



**Republic of the Philippines
Province of Davao Occidental
Municipality of Malita**

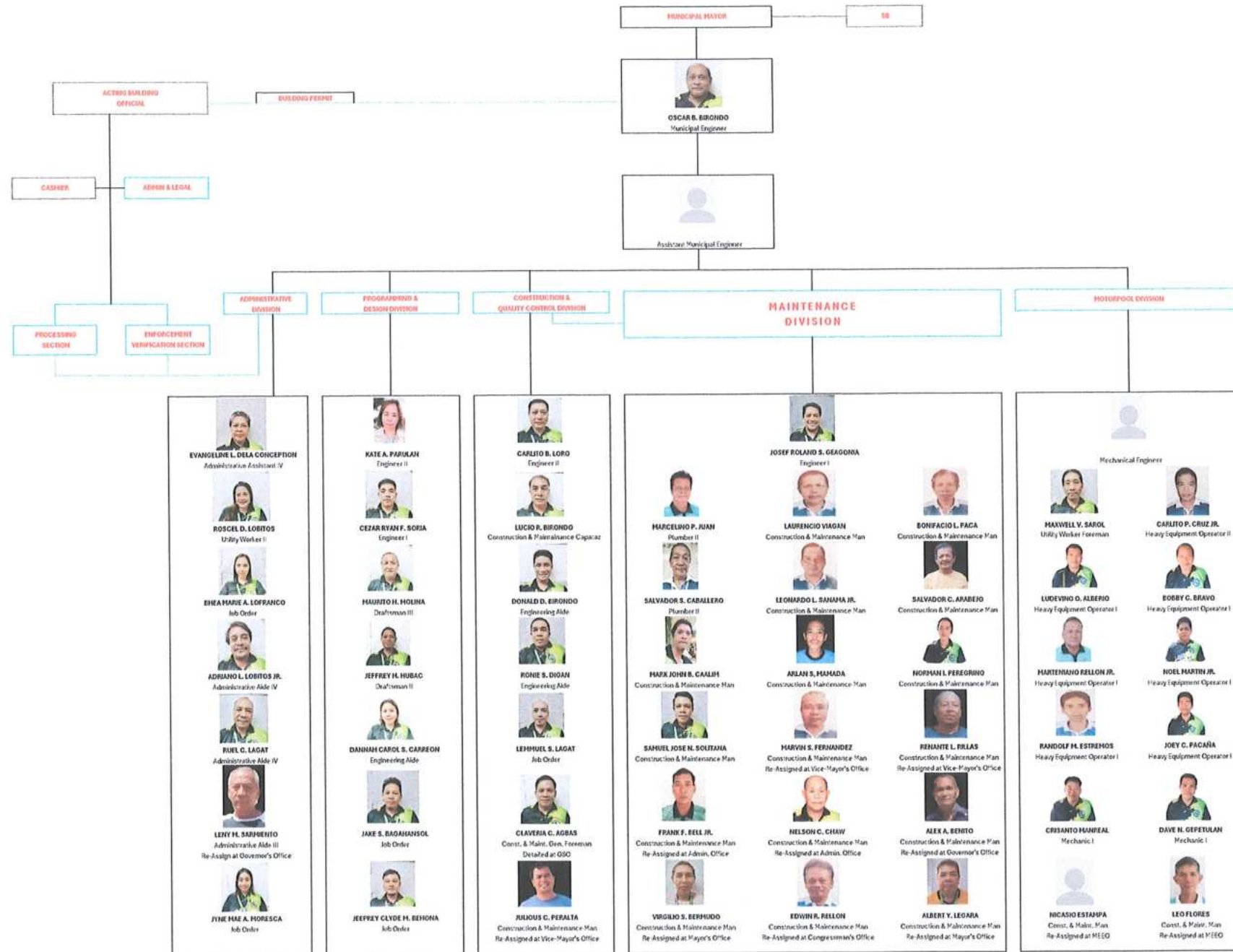
OFFICE OF THE MUNICIPAL ENGINEER

MISSION:

AIMS TO ADAPT MEASURES EFFICIENTLY AND EFFECTIVELY TO PROVIDE COURTEOUSLY THE MAXIMUM STANDARD OF SERVICES TO THE CONSUMING PUBLIC.

