



# **Office of the City Engineer**

***External and Internal Services***



## VISION

The engineering Services focuses on progressive, innovative, efficient and effective management and delivery of modern strategic planning, teamwork and collaborative implementation, leading to infrastructure development to a Well-maintained Government Buildings, Roads, Bridges, Flood Control and Drainage System aligned to the needs of the constituents of Cotabato City and nearby communities.

## MISSION

Design, build and perform sustainable, resilient and modern public infrastructure that protects and improve quality of life. Enforce and regulate safe and environment friendly standards in compliance with the provision of the PD No. 1096. Develop competent and highly motivated office personnel.

## MANDATE

The City Engineering of Cotabato provides efficient and responsive engineering services by competent and dedicated work force through a well-coordinated set of functions taking into account their mandate and commitment to the public-Client First Above Self.

## CORE VALUES

Office of the City Engineer

**O** – Organized

**C** – Committed

**E** – Empowered



**BUILDING AND INDUSTRIAL SAFETY INSPECTION DIVISION**

**PERMITS SECTION**

**A. BUILDING PERMIT**

A Building Permit is required before any Instrumentality of the Government, Person, Firm or Corporation shall Construct, Erect, Alter or Repair, Move, Convert or Demolish any Building or Structure in accordance with *Presidential Decree 1096* otherwise known as the National Building Code of the Philippines and its Implementing Rules and Regulations.

This Permit includes Ancillary and Accessory Permits. Ancillary Permit includes Civil/Structural Permit, Architectural Permit, Electrical Permit, Mechanical Permit and Sanitary Permit, Plumbing Permit and Electronics Permit.

Accessory Permit includes Fencing Permit, Demolition Permit, Bank and Record Vaults, Concrete and Steel Tanks, Chimneys, Temporary Sidewalk, Steel Towers among others.

**SERVICES AND HOW TO AVAIL THEM**

Office/Division	OFFICE OF THE CITY ENGINEER	
Classification	Simple to Complex	
Type of Transaction	G2C – Government to Transacting Public G2B – Government to Business group	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
✓ At least Four (4) copies of filled up Application Form for Building Permit (BP) and Fire Safety Evaluation Certificate (FSEC)		✓ Office of the City Engineer (a) BUILDING EVALUATION AND PROCESSING DIVISION (b) BUILDING INSPECTION AND ENFORCEMENT DIVISION
✓ Filled up form for Locational Clearance (Zoning Clearance) from OCPDC		✓ Office of the City Planning and Development Coordinator
✓ Authenticated original Certificate of Title (OCT) or Transfer Certificate of Title (TCT), ✓ Deed of Absolute Sale and Notarized Consent from Lot owner, ✓ Tax Declaration, ✓ Tax Receipt, ✓ Cedula of Lot owner/applicant		✓ Office concern
✓ Clearances: ▪ Barangay, DPWH, DOH, DEPED, ATO, DOLE (if applicable)		✓ Office concern
✓ At least Four (4) sets of plans as follows; ▪ Architectural Documents		✓ Office concern



<ul style="list-style-type: none"><li>▪ Civil/Structural Documents</li><li>▪ Electrical Documents</li><li>▪ Mechanical Documents</li><li>▪ Sanitary Documents</li><li>▪ Plumbing Documents</li><li>▪ Electronics Documents</li><li>▪ Geodetic Documents</li><li>▪ Fire Protection Documents (if applicable)</li><li>▪ Automatic fire suppression systems</li><li>▪ Wet stand pipe</li><li>▪ Dry stand pipe</li><li>▪ Fire alarm and detection system</li></ul>				
✓ Three (3) copies of valid licenses (PRC ID and PTR) of all involved professionals		✓ Client		
✓ Notarized estimated value of the building/structure to be erected as declared by the owner and Engineer		✓ Private Engineering Services		
✓ Construction and Safety Health Program (if applicable)		✓ Office concern		
✓ Affidavit of Undertaking (if applicable)		✓ Private Engineering Services		
✓ Structural Design Analysis w/ Seismic Analysis		✓ Private Engineering Services		
✓ Soil Test (if applicable)		✓ Office concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Application Forms, Building Parts and other documents	Checking of Supporting documents such as Zoning Clearance Transfer Certificate of Title TAX Declaration Current TAX receipt Barangay Clearance	None	5 minutes	Engineer I (Building Evaluation and Processing Division)
	Evaluates, inspects, and verifies technical documents	None	7 Days	Engineer III & IV
	Conducts assessments and endorses to Bureau of Fire Protection and City Health Office	None	7 Days	Engineer III & IV
	Payment of fees  <i>(Kindly refer to the Revised Revenue Code of</i>	Refer to National Building Code (PD 1098)	5 minutes	City Treasury and Bureau Fire Protection



	Cotabato City)			
	Issuance of Building Permit	None	5 minutes	City Engineer
	<b>TOTAL</b>		<b>14 days and 15 Minutes</b>	

**B. CERTIFICATE OF OCCUPANCY**

A Certificate of Occupancy is a document issued by the Building Official after Completion of the Building and upon compliance of the Safety Standards set by the National Building Code of the Philippines.

