



CITY ENGINEERING OFFICE (CEO)
Ground Floor, City Hall Annex Building, Tabaco City

We at the City Engineering Office, Tabaco City, supportive to the promotion of safe and healthy environment thru wise utilization of resources, and efficient and effective delivery or services, do hereby commit ourselves and pledge:

SERVICE	STEPS	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION	
OPERATION AND MAINTENANCE OF CITY CEMETERY								
Operation and maintenance include services for the construction of structure for tomb whether permanent or temporary at the City Cemetery located at Barangay Tagas and the new City Cemetery located at Brgy. San Antonio, Tabaco City.								
ISSUANCE OF BURIAL PERMIT	1	City Engineering Office staff assesses fees.	1 day	Death Certificate issued by the attending physician or the City Health Officer	Hector Basilla/ Joemer Barbacena/ Armando Briagas/ Victor Ceneta/ Ronas Rocero/ Aldwin Briando/ Diosdado Brito/ Ricky Talagtag/ Fernando Gopaco	OLD CEMETERY: <ul style="list-style-type: none"> • Payment for the CHB Closure (Old Tomb) – Php 800.00 • Space occupancy for the 1st 7 years – Php 1,000.00 • Ossuary Rental – 	G2C	Simple
	2	Client pays fee at the City Treasurer's Office upon construction whether permanent or temporary.						
	3	Client sets up schedule of internment of the deceased						



						Php 5,000.00		
		• Opening of Old Tomb				Php 500.00		
		• Ground Tomb				Php 500.00		
		NEW CEMETERY: 1. Permit to Construct Tomb				Php 300.00		
		2. Space Occupancy for the 1 st 5 years				Php 1,000.00		
		3. Payment for the construction of: a. New Ground Tomb b. Apartment Type						
		1.) First				Php 8,900.00		
		2.) Second and Third				Php 6,700.00		
		3.) Fourth and Fifth				Php 5,360.00		
		A. BASIC FEES 1.) Burial/ Exhumation Permit				Php 300.00		
		2.) Entrance/ Transfer Permit				Php 300.00		



		B. NICHES					
		1.) Apartment-type niche (5 years lease)					
		a. Category A				Php 10,000.00	
		b. Category B				Php 5,000.00	
		c. Category C				Php 3,000.00	
		2.) Exclusive Lot/Niche				Lot Area x Php 400.00 per year	
		3.) Renewal (for 3 years)				Php 3,500.00	



INSTALLATION OF CANOPIES Installation of canopies within the jurisdiction of Tabaco City as per request of the clientele for various activities and/ or occasions but not limited to city/ barangay fiestas, private/ public occasions, school activities, etc.	1	Client sends a letter of request to be received and approved at the City Mayor's Office.	Within 24 hours after receipt of request	Client's Letter Request with approval of the Executive at least one (1) day before the activity/ occasion	Carmelita Cordenete/ Gerardo Barasona/ Renante Bordeos/ Vincent Luke Sande/ Romulo Bonagua/ Arthur Cea/ Jason Colarina/ Ricardo Buela/ Jhon Mhar Brusola	None	G2C	Simple	
	2	Client forwards approved request to the City Engineering Office.							
ISSUANCE OF CERTIFICATE OF SAFETY AND ROAD WORTHINESS TO MOTORIZED AND PEDALLED TRICYCLES Inspection of motorized and pedalled (Pedicab/ Padyak) tricycles prior to issuance of Certificate of Safety and Roadworthiness to be	1	Client submits filled up application form to CEO.	15 minutes	Application Form	Angel Breva, Jr./ Antonio Apuli/ Rosalio Bunao		G2C	Simple	
	2	CEO inspects the motorized and/or pedalled (pedicab) tricycles for safety and roadworthiness.		Physical appearance of the unit/s					Php 25.00 per unit
		a. Motorized tricycle for hire							Php 20.00 per unit
b. Pedicab for hire									



