



PROVINCIAL ENGINEERING OFFICE



Request for Program of Works, Plans and Estimates (Infrastructure, Water System and Electrification)

Office or Division:	Provincial Engineering Office			
Classification:	Complex and Highly-Technical			
Type of Transaction:	Government to Citizens; Government to Government; Government to Business			
Who may avail:	Provincial Government of Cavite			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Letter request approved, noted by the Governor/Chief of Staff/Provincial Administrator 				Requestor Treasurer/Cashier
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present letter request approved by the Governor, Vice-Governor and Board Member/ Provincial Administrators/ Chief of Staff	1.1 Receive, records forwarded letter request approved by the Governor/ Vice Governor and Board Members/Provincial Administrator/ Chief of Staff	None	10 minutes	Mylene N. Ayos <i>Admin. Officer II</i> Darlene Caluscusao <i>Admin Aide VI</i>
	1.2 Evaluate and endorse request to concerned Division Chiefs for assignment/action and scheduling.	None	15 minutes	Engr. Gilbert V. Gandia <i>Provincial Engineer</i>
	1.3 Assign personnel for inspection and scheduling, preparation of design, program of works and estimate of public buildings, repair and improvement, flood control, other infrastructure projects, roads and bridges, electrification and water system.	None	12 minutes	Arch. Adonis Vie T. Crizaldo <i>Architect IV</i>
	1.4 Act on the letter request and assign task for Planning and Programming Infrastructure Projects, Water System and Electrification	None	15 minutes	Arch. Adonis Vie T. Crizaldo <i>Architect IV</i>
	1.5 Conduct site inspection, coordination and evaluation	None	1 day/project (as scheduled)	Field Engineers and Architects assigned.
	1.6 Conduct Survey and Prepare Survey Plan	None	7 days	Engr. John Ronnel Fortuno <i>Engineer III and Survey Team</i>



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<ul style="list-style-type: none"> Letter request approved, noted by the Governor/Chief of Staff/Provincial Administrator 				Requestor Treasurer/Cashier
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.7 Prepare architectural design, structural details, bridge design, electrical layouts and water system designs, rehabilitation/ improvement, plans and sketches including cross sectional plan and straight line diagram of roads and flood control projects.</p> <p>Prepare estimates, program of works and PERT CPM/ Bar Charts</p> <p>Checks and sign the Program of Works, plans and estimates.</p>	None	<p>9 days (Complex POW)</p> <p>40 days (Highly-Technical POW)</p>	Architect, Civil Engineer and Electrical Engineer assigned
	1.8 Review and recommend for signature of Provincial Engineer	None	30 minutes	Arch. Adonis Vie T. Crizaldo <i>Architect IV</i>
	1.9 Sign and recommend for approval of the Governor	None	30 minutes	Engr. Gilbert V. Gandia <i>Provincial Engineer</i>
	1.10 Forward to Records Section, Administrative Division	None	10 minutes	Mylene N. Ayos <i>Admin Officer II</i>
	1.11 Prepare transmittal and endorse to Provincial Administrators and Provincial Chief of Staff	None	15 minutes	Darlene C. Calucusao <i>Admin Aide VI</i> Agripino de Jesus Jr. <i>Admin Aide III</i>
	TOTAL	None	9 days, 3 hrs and 17 minutes to 40 days 3 hrs and 17 minutes	

