



CITY ENGINEER'S OFFICE

Bacolod City

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

II. **VISION:** A distinguished and recognized implementer of government infrastructure projects in the City in coordination with other LGUs and the National Government.

III. **MISSION:** To provide state-of-the-art and long lasting basic facilities/installations for the improvement and progress of the City and its citizenry.

Location : 2nd Floor North Wing – Bacolod City Government Center

Telephone Numbers:

(034) 432.3098	Secretary to the City Engineer
(034) 708.0386	Administrative Division
(034) 467.5219	Motorpool Division (Taculing)

GENERAL SERVICES

- a) Provision of Maintenance of City Streets & Bridges
- b) Provision of Road – Filing and Truck Hauling Services
- c) Provisions of Streetlight Maintenance Services
- d) Provisions of Pauper's Coffin & Materials for Niche
- e) Provisions of Water Facilities/Artesian Wells
- f) Provisions of Geodetic Surveys

1. PROVISIONS OF MAINTENANCE OF CITY'S STREET & BRIDGES

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

- Vegetation Control
- Cleaning, Re-ditching, De-clogging, of Drainage lines
- Demolition Works
- Repair of Drainage lines and Manholes

- Asphalt Patching Roads and Potholes
- Repair and Maintenance of Roads and Bridges
- Paintings and Repair of Street Signs
- Restoration of Damage Pavement

Office or Division:	CEO - Highway & Maintenance Division			
Classification:	<input type="checkbox"/> Simple	<input checked="" type="checkbox"/> Complex	<input type="checkbox"/> Highly Technical	
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the services needed		Requesting Public/Clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Submit letter-request for approval of the City Mayor	1. Receives request and secure the approval of the City Mayor	None		Receiving Staff City Mayor's Office
2. Submit the approved letter-request to CEO	2.1 Receives the required document	None	1 day	Receiving Staff City Engineer's Office
	2.2 Forward the document to the City Engineer for action/referral to Division In-Charged to address the request.			
3. Be available/ present during the ocular inspection and provide contact number for easy location.	3.1 Receives the document and make schedule for inspection.	None	1 day	Division Head, Maintenance Engineer CEO-Highway & Maintenance Division
	3.2 Conducts ocular inspection			
	3.3 Make recommendations/inspection report			
4. Monitor Maintenance Work	4.1 Secure gate pass for materials (as needed)	None	3 days	Division Head, Maintenance Engineer Const.& Maint.Foreman, Maintenance Team CEO-Highway & Maintenance Division
	4.2 Performs project/on-site maintenance			

5. Provide feedback on re-work needed or writes letter of thanks to the City Mayor				
TOTAL		None	5 days	

*The Highway and Maintenance Division will respond immediately to emergency request that poses danger to life or damage to property. All other requests will be acted upon on a first come first served basis and according to priority, and as to the degree of needs and availability of materials and equipment the services required.
 * Preventive maintenance works are done as a daily routine.

2. PROVISIONS OF ROAD-FILLING AND TRUCK HAULING SERVICES

This service is part of the infrastructure maintenance services of CEO. It provides hauling services and filling materials for road filling.

Office or Division	CEO - Highway & Maintenance Division			
Classification	<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request specifying the services needed			Requesting Clients/Public	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Submit letter-request for approval of the City Mayor	1. Receives request and secure the approval of the City Mayor.	None		Receiving Staff City Mayor's Office
2. Submit the approved letter-request to CEO	2.1 Receives the required document	None	1 day	Receiving Staff City Engineer's Office
	2.2 Forward the document to the City Engineer for action/referral to Division In-Charged to address the request			
3. Be available/ present during the ocular inspection and provide contact number for easy location.	3.1 Receives the document and make schedule for inspection.	None	1 day	Division Head, Maintenance Engineer CEO-Highway & Maintenance Division
	3.2 Conducts ocular inspection			
	3.3 Make recommendations/inspection report			

4. Monitor Maintenance Work	4.1 Secure gate pass for materials (as needed)	None	3 days	Division Head, Maintenance Engineer Const. & Maint. Foreman, Maintenance Team CEO-Highway & Maintenance Division
	4.2 Performs road filling and truck hauling services			
5. Provide feedback on re-work needed or writes letter of thanks to the City Mayor		None		
TOTAL		None	5 days	

*The Highway and Maintenance Division will respond immediately to emergency request that poses danger to life or damage to property. All other requests will be acted upon on a first come first served basis and according to priority, and as to the degree of needs and availability of materials and equipment the services required.

* Preventive maintenance works are done as a daily routine.

3. PROVISIONS OF STREETLIGHTS MAINTENANCE SERVICE

Any resident or Barangay Official of Bacolod City may request the City Mayor's Office or report to the Electrical Services Division of CEO for any of the service they may wish to avail. This service includes survey, inspection, troubleshooting, changing of busted bulbs & installation of new streetlights.