determined by the office whether the unit/s is/are in the state of engineering fitness to engage in the business of transporting passengers, goods, or both.								
ISSUANCE OF EXCAVATION PERMIT Issuance of Excavation Permit was issued to the applicant who shall make or cause to be made any digging/ excavation of any part or portion of the city streets of Tabaco City and to be secured first from the City Engineering Office specifying the duration of the excavation in order to protect the public from any danger and appropriate signs must be placed in the area where work is being done. Restoration works and	1	Client requests for the excavation permit for approval of the city mayor.	15 minutes	Duly signed and approved letter of request	Jovelyn Bocabel/ Celima Brizuela	G2C	Simple	
	2	CEO assesses application depending on the following type of excavations:						
		For crossing streets with concrete pavement:						
		For crossing streets with concrete pavement (minimum area 2.00 x 0.60m. 12 sqm)						Php 275.00/ sq.m.
		For crossing across base of streets with concrete pavement, per linear meter (boring method)						Php 200.00/ sq.m
		For crossing streets with asphalt pavement:						
Minimum Fee	Php 275.00/							



<p>other consequential responsibilities or obligations shall be done by the implementing entity after completion of the excavation works.</p>					sq.m.		
		Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.80m)			Php 100.00/ sq.m.		
		For crossing the streets with gravel pavement:					
		Minimum Fee			Php 200.00/ sq.m.		
		Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.30 m.)			Php 40.00/ sq.m.		
		For crossing existing curbs and gutters resulting in damage			Php 275.00/ sq.m.		
		Additional fee for every day of delay in excess of excavation period provided in the Mayor's Permit			Php 100.00/ sq.m.		
	3	Payment to the City Treasurer's Office					
	4	Receives the official receipts issued by the CTO and printing of the permit for approval of the City Mayor.	3 minutes				
	5	Approval of permit	1 day				



	6	Releasing of the document/s	1 minute					
ISSUANCE OF INSTALLATION PERMIT OF SIGNS, SIGNBOARDS, BILLBOARDS, NEON SIGNS OR OTHER KINDS OF OUTDOOR ADVERTISEMENTS Issuance of permit shall be issued at the City Engineering Office prior to the installation of signs, signboards, billboards or other advertisement paraphernalia and may be installed or posted only in designated areas and in compliance with pertinent provisions indicated in the Mayor's Permit. Across the street streamers/ banners is allowed only in specific locations in the city. The proponent should execute	1	Client requests for the installation permit and approval of the city mayor.	15 minutes	Duly signed and approved letter of request	Jovelyn Bocabel/ Celima Brizuela	G2C	Simple	
	2	CEO assesses the application depending on the following:						
	A	<i>For permanent structures, installation of which shall be under the supervision of the City Engineering Office:</i>						
	I	Billboards or signboards for advertisement of businesses per square meter or fraction thereof:	Single-Faced		Php 100.00			
			Double-Faced		Php 200.00			
	II	Billboards or signboards for professionals, per square meter or fraction thereof:	Single-Faced		Php 80.00			
			Double-Faced		Php 150.00			
			III	Billboards, signs or advertisements for business or				Php 150.00



<p>an Affidavit that they will be held liable for any untoward incident that may happen due to the installation of the across the street banners/streamers.</p>		professionals painted on any building or structure or otherwise separated or detached thereof: Per square meter or fraction therefrom					
	IV	For the use of electric or neon lights in billboards or signboards. Per square meter or fraction thereof: per square meter of fraction thereof				Additional fee of Php 50.00	
	B	<i>For streamers, tarpaulins, posters and banderitas (said structures are limited only up to seven days duration period)</i>					
		Streamers, tarpaulins, & posters				Php 50.00 + Php 15.00/ sq.m.	
		Banderitas				Php 50.00 + Php 15.00/ ft	
	3	Client pays at the City Treasurer's Office			City Treasurer's Office		
	4	Client presents the official receipt to the CEO staff and receives the printed permit.	3 minutes	Official Receipt issued by the CTO	Jovelyn Bocabel/ Celima Brizuela		



	5	Client requests for approval of permit from the city mayor.	1 day		City Mayor's Office			
	6	CEO releases the document/s to the client.	1 minute		Jovelyn Bocabel/ Celima Brizuela			
OTHER MAINTENANCE AND ENGINEERING SERVICES:								
PROGRAM OF WORKS (POW)	1	CEO receives request or inquiry from the client.	3 minutes	Barangay Resolution	Engr. Pederito Borlagdan/ Engr. Myla Broncano/ Engr. Agnes Romina Cabrera/ Arch. Charlene Lim/ Engr. Mark Ryan Cadag/ Engr. Mark Anthony Belgica/ Engr. Mark Owen Flores/ Engr. Eliseo Bien/ Engr. Jomari Vincent	None	G2B G2C	Complex
	2	The cluster in charge conducts ocular inspection for data gathering.	1 day					
	3	The cluster in charge conducts preparation of plan and design.	3 days					
	4	The cluster in charge prepares the program of works	3 days					



