

Provincial Engineer's Office

MANDATE

As mandated under Book II, Title Two and Book III, Title Five (Article III) of Republic Act 7160, otherwise known as the Local Government Code of 1991, this Office shall provide services related to engineering including survey, designs, feasibility studies and project management administer, coordinate, supervise and control the construction, maintenance, improvement and repair of roads, bridges of LGU implemented projects.

VISION

Envisioned to address societal needs that would uplift the socio-economic growth and development of the people, ensure the safety on lives and properties through appropriate and sufficient facilities to be at the beck and call of every circumstances.

MISSION

Provincial Engineer's Office is task to produce and maintain quality road networks, bridges, parks and other engineering constructions to deliver efficiently the basic services and the provision of adequate facilities among Albayanos.

ABOUT THE SERVICES

The Provincial Engineer's Office has the following task, to wit:

1. To maintain and repair all provincial roads, bridges, parks and grounds in accordance with approved program of works.
2. Undertake construction, improvement and rehabilitation of provincial roads, bridges and other structure financed by local fund.
3. Undertake construction of Water System Facilities.
4. Undertake construction of Flood Control System, Dams and Irrigation System.
5. Perform repair of Public School Buildings.
6. Perform repair and maintenance of District Hospitals.
7. Prepare plans, estimates and programs of all infrastructure projects.
8. Repair and maintain equipment pool for provincial government vehicles and construction equipment
9. Extend Assistance to other agencies, barangays duly recommended and/or approved by the Governor.
10. Coordinate with other agencies involved in the prosecution of infrastructure project and development of the province.

The Office observes the regular office hours as prescribed by Civil Service Laws; however, due to its nature work it provides services beyond the regular working office hours especially during Calamities and Disasters.

*Office Hours: 8:00 am – 5:00 pm (No Noon Break)
Mondays to Fridays

SERVICES OFFERED

The Office offers the following services:

A. Infrastructure Projects

1. Construction/Repair and Maintenance of Roads, Highways and Bridges
2. Construction/Repair and Maintenance of Flood Control, Dam and Sewerage Structures
3. Construction/Repair and Maintenance of Public Buildings
4. Construction/Repair and Maintenance of Parks, Plazas and Monument

B. Heavy Equipment Utilization

C. Preparation of Plans and Programs

D. Materials Testing and Analysis

E. Ports & Harbors

REQUIREMENTS ON HOW TO AVAIL THE SERVICES:

- Approved Barangay Resolution or Letter Request
- Program of Works
- Site Development
- Sample
 - a. Soil
 - b. Aggregate
 - c. Concrete Products
 - d. Asphalt
 - e. Cement

HOW TO AVAIL OF THE SERVICES:

A. INFRASTRUCTURE PROJECTS

1. Construction/Repair of Roads, Highways and Bridges
2. Construction/Repair of Flood Control, Dam and Sewerage Structures
3. Construction/Repair of Public Buildings
4. Construction/Repair Parks, Plazas and Monument

TITLE OF SERVICE						
STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	TIME NEEDED	PERSON/S RESPONSIBLE	FORM/S	FEE/S
1.	Request for infrastructure projects.	Received and Records the Request then Submit to the Provincial Engineer	3 Minutes	Mr. Arles M. Oflear		
2.		Notation of the Provincial Engineer and/or Asst. Provincial Engineer	5 Minutes	Engr. Dante B. Baclao Engr. Nery P. Romero Engr. Justiniano M. Recierdo		
3.		Site Inspection	1 Day	Engr. Wilfredo Huelva- Area I Engr. Ruelo Soriao – Area II Engr. Jelrope Olaguer- Area III Engr. Jesus Azupardo – Area IV Engr. Arnel P. Nebres – Bldg. Park and Ground, Water System		
4.		Preparation of Program of Works and Detailed Estimates	1 Day	Engr. Wilfredo Huelva - Area I Engr. Ruelo Soriao – Area II Engr. Jelrope Olaguer - Area III Engr. Jesus Azupardo –Area IV Engr. Arnel P. Nebres – Bldg. Park and Ground, Water System		
5.		Recommendation and Approval	5 Minutes	Engr. Dante B. Baclao Engr. Nery P. Romero Engr. Justiniano Recierdo		