VISION:

THE IMPLEMENTING ARM OF INFRASTRUCTURE PROJECTS OF THE LOCAL GOVERNMENT UNIT OF MALITA, MANNED BY TECHNICALLY COMPETENT, PROGRESSIVE AND RESPONSIBLE PERSONNEL, MOTIVATED BY A CULTURE OF EXCELLENCE IN PUBLIC SERVICE AND MANDATED TO ADMINISTER, COORDINATE, SUPERVISE AND CONTROL CONSTRUCTION, MAINTENANCE, IMPROVEMENT AND REPAIR OF PUBLIC WORKS PROJECTS GUIDED BY THE HIGHEST STANDARDS IN THE USE OF MODERN TECHNOLOGY AND INNOVATIVE PROJECT MANAGEMENT AND ENGINEERING STRATEGIES FOR THE TOTAL DEVELOPMENT OF THE MUNICIPALITY.



FUNCTIONAL CHART

MUNICIPAL MAYOR

MUNICIPAL ENGINEER

ASSISTANT MUNICIPAL ENGINEER

ADMINISTRATIVE DIVISION

Is in charge of planning and implementing a wide range of administrative services to support office operations. It maintains and organizes engineering documents involving technical drawings, specifications, and project plans. Oversees the day-to-day operations of the office, including managing office supplies, maintaining office equipment, as well as keeping the office clean and organized.

PROGRAMMING & DESIGN DIVISION

It has created plans, specifications, and work programs, as well as precise estimates for various infrastructure projects, for implementation. It also conducts surveys, prepares work plans and schedules, and encodes, records, and classifies documents. It executed initial site investigations and visual inspections of various infrastructure projects in order to plan, design, and estimate costs.

CONSTRUCTION AND QUALITY CONTROL DIVISION

It is the procedure for assigning inspection responsibilities to the architect. Ensuring that everything is done in accordance with the plans, specifications, and permits. It ensures that the product's quality is maintained or improved. It creates quality standards, implements quality control systems, inspects materials, processes equipment and products, and determines corrective actions. It also serves as a management system to guarantee that deliverables adhere to the requirements and specifications that the client established at the start of the construction process.

MAINTENANCE DIVISION

It provides regular servicing of plant equipment, reducing the risk of the equipment failing before its life expectancy. It entails the coordination and supervision of plant and facility maintenance. It minimizes equipment downtime, extends asset life, enhances safety, and improves equipment performance. It also prevents equipment failures and unplanned downtime by ensuring that the equipment is utilized and

MOTORPOL DIVISION

It administered and supervised the motorpol's regular operations, such as vehicle maintenance, repairs, and service schedules. It is responsible for developing and implementing maintenance schedules to ensure that vehicles are in good condition for operation and that downtime is minimized. It maintains all heavy equipment, light equipment, and light



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CITIZEN'S CHARTER

SERVICES	CLIENTS	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE
A. BUILDING PERMIT				
STEP 1. APPLICANT SECURES PERMIT FORM & CHECKLIST REQUIREMENTS FOR BUILDING PERMIT FROM THE OFFICE OF MUNICIPAL ENGINEER	APPLICANT	ISSUED BUILDING PERMIT FORMS & CHECKLIST REQUIREMENTS	5-10 MINUTES	ADMIN. DIVISION STAFF
STEP 2. APPLICANT SUBMITS ACCOMPLISHED PERMIT FORM AND OTHER DOCUMENTS FOR EVALUATION AND ASSESSMENT OF CORRESPONDING FEES	APPLICANT	CHECKED AND REVIEWED ACCOMPLISHED PERMIT FORMS & OTHER DOCUMENTS SUBMITTED	10-30 MINUTES	ENGINEER 1
STEP 3. ASSESSMENT OF FEES	APPLICANT	ASSESSED CORRESPONDING FEES BASED ON THE BUILDING PLAN & ESTIMATES SUBMITTED	VARIABLE	ENGINEERING ASSISTANT
STEP 4. PAYMENT OF FEES	APPLICANT	OFFICIAL RECEIPT	VARIABLE	MTO PERSONNEL
STEP 5. INDORSEMENT LETTER TO CHIEF OF LOCAL FIRE SERVICE W/ RESPECT TO FIRESAFETY. THE CHIEF OF LOCAL FIRE SERVICE IS GIVEN 5 DAYS TO SUBMIT HIS REPORT TO THE BUILDING OFFICIAL	APPLICANT	INDORSEMENT LETTER TO CHIEF OF LOCAL FIRE SERVICE	VARIABLE	FIRE PERSONNEL IN-CHARGE
STEP 6. RECEIVE OF BUILDING PERMIT	APPLICANT	ISSUANCE OF APPROVED BUILDING PERMIT	5-15 MINUTES	ADMIN. DIVISION STAFF