					Francisco/ Engr. Graciela Mae Casin/ Concepcion Cedro/ Celima Brizuela/ Christian Theo Bibon/ Gracielle Bolanga/ Dan Anthony Burabod			
	5	The city engineer reviews the program of works for corrections and revisions and affixes his signature for approval.	2 days		Engr. Dindo Bongalosa			
CERTIFICATE OF PROJECT INSPECTION	1	Client submits request for project inspection	10 minutes		Engr. Pederito Borlagdan/ Engr. Myla Broncano/ Engr. Agnes Romina Cabrera/ Arch. Charlene	None	G2B/ G2C	Complex
Project Supervision/ Inspection/ Monitoring of Proposed and On-going Projects	2	CEO arranges schedule for final inspection	5 days					
	3	Cluster in charge conducts inspection for data gathering based on actual implementation	1 day					
	4	CEO prepares the inspection report	2 hours					



				Lim/ Engr. Mark Ryan Cadag/ Engr. Mark Anthony Belgica/ Engr. Mark Owen Flores/ Engr. Eliseo Bien/ Engr. Jomari Vincent Francisco/ Engr. Graciela Mae Casin/ Concepcion Cedro/ Celima Brizuela/ Christian Theo Bibon/ Gracielle Bolanga/ Dan Anthony Burabod			
5	The city engineer reviews the program of works/ inspection report for corrections and	1 day		Engr. Dindo B. Bongalosa			



		revisions if any and affixes his signature for approval.						
PLUMBING AND MAINTENANCE SERVICES		Repair and maintenance of plumbing works	Minimum of 4 hours depending on the degree of damage (Mondays to Sundays)		Albert Capus/ Renzo Emmanuel Bien			
ELECTRICAL AND MAINTENANCE SERVICES		Repair and maintenance of city street lights and other electrical facilities	Minimum of 4 hours depending on the degree of damage (Mondays to Sundays)		Engr. Pederito Borlagdan/ Michael Tariman/ Joel Bien/ Mateo Corminal/ Emerson Bien/ Jordan Brillantes/ Mark Daryl Brito/ Ivan Cris Brizuela/ Charlie Biron/ Elvine Burce/ Alejandro Salise, Jr./ Erwin Papa/	None		



					Anthony Datu/ Anthony Colarina/ Jeson Cruz/ Rodrigo Desuyo/ Larry Ellana/ Rafael Sandino Celso			
CIVIL WORKS SERVICES AND MAINTENANCE	1	Repair and maintenance of roads and drainage systems	8 hours per day, year- round (Mondays to Fridays)	None	Randy Mayo/ Carmelita Cordenete/ Melchor Buela/ Ariel Almonte/ Vicente Buebo/ Ray Mark Quinalayo/ Antonio Camaya, Jr./ Edimar Arjona/ Michael Belenzo/ Arjay Mondejar/ Arthur			



					Bañadera/ Absalon Briosa, Jr./ Wilfredo Lucañas/ Eddie Buenaflor/ Rene Boqueo/ Jovie Borromeo			
	2	Warehouse	8 hours per day, year- round (Mondays to Fridays)	None	Celso Brutas/ Rodel Biron/ Arturo Borbor/ Rene Luis Mirasol/ Cartherine Cordenete	None		
	3	Electronic/ Sound System Technician & Operator	8 hours per day, year- round (Mondays to Fridays)	None	Paulo Ebuenga/ Franklin Braceno	None		
(PLUMBING AND ELECTRICAL) SMI SATELLITE OFFICE	1	Repair and maintenance of engineering services (plumbing and electrical)	8 hours per day, year- round (Mondays to Fridays)	None	Renante Burse/ Joel Burse/ Rodel Burse/ Victor Buella/	None		



					Renald Boter/ Enrique Burce/ Florante Borbe/ Erna Burac			
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