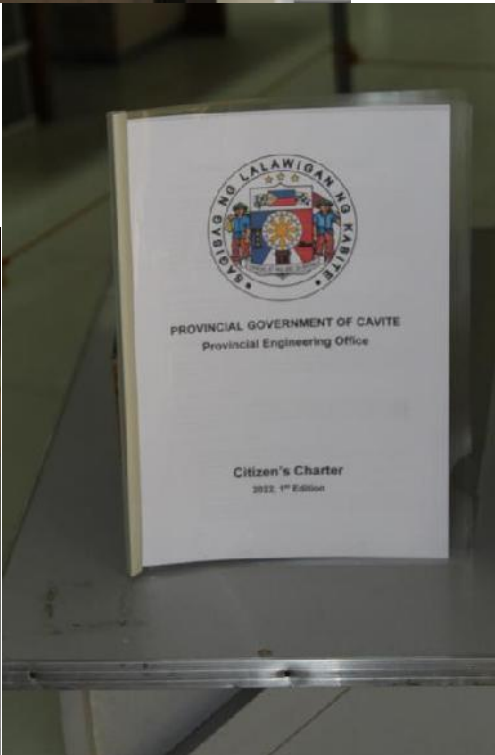
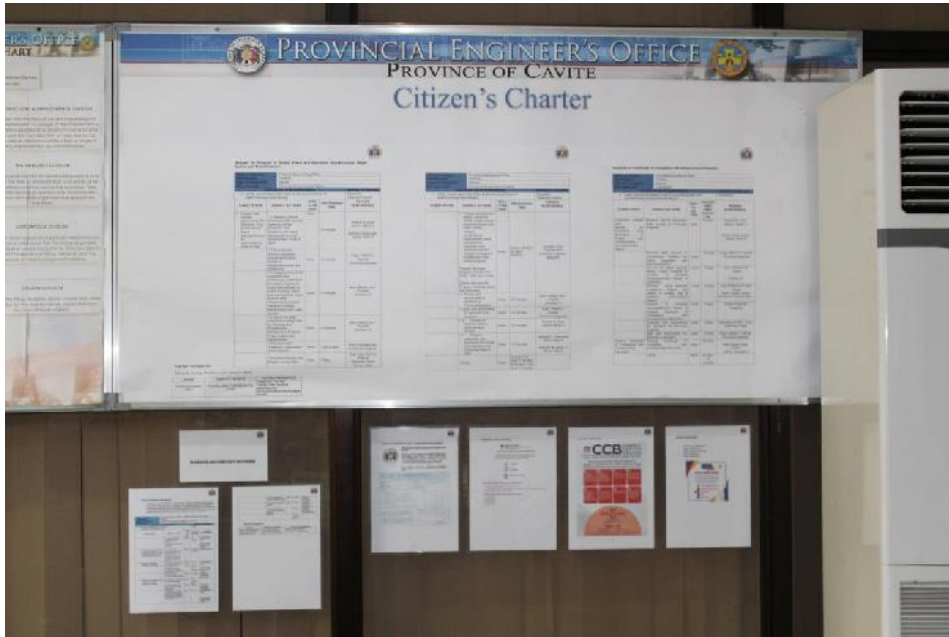


Issuance of Certificate of Completion (All Infrastructure Projects)

Office or Division:	Provincial Engineering Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Contractors			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Letter request addressed to the Provincial Engineer with corresponding Accomplishment Report 				Contractors
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME/DURATION	PERSON RESPONSIBLE
Contractor present letter request for Inspection and Evaluation of Project with corresponding Accomplishment Report	Receive, records forwarded letter request to Provincial Engineer	none	10 mins	Mylene N. Ayos <i>Admin. Officer II</i> Darlene Caluscusao <i>Admin. Aide III</i>
	Forward letter request to Construction Division for action, evaluation and recommendation	none	10 mins	Engr. Gilbert V. Gandia <i>Provincial Engineer</i>
	Act on the letter request, assign Project Engineer to inspect & evaluate Accomplishment Report of contractor	none	5 days	Engr. Adelberth R. Carlos <i>Engineer IV</i>
	Prepare / issue Materials Inspection Report and Status of Quality Test & Material Consumption Report	none	5 days	Engr. Rosendo R. Delos Reyes <i>Head, Quality Control Division & Technical Men</i>
	Inspect & evaluate Accomplishment Report & prepare Certificate of Completion and corresponding attachment	none	5 days	Project Engineer Assigned
	Checked and recommend for signature of Provincial Engineer	none	5 days	Members of PEO - Final Inspection Team
	Sign and recommend for approval of payment	none	10 mins	Engr. Gilbert V. Gandia <i>Provincial Engineer</i>
Receive Certificate of Completion and corresponding Document	Release Certificate of Completion and corresponding Document	none	20 mins	Mello Rose Grace Vinzon <i>Admin. Asst. II</i>
	TOTAL	None	20 days 50 minutes	



PROOF OF POSTING



Posted at the Provincial Engineer's Office waiting area.



COMMUNICATION PLAN

The implementation of alert level system for COVID-19 response has allow the frontline services more cooperative and responsive to the customers need. We ensure that the minimum public health standards (MPHS) is strictly maintained.

The office Citizen's Charter is well versed to our clientele, providing them with complete contact information of the office and the personnel assigned on each project. Digitization and internet customer interaction are commonly used to cater their request for program of works, plans and design and the needed documents for compliance for the issuance of certificate of completion. Computer aided documents are emailed upon request and as the need arises during pandemic, site inspection are conducted on the requests and projects to facilitate the processing of documents

The maximum processing time may be lessen depending upon the nature and complexity of the requests for preparation of Program of Works and in the submission of the required documents needed for each services; and it may varies under the circumstances.

Immediate attention and appropriate action are being provided in relation to our frontline services.

CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT DETAILS
Provincial Engineer's Office	Provincial Capitol, Trece Martires City, Cavite	Telephone: 419-0387 Telefax (046) 419-2069 Email Address: provincialengineeringoffice@yahoo.com