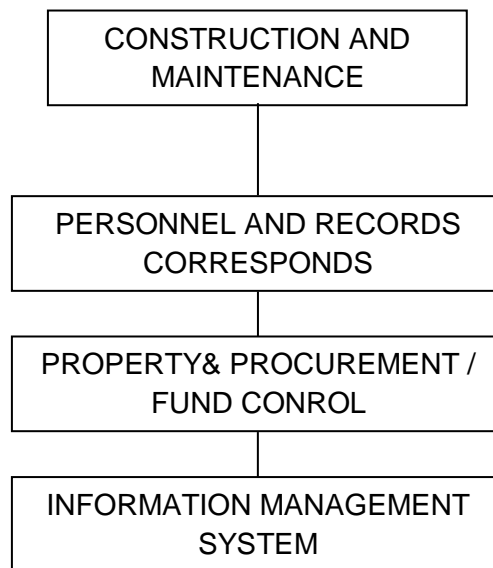
## PLANNING AND PROGRAMMING



## 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**

<b>OFFICE OF THE BUILDING OFFICIAL</b>	<b>CONSTRUCTION AND MAINTENANCE</b>
<p>Approved and Issuance</p> <ul style="list-style-type: none"> <li>• Building Permits</li> <li>• Demolition Permit</li> <li>• Electrical Permit</li> <li>• Fencing Permit</li> <li>• Sanitary Permit</li> <li>• Plumbing Permit</li> <li>• Architectural Permit</li> <li>• Electronics Permit</li> <li>• Mechanical Permit</li> <li>• Structural Permit</li> <li>• Ground Preparation and Excavation Permit</li> <li>• Occupancy Permit/Occupancy of Use</li> <li>• Permit for Temporary Service Connection</li> <li>• Certificate of Final Electrical Inspection</li> <li>• Various Certified True Copies</li> <li>• Complaints Processing of Building Permits</li> </ul>	<p>Implementation of Municipal &amp; Brgys. Funded Projects</p> <ul style="list-style-type: none"> <li>• Roads</li> <li>• Drainage</li> <li>• Bridges</li> <li>• Public Buildings</li> <li>• Other Structures</li> </ul> <p>Proper Maintenance</p> <ul style="list-style-type: none"> <li>• Public Buildings</li> <li>• Facilities</li> <li>• Roads</li> <li>• Streets</li> <li>• Bridges</li> </ul> <p>Drainage Maintenance</p> <ul style="list-style-type: none"> <li>• Secure Cleaning of Canals (inlets &amp; outlets)</li> <li>• De-clogging from debris / other refuse</li> </ul> <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"> <li>• Program of Work</li> <li>• Engineering Plan</li> <li>• Specifications</li> <li>• Design</li> </ul> <p>Investigate complaints</p> <ul style="list-style-type: none"> <li>• Road Right of way</li> <li>• Easement issues</li> </ul> <p>Preparation of documents for site donation:</p> <ul style="list-style-type: none"> <li>• Roads</li> <li>• Schools</li> <li>• Barangay Facilities</li> </ul>	<p>General Support Services:</p> <ul style="list-style-type: none"> <li>• Supply Procurement</li> <li>• Record Management</li> <li>• Correspondence and Style</li> <li>• General Clerical</li> <li>• Property Utilization</li> <li>• Maintenance and Repair of Office equipment</li> <li>• Facilitates Financial Transaction of the Office</li> </ul>

## Infrastructure Project Preparation of;

## Investigate complaints

### Preparation of documents for site donation:

### General Support Services:



## LIST OF CLIENTS ISSUED OCCUPANCY PERMITS

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## PROGRAM OF WORKS

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**MEMORANDUM FOR THE RECORD**  
 DATE: \_\_\_\_\_  
 TO: \_\_\_\_\_  
 FROM: \_\_\_\_\_  
 SUBJECT: \_\_\_\_\_

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1. NAME OF THE ASSOCIATION  
 2. ADDRESS  
 3. CITY  
 4. STATE  
 5. ZIP

6. DATE OF MEETING  
 7. TIME  
 8. LOCATION  
 9. TOPIC  
 10. SPONSOR  
 11. CO-SPONSOR  
 12. ADVISOR  
 13. MODERATOR  
 14. SECRETARY  
 15. TREASURER  
 16. CLERK  
 17. RECORDS  
 18. FINANCE  
 19. PROPERTY  
 20. OTHER

