

Republic of the Philippines Province of Bohol Municipality of Loon	Doc. Code:
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Office/Department	ENGINEERING OFFICE

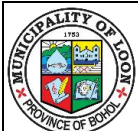


VISION : A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance
MISSION: To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

MUNICIPAL ENGINEERING OFFICE OFFICE OF THE BUILDING OFFICIAL

Frontline Service 1: Issuance of Certificate of Use

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MEO/OBO					
1	▪ Sign on logbook	▪ Interview client	1 min	None		E. Campeceño	OBO
2	▪ Submit requirements	▪ Verify requirements	5 min	Requirements specified by NBCP		E. Campeceño	OBO
3	▪ Submit plan	▪ Inspect plan and other requirements	2 hr	As built plan/documents		E. Campeceño	OBO
4	▪ Submit plan for safety inspection	▪ Inspect plan for issuance of Fire Safety Inspection Certificate (FSIC)	2 hr	As built plan/documents		BFP Staff	BFP
5	▪ Wait	▪ Assess fees	1 min	As built plan/documents		E. Campeceño	OBO
6	▪ Pay fees at MTO	▪ Wait	2 min		Variable	MTO Staff	MTO
7	▪ Wait	▪ Issue FSIC	5 min	As built plan/documents, OR		E. Campeceño	BFP
8	▪ Receive certificate	▪ Issue certificate of use	20 min	As built plan Inspection report FSIC OR		N. Castrojo	OBO
			4 hr, 34 min				

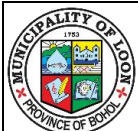


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Frontline Service 2: Issuance of Building Permit

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MEO/OBO					
1	▪ Sign on logbook	▪ Interview client	1 min			E. Campeceño	OBO
2	▪ Comply with and present requirements	▪ Verify requirements and check plan	10 min depending on compliance	Standard Building Permit requirements based on NBCP		N. Castrojo	OBO
3	▪ Wait or accompany the inspection team	▪ Inspect proposed structure	2 hr	Building plan and other documents		E. Campeceño	OBO
4	▪ Wait	▪ Assess fees ▪ Instruct client to pay fees	10 min	Plan, estimates		E. Campeceño	OBO
5	▪ Pay fees	▪ Wait	5 min	Assessment papers	Variable	MTO Staff	MTO
6	▪ Present OR, wait	▪ Prepare certification, land use certificate, mayor's permit, Building Permit, and other	30 min	OR Inspection report		E. Campeceño	OBO

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MEO/OBO					
		documents					
7	▪ Wait	▪ Sign certification, mayor's permit, zoning compliance	10 min	OR All documents		N. Castrojo A. Relator E. Relampagos	OBO MPDO MO
8	▪ Go to the Bureau of Fire Protection	▪ Issue FSIC	5 min	OR, plan and estimates, BP form		BFP Staff	BFP
9	▪ Back to OBO, wait	▪ Issue building permit	2 min	All documents		N. Castrojo	OBO
10	▪ Receive permit	▪ Furnish copy to client	5 min	All documents			OBO
			3 hr, 15 min				
<i>Note: Within 15 days of issuance of Building Permit from payment of fees based on NBCP</i>							



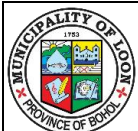
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Frontline Service 3: Issuance of Electrical Permit

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MEO/OBO					
1	▪ Sign on logbook	▪ Interview client	1 min			E. Campeceño	OBO
2	▪ Comply with and present requirements	▪ Verify requirements and check plan	5 min, depending on compliance	Standard Electrical Permit requirement based on NBCP		E. Campeceño	OBO
3	▪ Wait or accompany the inspection team	▪ Inspect proposed structure (or old structure)	2 hr	Electrical plan		E. Campeceño	OBO
4	▪ Wait	▪ Assess fees, instruct client to pay fees at MTO	2 min	Plan, estimates		E. Campeceño	OBO
5	▪ Pay fees	▪ Wait	3 min	Assessment papers	Variable	MTO Staff	MTO
6	▪ Present OR, Wait	▪ Prepare Mayor's Permit, Electrical Permit forms, etc.	20 min	OR, various forms, inspection report		E. Campeceño	OBO
7	▪ Wait	▪ Sign Mayor's Permit	10 min	Document		D. Relampagos	MO
8	▪ Go to the Bureau of Fire Protection	▪ Issue FSIC	5 min	All documents		BFP Staff	BFP
9	▪ Back to OBO, wait	▪ Issue Electrical Permit	2 min	All documents		N. Castrojo	OBO
10	▪ Receive permit	▪ Furnish copy to client	5 min	All documents			OBO
			2 hr, 52 min				

