**PROVINCIAL ENGINEER’S OFFICE**

**MANDATE:**

1. Administer, coordinate, supervise, and control the construction, maintenance, improvement, and repair of roads, bridges, and other engineering and public works projects of the LGU concerned;
2. Provide engineering services to the LGU concerned, including investigation and survey, engineering designs, feasibility studies, and project management; and
3. Regulate and ensure compliance with existing policies in infrastructure development and public works.

**VISION:**

The Provincial Engineer’s Office envisions in accordance with the vision of the Provincial Government of Occidental Mindoro through construction and development of most needed and prime infrastructure projects that will be beneficial to our Mindoreños and responsive to their developmental needs.

**MISSION:**

**G** Gain the attention of tourists by construction/improvement of roads and bridges leading to potential tourist destinations;

**O** Open opportunities of education to students from far-flung communities by construction of school buildings in their localities;

**V** Value our natural resources by construction of nurseries for seedlings and other related structures necessary to protect our environment;

**E** Enhance the inherent skills of the youth by construction of sports complexes and facilities;

**R** Reduce the possibility of crimes and juvenile delinquencies during nighttime by installation of durable street lights or lighting systems in the barangays;

**N** Neutralize shipping of our products out of the province by construction/establishment of storages;

**O** Organize stopovers of public utility vehicles and commuters by construction/establishment of grand terminals;

**R** Raise the level of health and enjoyment of the public by construction of recreation parks;

**G** Give guarantee to our indigenous people the sense of belongingness by construction of affordable housing units;

**A** Assure the safety of flood-prone communities by construction of protection structures and evacuation centers, and of commuters by providing road signs and pavement markings along provincial roads;

**D** Develop our existing water supply systems by upgrading to higher levels (level 1 to level 2; level 2 to level 3);

**I** Increase the income and status of living of our farmers by construction/improvement of farm-to-market roads leading or connecting to provincial and national roads;

**A** Advance the capacity of PDRRMO and PSWDO by construction of satellite rescue centers or sub-office buildings, and of PHO by improvement of community hospitals and construction/establishment of local health centers;

**N** Network links with other provinces by construction of convention centers; and

**O** Offer conducive marketing to all consumers by construction/establishment of comprehensive public markets;

**OBJECTIVES:**

1. To execute all infrastructure projects of the province such as construction and maintenance of provincial roads and bridges, building and other projects to be financed by Local and National funds;

2. To extend technical assistance to municipalities in the preparation of Plans, Program of Works, and implementation of their Infrastructure projects;

**FUNCTIONAL STATEMENT:**

Provide engineering services to the Provincial Government: administration, coordination, supervision, and control of the construction, maintenance, improvement, repair of roads and bridges, and other engineering and public works projects of the Provincial Government, including investigation and survey, engineering designs, feasibility studies, and project management

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| --- | --- | --- |
| **TECHNICAL** |  | **OPERATIONS** |
| Provide assistance in the performance of the mandates of the Office, particularly in the administration of the Administrative, and the Planning and Design divisions in the performance of their duties and functions. |  | Provide assistance in the performance of the mandates of the Office, particularly in the implementation of infrastructure projects of the Provincial government, and directly in charge of the Construction and Maintenance, and Materials and Quality Control in the performance of their duties and functions. |
| **Administrative Division** |  | **Construction and Maintenance Division** |
| Provide administrative services that support office operations including financial, records, facilities management, and general services of the department. |  | Provide engineering services that include the implementation, both supervision and monitoring, of the various infra projects of the Provincial Government, the repair and maintenance of the Provincial roads, and technical or manpower assistance to waterworks, electrical, telecommunications, and transportation projects. |
| **Structural Planning & Design Division** |  | **Materials and Quality Control Division** |
| Provide engineering services that include data gathering, crafting of project proposals, structural plans and programs of works of the different infrastructure projects of the Provincial government. |  | Responsible in providing support to the Construction and Maintenance Division in the gathering and testing of construction materials samples, thus ensuring all projects implemented by the Provincial Government meet all safe quality requirements. |
| **Architectural Planning & Design Division** |  |  |
| Provide technical services that include preparation of architectural plans that meet all the requirements of a safe and functional building structures of the Provincial government. |  |  |

1. **Administrative Division**

|  |  |  |
| --- | --- | --- |
| **Clerical and Records Section** | **Property and Supply Section** | **Controllership Section** |
| Provide administrative services that include records management of files: sorting, safe keeping, and retrieval, and receiving, recording, and releasing of documents | Provide administrative services that include management of facilities, supplies, and resource conservation, and take charge of the support services to maintain smooth and efficient office operations | Control office consumption |

1. **Structural Planning and Design Division**

|  |  |  |
| --- | --- | --- |
| **Survey Section** | **Structural Section** | **Planning Support Section** |
| Provide sufficient and accurate data for the preparation of projects' plans and program of works | Ensure that projects to be undertaken, vertical or horizontal, are economical, structurally safe and disaster-resilient | Prepare project proposals and other requirements needed for the implementation of projects |

1. **Architectural Planning and Design Division**

(No Section/s)