21. MEMBERSHIP  
 22. NEW  
 23. RENEWAL  
 24. TRANSFER  
 25. DEFECTION  
 26. DEATH  
 27. OTHER

28. FINANCE  
 29. REVENUE  
 30. EXPENSES  
 31. ASSETS  
 32. LIABILITIES  
 33. NET ASSETS  
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 35. NET EQUITY  
 36. NET DEBT  
 37. NET ASSETS  
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 39. NET EQUITY  
 40. NET DEBT

41. PROPERTY  
 42. REAL ESTATE  
 43. PERSONAL PROPERTY  
 44. OTHER

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 122. NET DEBT

123. PROPERTY  
 124. REAL ESTATE  
 125. PERSONAL PROPERTY  
 126. OTHER

127. OTHER  
 128. REMARKS  
 129. DATE  
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 131. LOCATION  
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 221. CLERK  
 222. RECORDS  
 223. FINANCE  
 224. PROPERTY  
 225. OTHER

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1. **General Information:**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_

2. **Medical History:**  
 Presenting Complaint: \_\_\_\_\_  
 History of Present Illness: \_\_\_\_\_  
 Past Medical History: \_\_\_\_\_  
 Allergies: \_\_\_\_\_  
 Social History: \_\_\_\_\_  
 Family History: \_\_\_\_\_

3. **Physical Examination:**  
 Vital Signs: T: \_\_\_\_\_ P: \_\_\_\_\_ R: \_\_\_\_\_ BP: \_\_\_\_\_  
 General: \_\_\_\_\_  
 HEENT: \_\_\_\_\_  
 Chest: \_\_\_\_\_  
 Abdomen: \_\_\_\_\_  
 Extremities: \_\_\_\_\_  
 Neurological: \_\_\_\_\_  
 Skin: \_\_\_\_\_

4. **Diagnosis:**  
 Primary Diagnosis: \_\_\_\_\_  
 Secondary Diagnosis: \_\_\_\_\_  
 Tertiary Diagnosis: \_\_\_\_\_

5. **Plan of Care:**  
 Medications: \_\_\_\_\_  
 Procedures: \_\_\_\_\_  
 Referrals: \_\_\_\_\_  
 Follow-up: \_\_\_\_\_

6. **Signature:**  
 Physician: \_\_\_\_\_  
 Date: \_\_\_\_\_

This is a blank, aged, cream-colored page from a ledger or notebook. The page is divided into several sections by horizontal lines. At the top, there is a header section with fields for "Name", "Address", and "City". Below this is a section for "Description of Property" with a large table for recording details. The table has columns for "Date", "Description", "Value", "Assessment", and "Tax". The bottom section contains three small boxes for "Assessed", "Assessment", and "Taxation", each with a line for a signature or date.

This is a scanned image of a blank, lined page from a notebook. The page features horizontal ruling lines and a vertical margin line on the left side. The paper appears slightly aged with some minor blemishes. There is no text or other markings on the page.

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Form 990-E (2010)

Department of the Treasury Internal Revenue Service

**CORPORATION TAX RETURN**

OMB No. 1545-0047

Page 1 of 2

1. Name of the corporation

2. Employer identification number (EIN)

3. Tax year

4. Accounting method

5. Principal office location

6. Mailing address

7. State of incorporation

8. State of principal office

9. State of tax residence

10. Federal tax classification

11. Federal tax status

12. Federal tax treatment

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## ENGINEERING PLANS





PROJECT IMPLEMENTATIONS:

- IMPROVEMENT OF DANAOSUR MULTI-PURPOSE BUILDING





- IMPROVEMENT/WIDENING OF ACCESS ROAD TO MUNICIPAL ECO-TOURISM PARK



- **PURCHASE AND INSTALLATION OF SOLAR STREETLIGHTING SYSTEM**





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



- REHABILITATION OF GUINBIRAYAN MULTI-PURPOSE BUILDING





- REHABILITATION OF MAGSAYSAY LOCAL ACCESS ROAD (SITIO HINAKLUPAN)



- REHABILITATION OF POBLACION LOCAL ACCESS ROAD (SITIO TABUK-TIPOLO)