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B. ELECTRICAL PERMIT				
STEP 1. APPLICANT SECURES ELECTRICAL PERMIT FORM FROM THE OFFICE OF THE MUNICIPAL ENGINEER	APPLICANT	ISSUED ELECTRICAL PERMIT FORMS	5-10 MINUTES	ADMIN. DIVISION STAFF
STEP 2. CLIENT SUBMITS ELECTRICAL PERMIT TOGETHER W/ THE ELECTRICAL PLAN DULY SIGNED AND SEALED BY THE PROFESSIONAL ELECTRICAL ENGINEER	APPLICANT	CHECKED AND REVIEWED THE APPLICATION FOR ELECTRICAL PERMIT SUBMITTED	10-30 MINUTES	ELECTRICAL ENGINEER
STEP 3. ASSESSMENT OF FEES	APPLICANT	ASSESSED CORRESPONDING FEES BASE ON THE ELECTRICAL PLAN SUBMITTED	VARIABLE	ELECTRICAL ENGINEER
STEP 4. PAYMENT OF FEES	APPLICANT	OFFICIAL RECEIPT	VARIABLE	MTO PERSONNEL
STEP 5. CONDUCT SITE INSPECTION	APPLICANT	INSPECTION REPORT	VARIABLE	ELECTRICAL ENGINEER
STEP 6. RECEIVED ELECTRICAL PERMIT	APPLICANT	ISSUANCE OF APPROVED ELECTRICAL PERMIT	5-15 MINUTES	ADMIN. DIVISION STAFF



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C. OCCUPANCY PERMIT				
STEP 1. APPLICANT SECURES OCCUPANCY PERMIT FORM FROM THE OFFICE OF THE MUNICIPAL ENGINEER	APPLICANT	ISSUED OCCUPANCY PERMIT FORMS AND CHECKLIST REQUIREMENTS	5-10 MINUTES	ADMIN. DIVISION STAFF
STEP 2. CLIENT SUBMITS ACCOMPLISHED COMPLETION FORMS FOR EVALUATION AND ASSESSMENT OF CORRESPONDING FEES	APPLICANT	CHECKED AND REVIEWED THE APPLICATION FOR OCCUPANCY PERMIT BASED ON THE REQUIREMENTS SUBMITTED	10-30 MINUTES	ENGINEERING ASSISTANT
STEP 3. ASSESSMENT OF FEES	APPLICANT	ASSESSED CORRESPONDING FEES BASED ON THE OCCUPANCY PERMIT APPLIED FOR	VARIABLE	ENGINEER 1
STEP 4. PAYMENT OF FEES	APPLICANT	OFFICIAL RECEIPT	VARIABLE	MTO PERSONNEL
STEP 5. INDORSEMENT TO CHIEF OF LOCAL FIRE SERVICE W/RESPECT TO FIRE SAFETY. THE CHIEF OF LOCAL FIRE SERVICE IS GIVEN 5 DAYS TO SUBMIT HIS REPORT TO THE BUILDING OFFICIAL	OFFICE OF THE BUILDING OFFICIAL	INDORSEMENT LETTER SUBMITTED TO CHIEF OF LOCAL FIRE SERVICE FOR EVALUATION & INSPECTION W/RESPECT TO FIRE SAFETY	VARIABLE	FIRE PERSONNEL IN-CHARGE
STEP 6. RECEIVE OF OCCUPANCY PERMIT	APPLICANT	ISSUANCE OF APPROVED CEERTIFICATE OF OCCUPANCY	5-10 MINUTES	ADMIN. DIVISION STAFF