Frontline Service 4: Issuance of Fencing Permit

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MEO/OBO					
1	▪ Sign on logbook	▪ Interview client	1 min			E. Campeceño	OBO
2	▪ Comply with and present requirements	▪ Verify requirements and check plan	5 min, depending on compliance	Standard Fencing Permit requirement based on NBCP		E. Campeceño	OBO
3	▪ Wait or go with the inspector team	▪ Inspect proposed structure	2 hr	Fencing plan and other documents		E. Campeceño	OBO
4	▪ Wait	▪ Assess fees	2 min	Plan, estimates		E. Campeceño	MTO

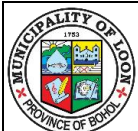


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5	▪ Pay fees	▪ Wait	3 min	Assessment papers	Variable	Collection Clerk	MTO
6	▪ Present OR, wait	▪ Prepare Mayor's Permit, Electrical Permit forms, etc.	20 min	OR, inspection report		E. Campeceño	OBO
7	▪ Wait	▪ Sign Mayor's Permit	10 min	All documents		E. Relampagos	MO
8	▪ Go to the Bureau of Fire Protection	▪ Issue FSIC	5 min	OR, plan and estimates, Fencing Permit form		BFP Staff	BOF
9	▪ Back to OBO ▪ Wait	▪ Issue Electrical Permit (only when applicable)	2 min	All documents		Engr. Castrojo	OBO
10	▪ Receive permit	▪ Furnish copy to client	5 min	All documents			OBO
			2 hr, 52 min				

Frontline Service 5: Subdivision Approval

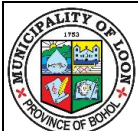
STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MEO/OBO					
1	▪ Sign on logbook	▪ Interview client	1 min			E. Campeceño	OBO
2	▪ Comply with and present requirements	▪ Verify requirements and check plan	10 min	All documents/ plans		E. Campeceño	OBO
3	▪ Wait	▪ Assess fees ▪ Instruct client to pay fees at MTO	5 min	Assessment papers		E. Campeceño	MTO
4	▪ Pay fees at MTO	▪ Wait	5 min		P250	MTO Staff	
5	▪ Wait or go with inspector	▪ Inspect projects	1 hr			E. Campeceño	OBO
6	▪ Wait	▪ Evaluate reports and endorse to SB for approval	3 min	OR, all documents		E. Campeceño	OBO
7	▪ Wait	▪ Approve subdivision	2 weeks			SB in Session	SB
			2 wk, 1 hr, 19 min				



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Frontline Service 6: Preparation of Program of Works

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MEO/OBO					
1	▪ Sign on logbook	▪ Interview client	1 min			E. Campeceño	MEO
2	▪ Provide details of project	▪ Ask type of project, source of funds, etc.	3 min			N. Castrojo E. Campeceño	MEO
3	▪ Wait or accompany the inspector	▪ Inspect site if necessary	4 hr			N. Castrojo E. Campeceño	MEO
4	▪ Wait	▪ Estimates plan	4 hr - 2 days			N. Castrojo E. Campeceño	MEO
5	▪ Wait	▪ Encode the estimates	2 hr (if more than 3 sheets)			E. Campeceño	MEO
6	▪ Wait	▪ Check price on POW	1 hr			E. Campeceño	MEO
7	▪ Wait	▪ Print POW	1 min			E. Campeceño	MEO
8	▪ Wait	Sign POW: ▪ If Municipal IRA ▪ If Barangay IRA ▪ If Provincial funds, and others	15 min 1 min 1min			E. Campeceño N. Castrojo A. Relator E. Relampagos E. Campeceño N. Castrojo Barangay Treasurer Punong Barangay E. Campeceño N. Castrojo Barangay Treasurer Punong Barangay	MEO MBO MPDO MO MEO MBO Barangay Barangay MEO OBO Barangay Barangay
			2 days, 11 hr, 22 min				



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Frontline Service 7: Maintenance and Repair of Public Buildings and Roads (including Street Lighting (Municipal Structures))

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MEO/OBO					
1	▪ Sign on logbook	▪ Entertain client	1 min			E. Campeceño	MEO
2	▪ Report proposed repair	▪ Schedule	10 min			E. Campeceño	MEO
3	▪ Wait or accompany inspection team	▪ Inspect site	2 hr			E. Campeceño	MEO
4	▪ Wait	▪ Prepare plan and estimates	3 days			MEO Drafstmen	MEO
5	▪ Wait	▪ Approve plan and estimates	10 min	All documents		E. Relampagos	MO
6		▪ Prepare canvass/bidding documents	Variable	All documents		BAC Secretariat	BAC Office
7		▪ Schedule canvass/bidding	Variable	All documents		BAC Secretariat	BAC Office
8		▪ Conduct bidding	Variable	All documents		BAC Secretariat	BAC Office
9		▪ Inspect materials delivered	4 hr	Delivery Receipt		GSO Staff	GSO
10		▪ Implement project	Variable	Approved plan		MEO Staff	MEO