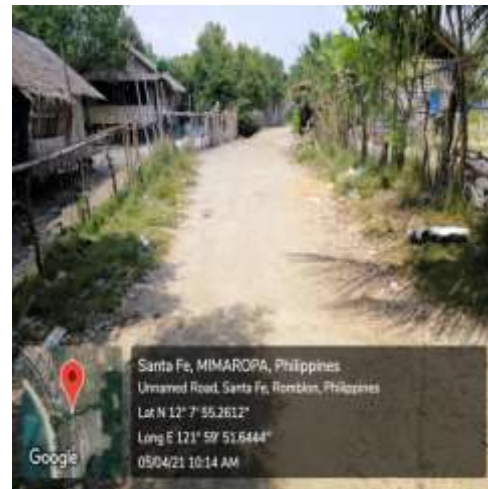




- REHABILITATION OF TABUGON LOCAL ACCESS ROAD (SITIO MASIKAPO)



- **RIPRAPPING AND EMBANKMENT OF CAPDANG FEEDER ROAD**





- **RIPRAPPING OF DANA O SUR LOCAL ACCESS ROAD (SITIO-KALIWAYAN) – PHASE II**



- **RIPRAPPING OF GUINTIGBASAN CREEK (SIITO TUBI)-PHASE II**

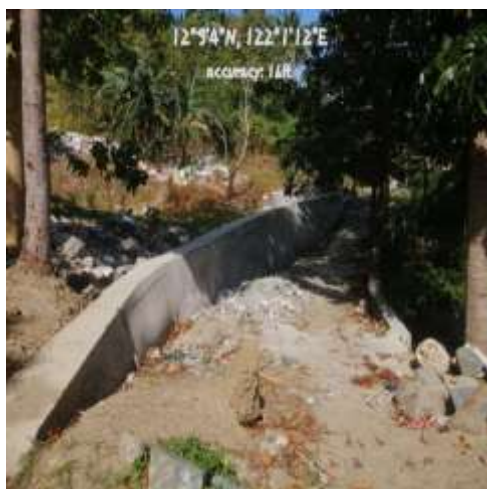




- **RIPRAPPING OF PANDAN LOCAL ACCESS ROAD (SITIO CENTRO)**

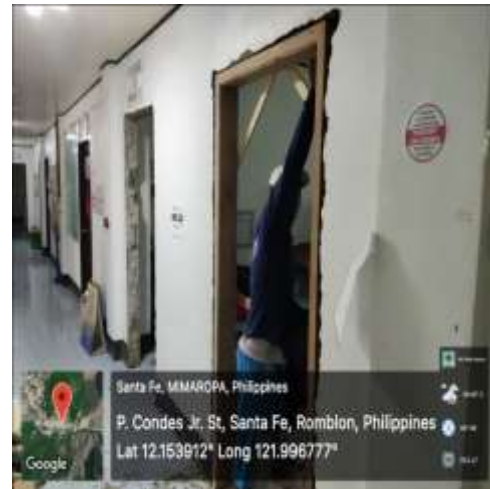


- **SAFE CLOSURE & REHABILITATION OF MUNICIPAL DUMPSITE**

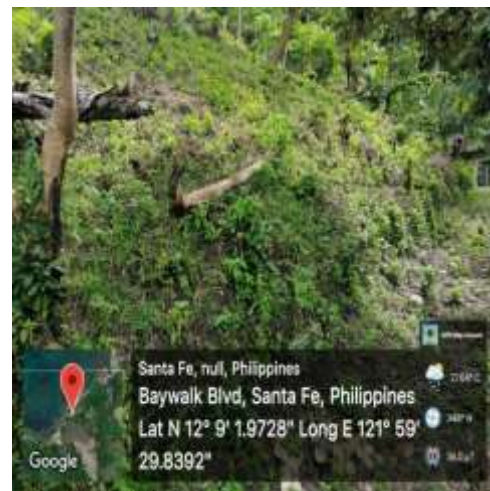




- REHABILITATION OF RURAL HEALTH UNIT (RHU)



- CONSTRUCTION OF BURIAL TOMB/NICHE (POBLACION & GUINBIRAYAN)





- **CONSTRUCTION OF RAIN WATER COLLECTOR & ESTABLISHMENT OF WATER SYSTEM TO THE MUNICIPAL EVACUATION CENTER & ISOLATION FACILITY**