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D. ISSUANCE OF CERTIFICATION				
STEP 1. APPLICANT SECURES CERTIFICATION FORM FROM THE OFFICE OF THE MUNICIPAL ENGINEER	APPLICANT	CERTIFICATION	5-10 MINUTES	ADMIN DIVISION STAFF
STEP 2. PAYMENT OF FEES	APPLICANT	OFFICIAL RECEIPT	VARIABLE	MTO PERSONNEL
STEP 3. CLAIM THE CERTIFICATE	APPLICANT	ISSUANCE OF CERTIFICATION	5-10 MINUTES	ADMIN DIVISION STAFF



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E.PROGRAM OF WORKS FOR BARANGAY DEVELOPMENT FUNDED PROJECTS				
STEP 1. CLIENT SHOULD SUBMIT THREE (3) COPIES OF LETTER OF REQUEST TO THE RECEIVING SECTION OF THE MUNICIPAL ENGINEER'S OFFICE TOGETHER WITH THREE (3) COPIES OF BARANGAY COUNCIL RESOLUTION OR BARANGAY DEVELOPMENT COUNCIL RESOLUTION	BARANGAY TREASURER	LETTER REQUEST AND BARANGAY RESOLUTION RECEIVED	5-10 MINUTES	DRAFTSMAN II
STEP 2. AN OCULAR INSPECTION OF THE AREA WILL BE	BARANGAY TREASURER	OCULAR INSPECTION CONDUCTED CONDUCTED BY THE REPRESENTATIVE FROM THE PROGRAMMING DIVISION OF THE MUNICIPAL ENGINEER'S OFFICE	VARIABLE	ENGINEERING AIDE
STEP 3. PREPARATION OF PLAN AND PROGRAM OF WORKS	BARANGAY TREASURER	PROGRAM OF WORKS & DETAILED ESTIMATES PREPARED PROGRAM OF WORK FOR SUBMISSION TO THE MUNICIPAL ENGINEER FOR SIGNATURE AND APPROVAL	VARIABLE	ENGINEER I
STEP 4. CLIENT RECEIVE THE APPROVED PLAN AND PROGRAM OF WORK	BARANGAY TREASURER	ISSUANCE OF APPROVED PLAN AND PROGRAM OF WORK	5-15 MINUTES	ADMIN DIVISION STAFF



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F..PROGRAM OF WORKS FOR MUNICIPAL DEVELOPMENT FUNDED PROJECTS				
STEP 1. ACQUISITION OF LISTS OF VARIOUS MUNICIPAL FUNDED PROJECTS		IDENTIFY THE PROJECTS TO BE IMPLEMENTED AS PER PRIORITY	VARIABLE	MUNICIPAL ENGINEER
STEP 2. AN OCULAR INSPECTION OF THE propose project site		OCCULAR INSPECTION CONDUCTED BY THE REPRESENTATIVE FROM THE PROGRAMMING DIVISION OF THE MUNICIPAL ENGINEER'S OFFICE	VARIABLE	programming and design division
STEP 3. PREPARATION OF PLAN AND PROGRAM OF WORKS AND DETAILED ESTIMATES		PROGRAM OF WORKS & DETAILED ESTIMATES PREPARED BY THE PROGRAMMING DIVISION	VARIABLE	ENGINEER I
STEP 4. SUBMISSION OF PROGRAM OF WORKS & DETAILED ESTIMATES TO THE MUNICIPAL MAYOR FOR SIGNATURE AND APPROVAL		SUBMITTED	VARIABLE	ADMIN DIVISION STAFF
STEP 5. PROJECT IMPLEMENTATION		PROJECT IMPLEMENTED	VARIABLE	MUNICIPAL ENGINEER