6.	Implementation	REPAIR – 2 WEEKS (Depends To The Extent Of Damaged To Be Repaired)	AREA I Engr. Wilfredo A. Huelva Engr. Imelda B. Recto AREA II Engr. Ruelo D. Soriao Junasis Lanzuela Renato Gomez Renato Locre Rogelio Alemania Joven Alemania Emilio Gomez Joson N. Seneta Crisanto L. Mendoza Randy Asiado AREA III Engr. Jelrope Olaguer Maximino Patanao, Jr. Antonio Patiam AREA IV Engr. Jesus P. Azupardo Elnor Sapo Roberto Camoral Jerry Encisa Nestor Encisa Faraon Arbo Jr. Antonio Seva Rey Sanchez Allan Dale Galang Albert B. Virrey Jose Gregorio Lanuzo BLDG. PARKS and GROUNDS, WATER SYSTEM Engr. Arnel P. Nebres Avelino Salalima
		Construction 2 Months (Depends To The Extent Of Damaged To Be Repaired)	
TOTAL PROCESSING TIME			
<i>END OF TRANSACTION</i>			

TITLE OF SERVICE						
PREPARATION OF PLANS AND PROGRAM						
STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	TIME NEEDED	PERSON/S RESPONSIBLE	FORM/S	FEE/S
1.	Request for Plans and Programs	Received and Records the Request then Submit to the Provincial Engineer	3 minutes	Mr. Arles M. Oflear		
2.		Notation of the Provincial Engineer The Provincial Engineer Evaluates the Request and Endorse the same to the Planning Chief SPD Chief / Survey OIC	5 minutes	Engr. Dante B. Baclao Engr. Nery P. Romero Engr. Justiniano M. Recierdo		

3.		Site Inspection Survey	2 Days 5 Days	<p>SPECIAL PROJECT DIVISION Engr. Joseph Paul C. Ronda Marnee Alcantara Philip Quirona</p> <p>SURVEY Engr. Jesus Azupardo Jesus Hermelo Ariate, Jr. Norman Nuñez Placido Relato III Romeo Rendor Roy Barrameda</p> <p>PLANNING Arch. Rodel L. Lleva Ryan M. Bartolome Noel R. Nolasco Renato S. Rafallo Marland S. Esmilla Ma. Famirose S. Eva Ma. Cristina R. Vasquez Arlene M. Sapo</p>		
4.		Plan Preparation Program of Works	1 Day 2 Days	<p>SPECIAL PROJECT DIVISION Engr. Joseph Paul C. Ronda Marnee Alcantara</p> <p>SURVEY Engr. Jesus Azupardo Jesus Hermelo Ariate, Jr.</p> <p>PLANNING Arch. Rodel L. Lleva Ryan M. Bartolome Renato S. Rafallo Marland S. Esmilla Ma. Famirose S. Eva Ma. Cristina R. Vasquez Arlene M. Sapo</p>		
5.		Verification of Design and Checking of Programs of Works	4 hours	Arch. Rodel L. Lleva Ma. Cristina R. Vasquez Arlene M. Sapo Nestor C. Peñaflor		
6.		Recommendation and Approval	5 Minutes	Engr. Dante B. Baclao Engr. Nery P. Romero Engr. Justiniano Recierdo		
TOTAL PROCESSING TIME						
<i>END OF TRANSACTION</i>						

TITLE OF SERVICE HEAVY EQUIPMENT UTILIZATION						
STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	TIME NEEDED	PERSON/S RESPONSIBLE	FORM/S	FEE/S
1.	Request for Utilization of Heavy Equipment	Received and Records the Request then submit to the Provincial Engineer	3 Minutes	Mr. Arles M. Oflear		
2.		The Provincial Engineer evaluates the request & endorse the same to the maintenance chief	5 Minutes	Engr. Dante B. Baclao Engr. Nery P. Romero Engr. Justiniano Recierdo		
3.		Referral to Area Engineer	2 Minutes	Engr. Efren Rosana		
4.		Evaluation Of The Request On Site	3 Hours	Engr. Wilfredo Huelva- Area I Engr. Ruelo Soriao – Area II Engr. Jelrope Olaguer- Area III Engr. Jesus Azupardo– Area IV Engr. Arnel P. Nebres – Bldg. Park and Ground, Water System		
5.		Assessment Preparation of Trip tickets, assignment of equipment and computation of fuel	15 Minutes	Engr. Leo Chavez Mesael Llaneta		
6.		Recommendation and Approval of trip tickets	15 Minutes	Engr. Leo Chavez		
7.		Approval	10 Minutes	Engr. Dante B. Baclao Engr. Engr. Nery P. Romero Engr. Justiniano Recierdo		
8.		Implementation	1 week	Engr. Leo Chavez		
TOTAL PROCESSING TIME						
<i>END OF TRANSACTION</i>						