**SERVICES AND HOW TO AVAIL THEM**

Office/Division	OFFICE OF THE CITY ENGINEER			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2B – Government to Business group or			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Filled up Application Form for Certificate of Occupancy and ✓ Fire Safety Inspection Certificate (SFIC)			✓ Office of the City Engineer 1. Building Evaluation Division 2. Building inspection and enforcement Division	
✓ Three (3) copies of duly notarized Certificate of Completion signed by the owner/applicant and signed and sealed by the duly licensed Architect or Engineers in-charge of construction, and construction logbook.			✓ Client	
✓ As-Built plan (if necessary)			✓ Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits application form	Receives and approves building plans and other documents	None	5 minutes	Engineer I
	Evaluates supporting documents such as Certificate of Completion Construction Book (1 set of Plan)	None	1 hour	Engineer III & IV
	Final site inspection includes:	None	3 Days	Engineer III & IV



	Line & Grade Architectural Structural Sanitary Plumbing Electrical Mechanical Electronics			
Pays the stipulated fees and charges	Process payments and endorses documents to BFP	<i>Kindly refer to the Revised Revenue Code of Cotabato City</i>	5 minutes	City Treasury and Bureau of Fire Protection
	Issues and releases Certificate of Occupancy	None	5 minutes	City Engineer
<b>TOTAL</b>			<b>3 Days 1 hour and 15 minutes</b>	

**PLANNING DIVISION**

One of the services rendered by the Office of the City Engineer under the Planning Division is the preparation of plans and program of work of all Infrastructure Projects to be implemented by the City Government of Cotabato. They also prepare plans and program of works as requested by School Officials, Non-Government Organization, Private Concern Citizens and other offices and Department of the City Government.

These usually are regarding repair, renovation and construction of:

- School Buildings
- School Stages
- Drainage System
- Barangay Hall
- Day Care Centers
- Health Centers
- Concrete Roads
- Mapping of City/Barangays
- Public and Government Projects
- Survey Works
- Other Infrastructure Projects

These services are being provided to guide constituents in the implementation of the proposed project especially regarding plans, specifications and cost estimates.



**SERVICES AND HOW TO AVAIL THEM**

Office/Division	OFFICE OF THE CITY ENGINEER			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2B – Government to Business group			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Letter request specifying the services needed			✓ Client concern	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request	1.1 Staff receives and records the request letter in a logbook then forward it to the Supervising Administrative Officer (SAO)	None	3 minutes	Administrative Personnel
	1.2 Notation to the City Engineer  a. The SAO forwards the request to the City Engineer thru the Assistant City Engineer with notation.  b. The City Engineer evaluates the request and endorses the same to Planning Division.	None	3 minutes	SAO City Engineer
	1.3 Evaluation and Assessment  a. Engineer evaluates and assess the request	None	3 minutes	Engineer IV
	1.4 Site Inspection and Investigation  a. Planning Engineer talks to persons and Barangay Officials concerned on site.  b. Engineer proceeds to survey work, if a survey is needed.	None	1 day	Engineer III Engineer II



	1.5 Prepare Program of Work  a. Planning Engineer prepares detailed Plans, Program of Works and Bill of Materials	None	15 days	Planning Division Personnel
	1.6 Recommends and Approval  a. The City Engineer approves the Plans and Program of work and recommends it for approval by the City Mayor.	None	3 minutes	City Engineer
<b>TOTAL</b>			<b>16 days and 12 minutes</b>	

**MAINTAINING DRAINAGE SYSTEMS AND OTHER INFRASTRUCTURE:**

INFRASTRUCTURE maintenance services provided by the Office of the City Engineer include:

- Cleaning of Drainage
- Demolition Work
- Repair of Roads and Shoulders
- Repair of Drainage and Manholes
- Repair of Buildings and other government facilities
- Asphaltting of Roads and Potholes

**SERVICES AND HOW TO AVAIL THEM**

Office/Division	OFFICE OF THE CITY ENGINEER			
Classification	Simple or Complex or Highly Technical			
Type of Transaction	G2C – Government to Transacting Public G2B – Government to Business group			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Letter request specifying the service needed address to the City Mayor through the City Engineer.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request	1.1 Submit request to the personnel –in-charge.	None	5 minutes	Administrative Personnel





	Staff receives and records the request letter in a logbook then forward it to the SAO			
	1.2 Notation to the City Engineer  The SAO forwarded the request to the City Engineer thru the Assistant City Engineer with notation. The City Engineer evaluates the request and endorses the same to Maintenance Division.	None	5 minutes	SAO City Engineer
	1.3 Evaluation and assessment  Maintenance Engineer evaluates and assesses the request		5 minutes	Engineer IV
	1.4 Site Inspection and Investigation  Maintenance Engineer talks to persons and barangay officials concerned on site	None	5 hours	Engineer IV
	1.5 Program of Work Preparation  Maintenance Engineer prepares an estimate of materials, labor and rental of equipment needed. <i>(Required only for repair of roads &amp; shoulders, drainages &amp; manholes, asphaltting of roads)</i>	None	5 hours	Engineer IV
<b>TOTAL</b>			<b>1 Day and 15 minutes</b>	



# OFFICE OF THE CITY ENGINEER ORGANIZATIONAL CHART

