



CITY ENGINEER'S OFFICE Bacolod City

The City Engineer's Office takes charge of all local engineering works in the city which include the construction, improvement, repair and maintenance of public infrastructures (vertical and horizontal) and facilities.

Location: 2nd Floor North Wing, Bacolod City Government Center, Circumferential Road, Barangay Villamonte, Bacolod City

Phone number: (034) 432-3098 / 708-2327

I. PROVISIONS OF MAINTENANCE OF CITY'S STREETS AND BRIDGES

ABOUT THE SERVICE: The City Engineer's Office maintains drainage systems and undertakes repair of damaged roads and bridges within City jurisdiction. The infrastructure maintenance services include:

- Vegetation Control
- Cleaning, Re-ditching, De-clogging of Drainage Lines
- Demolition Works
- Repair of Drainage Lines, Damaged Manholes, Curbs and Gutter and Sidewalks
- Asphalt Patching of Roads and Potholes
- Repair and Maintenance of Bridges
- Repainting of Median Islands, Street Signs and Railings

REQUIREMENTS: Letter request specifying the service needed

HOW TO AVAIL OF THE SERVICE:

STEPS	Time Frame	Person/s In Charge
1. Submit request and secure the approval of the City Mayor	3-5 minutes	Staff-on-duty
2. Submit letter request with endorsement to CEO	3-5 minutes	Receiving Clerk
3. City Engineer refers to Division Heads/Project Engineer in Charge	3-5 minutes	Receiving Clerk

4. Be present during the ocular inspection and investigation	As project implemented schedule	Head, Maintenance Division / Engineer-in-Charge
5. Monitor Work/ Delivery of Materials	As project implemented schedule	Head, Maintenance Division

II. PROVISIONS OF STREETLIGHT / TOURISM MAINTENANCE SERVICES

ABOUT THE SERVICE: This service includes survey, inspection, troubleshooting, changing of busted bulbs & installation of new streetlights

REQUIREMENTS: Letter request specifying the service needed

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit request and secure the approval of the City Mayor	3-5 minutes	Staff-on-duty
2. Submit letter request with endorsement to CEO	3-5 minutes	Receiving Clerk
3. City Engineer refers to Division Heads/Project Engineer in Charge	3-5 minutes	Receiving Clerk
4. Be present during the ocular inspection and investigation	As project implemented schedule	Head, Electrical Division / Engineer-in-Charge
5. Monitor Work/ Delivery of Materials	As project implemented schedule	Head, Electrical Division

III. PROVISIONS OF WATER FACILITIES / ARTESIAN WELLS

ABOUT THE SERVICE: Extending Assistance to different barangays water facilities, providing potable water resources and maintenance of artesian wells.

REQUIREMENTS: Written Request

HOW TO AVAIL OF THE SERVICE:

STEPS	Time Frame	Person/s In Charge
A. CONSTRUCTION		
1. Submit request and secure approval of the City Mayor	5 minutes	Staff-on-duty
2. Submit letter request with endorsement to CEO	3 to 5 minutes	Receiving Clerk
3. City Engineer refers to Division Heads/Project Engineer in Charge	3 to 5 minutes	Receiving Clerk
4. Be present during the ocular inspection and investigation	As project implemented schedule	Head, Special Services Division / Engineer-in-Charge
5. Monitor Work/ Delivery of Materials	As project implemented schedule	Head, Special Services Division

B.MAINTENANCE		
1. Submit request and secure approval of the City Mayor	5 Minutes	Staff-on-duty
2. Submit letter request with endorsement to CEO	3 to 5 minutes	Receiving Clerk
3. City Engineer refers to Division Heads/Project Engineer in Charge	3 to 5 minutes	Receiving Clerk
4. Be present during the ocular inspection and investigation	As project implemented schedule	Head, Special Services Division / Engineer-in-Charge

5. Monitor Work/ Delivery of Materials	As project implemented schedule	Head, Special Services Division
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IV. PROVISION OF ROAD - FILLING MATERIALS SERVICES

ABOUT THE SERVICE: The service is part of the infrastructure maintenance services of the CEO. It provides hauling services and filling materials for road filling.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit request and secure the approval of the City Mayor	3-5 minutes	<i>Staff-on-duty</i>
2. Submit letter request with endorsement to CEO	3-5 minutes	<i>Receiving Clerk</i>
3. City Engineer refers to Division Heads/Project Engineer in Charge	3-5 minutes	<i>Receiving Clerk</i>
4. Be present during the ocular inspection and investigation	As project implemented schedule	<i>Head, Maintenance Division / Engineer-in-Charge</i>
5. Monitor Work/ Delivery of Materials	As project implemented schedule	<i>Head, Maintenance Division</i>

V. PROVISION OF PAUPER'S COFFIN

ABOUT THE SERVICE: To give assistance in times of death by providing pauper's coffin to the less fortunate constituents of the City.

REQUIREMENTS:

- Death Certificate
- Certificate of Indigency

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit request and requirements to the Public Works Division	2 minutes	<i>Staff-on-duty</i>
2. Receive coffin and sign logbook	1-5 minutes	<i>Engineering Assistant in-charged/ Storekeeper assigned</i>