Office or Division	CEO - Electrical Services Division			
Classification	<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the services needed		Requesting Clients/Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Submit letter-request for approval of the City Mayor	1. Receives request and secure the approval of the City Mayor.			Receiving Staff City Mayor's Office

2. Submit the approved letter-request to CEO	2.1 Receives the required document	None	1 day	Receiving Staff City Engineer's Office
	2.2 Forward the document to the City Engineer for action/referral to Division In-Charged to address the request			
3. Be present during the ocular inspection and investigation and provide contact numbers for easy location.	3.1 Receives the document and make schedule for inspection.	None	1 day	Division Head, Electrical Engineer CEO-Electrical Division
	3.2 Conducts ocular inspection			
	3.3 Electrical Division personnel make recommendations/inspection report			
4. Assist and guide team during the Maintenance Work	4.1 Secure gate pass for materials (as needed)	None	3 days	Division Head, Electrical Engineer Electrician Foreman Electrical Team CEO-Electrical Division
	4.2 Performs electrical/maintenance works			
5. Provide feedback on re-work needed or writes letter of thanks to the City Mayor		None		
TOTAL		None	5 days	

* The Electrical Services Division will respond immediately to emergency request that poses danger to life or damage to property due to electricity. All other requests will be acted upon on a first come first served basis and according to priority, as to the degree of needs and availability of materials.

4. PROVISION OF PAUPER'S COFFIN AND MATERIALS FOR NICHES

One of the services by the City Government of Bacolod thru the City Engineer's is to give assistance in times of death by providing pauper's coffin and materials for niche to the families of any deceased indigent residents/less fortunate constituents of the city.

Office or Division	CEO - Public Works Division
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Classification	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	Families of any deceased indigent residents/less fortunate constituents of the city.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ● Death Certificate ● Certificate of Indigency ● Letter from GSO 		Requesting Clients/Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Submit requirements	1.1 Receives requirements	None	30 minutes	Any personnel from the Public Works Division
	1.2 Prepares gate pass for release of requested materials			
2. Receives Approved Gate Pass	2.1 Coordinate with Property and Supply Section at the CEO-Taculing Compound for materials requested for niche	None	5 minutes	Any personnel from the Public Works Division
	2.2 Coordinate with Property and Supply Section at the CEO-Alijis Compound for the requested coffin			
3. Proceed to CEO-Taculing Compound, if materials for niche is requested Proceed to CEO Alijis Compound, if coffin is requested	3. Receives gate pass and prepare materials	None	4 hours	Assigned Personnel from Property and Supply Section/PWD Division
4. Receives requested materials and sign logbook	4.1 Release materials for niche	None	5 minutes	Assigned Personnel from Property and Supply Section/PWD Division
	4.2 Release coffin	None	5 minutes	

TOTAL	None	4 hours and 45 minutes	
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* The Public Works Division will act immediately on requests on a first come first served basis and according to availability of materials.

5. PROVISION OF WATER FACILITIES / ARTESIAN WELLS

One of the services by the City Government of Bacolod thru the City Engineer's is to give assistance to different Barangays water facilities and availment of portable water resources and maintenance of artesian wells.

Office or Division	CEO - Special Services Division			
Classification	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request specifying the services needed		Requesting Clients/Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Submit letter request for approval to the City Mayor	1. Receives request and secure approval of the City Mayor	None		Receiving Staff City Mayor's Office
2. Submit the approved letter-request to CEO	2.1 Receives the endorsement letter from CMO	None	5 minutes	Receiving Staff City Engineer's Office
	2.2 Forward the document to the City Engineer for action/referral to Division In-Charged to address the request			
3. Be available/present during the ocular inspection and provide contact number for easy location.	3.1 Receives letter- request	None	5 minutes	Assigned personnel
	3.2 Assigned engineer/personnel to conduct ocular inspection.		1 day	Division Head, Project Engineer Const. & Maint. Foreman Plumber Team
	3.3 Personnel conducts ocular inspection			
	3.3 Personnel assigned make recommendation/inspection report			
4. Monitor Maintenance Work	4.1 Prepare gate pass for needed materials	None	10 minutes	Assigned personnel

(Replacement/Repair of Artesian Wells)	4.2 Undertake repair/replacement of artesian wells.		1 day	Division Head, Project Engineer Const. & Maint. Foreman Plumber Team Special Services Division
TOTAL		None	2 days and 20 minutes	

*Replacement/Repair of Artesian Wells (replacement of Jetmatic Hand Pumps) as scheduled on the sequence of the request /except for emergency purposes and depends on the availability ofaterials

6. PROVISION OF GEODETIC SURVEY

This service is part of the Planning and Design Division of the CEO. It provides Geodetic Survey to the different parts of Bacolod City. It also specializes in mapping illegal settlers in the City.

Office or Division	CEO - Planning and Design Division			
Classification	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request specifying the services needed			Requesting Clients/Public	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Submit letter-request and secure approval of the City Mayor	1. Receives request and secure the approval of the City Mayor.	None		Receiving Staff City Mayor's Office
2. Submit the approved letter-request to CEO	2.1 Receives the required document	None	5 minutes	Receiving Staff City Engineer's Office
	2.2 Forward the document to the City Engineer for action/referral to Division In-Charged to address the request			
3. Be available/present during the survey/ inspection and provide contact number for easy location	3.1 Receives the document and make schedule of survey of properties and verification for settlers	None	5 minutes	Division Head, Project Engineers Survey Team CEO-Planning and Design Division
	3.2 Implement survey services		1 day (as scheduled)	
	3.3 Prepare survey results		5 minutes	
4. Monitor City and CLO action	4.1 Submits report to City Engineer	None	1 day	Division Head City Engineer

	4.2 Forward same report with recommendation to City Legal Office and other concerned agencies for further action.			
TOTAL		None	2 days and 15 minutes	

* The Planning and Design Division will act immediately depending on the sequence of the request or as to priority as required.