TITLE OF SERVICE						
MATERIALS TESTING AND ANALYSIS						
STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	TIME NEEDED	PERSON/S RESPONSIBLE	FORM/S	FEE/S
1.	Submitted request for Testing	Received and records the request	3 Minutes	Engr. Maria Leah G. Boncay Engr. Ma. Josefina G. Buere Engr. Agnes Q. Frilles Job Noe A. Lim Mergie A. Nocos	*Route Slip	
2.		Plan Preparation Bills of Testing Materials	1 Hour	Engr. Maria Leah G. Boncay Engr. Ma. Josefina G. Buere Engr. Agnes Q. Frilles Geneve I. Atienza	*Quality Control Plan *Bill of Testing Materials Form	
3.		Samples Received ➤ Soil ➤ Aggregate ➤ Concrete Products ➤ RSB	30 Minutes	Engr. Ma. Josefina G. Buere Engr. Agnes Q. Frilles Job Noe A. Lim Mergie A. Nocos	*Sample Card *Order of Payment / Official Receipt *Notice of Undertaking	Variable
		<ul style="list-style-type: none"> Filling up of Sample card/ Review 	1 Hour	Engr. Maria Leah G. Boncay Engr. Ma. Josefina G. Buere Engr. Agnes Q. Frilles Job Noe A. Lim Geneve I. Atienza		
		<ul style="list-style-type: none"> Preparation of Order Payment 	30 minutes	Engr. Maria Leah G. Boncay Engr. Ma. Josefina G. Buere Geneve I. Atienza		
		<ul style="list-style-type: none"> Issuance of Official Receipt 	5 minutes	Engr. Maria Leah G. Boncay		
		<ul style="list-style-type: none"> Issuance of Notice of Undertaking 	30 minutes	Engr. Maria Leah G. Boncay Engr. Ma. Josefina G. Buere Engr. Agnes Q. Frilles Geneve I. Atienza		
4.		Verifications of Samples for various tests, washing and drying	2 Hours	Engr. Ma. Josefina G. Buere Engr. Agnes Q. Frilles Mr. Edgar Calisin Job Noe A. Lim Mergie A. Nocos	*Various worksheets foe specific tests required	
5.		5.Assessment, Inspection and Recommendation <i>A. Field Testing</i>	6 to 9 hours	Engr. Maria Leah G. Boncay Engr. Ma. Josefina G. Buere Engr. Agnes Q. Frilles	*Worksheets and Official Test Results for specific tests conducted as required by client	
		<ul style="list-style-type: none"> Field Density Test 	30 minutes Per Hole	Engr. Maria Leah G. Boncay Mr. Edgar B. Calisin Engr. Ma. Josefina G. Buere Job Noe A. Lim Mergie A. Nocos	*FDT Form	P400/ hole

		<ul style="list-style-type: none"> Concrete Cylinders/ Beams 	30 Minutes Per Sample	Engr. Maria Leah G. Boncay Mr. Edgar B. Calisin Engr. Ma. Josefina G. Buere Engr. Agnes Q. Frilles Mergie A. Nocos Job Noe A. Lim	*Concrete Cylinder *Concrete Beam	P150/ sample P140/ sample
		<ul style="list-style-type: none"> Core Extraction 	1 Hour & 30 Minutes Per Hole	Engr. Maria Leah G. Boncay Mr. Edgar B. Calisin Engr. Ma. Josefina G. Buere Job Noe A. Lim Mergie A. Nocos		P400/ sample
		B. <i>Material Testing</i> <ul style="list-style-type: none"> Aggregate 	7.50 hours	Engr. Maria Leah G. Boncay Engr. Ma. Josefina G. Buere Engr. Agnes Q. Frilles Mr. Edgar B. Calisin Job Noe A. Lim Mergie A. Nocos	Various forms for Material Testing o Aggregates, RSB, Concrete Products	Variable depends on tests required by client
		<ul style="list-style-type: none"> Concrete Products 	30 Minutes			
		<ul style="list-style-type: none"> RSB 	4 Hours			
		Disposal of Samples	1 Hour			
6.		Disposal of Samples	1 Hour	Mr. Edgar Calisin Job Noe A. Lim Mergie A. Nocos		
		Data Processing (Recording and Computation)	2 Hours	Engr. Maria Leah Boncay Engr. Ma. Josefina Buere Engr. Agnes Frilles Job Noe A. Lim Mergie A. Nocos		
7.		Evaluation and Approval Comparison of actual and standard	1 Hour	Engr. Maria Leah Boncay Engr. Dante B. Baclo Engr. Nery P. Romero Engr. Justiniano Recierdo	*Worksheets	
8.		Release of the Result Issuance of Status Report and Certificate	30 Minutes	Engr. Maria Leah Boncay Engr. Ma. Josefina Buere Engr. Agnes Frilles Geneve I. Atienza	*Official Test Results Form *Status Report *Certification	Variable
TOTAL PROCESSING TIME						
<i>END OF TRANSACTION</i>						

Submitted by:

Checked by:

Approved by:

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Acting Head – Admin Division

JUSTINIANO M. RECIERDO
Asst. Provincial Engineer

DANTE B. BACLAO
Provincial Engineer