1. **Construction and Maintenance Division**

|  |  |  |
| --- | --- | --- |
| **Construction Section** | **Maintenance Section** | **Public Utilities Section** |
| Supervise and monitor all on-going infrastructure projects undertaken by the Provincial government | Maintain local roads, most particularly provincial roads, and other structures owned by the Provincial government | Provide technical and manpower assistance to local communities like water supply, energy, telecommunications, and transportation |

1. **Materials and Quality Control Division**

|  |  |  |
| --- | --- | --- |
| **Materials Sampling Section** | **Materials Testing Section** | **MQC Support Section** |
| Collect construction material samples of all on-going infrastructure projects, horizontal or vertical | Test all collected construction material samples to ensure that all materials used or to be used pass all material requirements | Ensure efficient recordkeeping of MQC |

**CITIZEN’S CHARTER**

**I. IMPLEMENTATION OF INFRASTRUCTURE PROJECTS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **STEPS** | **CLIENT** | **SERVICE PROVIDERS** | **REQUIREMENTS/DOCUMENTS NEEDED** | **RESPONSE TIME** | **RESPONSIBLE PERSON/S** | **LOCATION** |
|  | End Users | 1. **PRE-IMPLEMENTATION PHASE** | |  |  | PEO. Capitol, Mamburao |
|  |  | 1. Determination of the approved Budget for the Contract (ABC) | POW |  | Structural Planning & Design Division (Head) |
|  |  | 1. Planning, Programming and Design | POW |  | Planning and Design Divisions (Structural & Architectural) |
|  |  | 1. Data gathering/survey | Station limits and elevations | 2 Calendar days except complex | Structural Planning & Design Division (Survey team, Engineers, Estimators) |
|  |  | 1. Preparation of POW, Detailed Engineering Design (DED) & Estimates | Survey data, site investigation | ***Horizontal:*** 4 Calendar days for simple projects except complex  ***Vertical:*** 15-20 Calendar days for simple except complex projects | Structural Planning & Design Division (Engineers, Estimators) |
|  |  | 1. Checking of POW, DED & Estimates prior for submission to PE |  | ***Simple project***: 2 Calendar days  ***Complex project***: 7 Calendar days | Planning & Design Head |
|  |  | 1. Approval of POW, DED & Estimates by the PE |  | 3 Calendar days | PE |
|  |  | **II. APPROVAL OF POW, DED & DETAILED ESTIMATES PHASE** | |  | Provincial Governor | PGO, Capitol, Mamburao |
|  | Contractors | **III. BAC PROCUREMENT PROCESS PHASE** | |  | BAC Members |  |
|  |  | **IV. IMPLEMENTATION PHASE** | |  |  |  |
|  | End User and Contractor | 1. Supervision and Monitoring | POW, Plans, S-Curve, submitted DED | Timeline depends on the respective project duration | Construction and Maintenance, and MQC divisions |  |
|  |  | 1. Start of project | Approved Contract | Start within 5 CD upon receipt of NTP | Construction and Maintenance, and MQC divisions |
|  |  | 1. Preparation of Variation Orders (if any) | Approved Contract, Detailed Estimates | 30 CD Maximum | Construction and Maintenance Division |  |
|  |  | 1. Laboratory test results of construction materials |  | Max. of 5 CD depending on the type of tests to be conducted | MQC Division |
|  |  | 1. Preparation of project supervisor and Quality Control inspection reports |  | Max. of 3 CD after inspection | MQC Division |
|  |  | 1. Project Inspection and Acceptance | Inspection Reports, Progress Photos, Completion Reports | Max. of 6 CD upon receipt of request by contractor | Construction and Maintenance Division |
|  |  | 3) Payment (PEO processing of final billing) | Inspectorate Team evaluation and assessment, Project Acceptance | 5-15 CD after post inspection provided contractor completes supporting documents (pictures, affidavit, inspection report, etc.) | Construction and Maintenance, MQC, and Administrative divisions |

**NOTE:**

1. For data gathering and preparation of Program of Works (POW) of complex projects, the period of action ranges from 1 to 3 months depending on the complexity of the project/location of the project.
2. The total number of days starts from data gathering, procurement process: 141 Calendar days for infrastructure projects 50M and below, and 156 CD for above 50M.
3. The total number of days excludes the project duration which is inherent upon the unworkable weather conditions, highly indeterminate nature of timelines, and other issues that directly affect the implementation of the project.

**II. INITIAL RESPONSE TO EMERGENCY REPAIRS OF ROADS**

**Clients: LGUs, Land Owners, Transport Sectors, COs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Process/Activities** | | **Duration** | **Requirement** | **Responsible Person** | **Location** |
|  | **Client** | **Service Provider** |
| 1 | Informs the Office the defect/s, problems and issues encountered along provincial roads | Conducts immediate site investigation | 4 hrs | Letter request, site investigation reports | CM Foreman, Maintenance Engineer3 | Provincial roads |
| 2 |  | Implements remedial measures | 4 – 7 days or depending on the extent of damage | Heavy Equipment, minor tools | Maintenance Team | Provincial roads |
| 3 |  | Prepares the necessary documents on repair and improvement | 2 days | Program of Works, Detailed Engineering Design | Maintenance Engineer | Provincial roads |
|  | **TOTAL** | | **7 days, 4 hours or more** |  |  |  |

**III. MATERIALS LABORATORY TEST (Duration: 3 days, 4 Hrs, 40 mins)**

**Clients: LGUs, Contractors, Landowners**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Process/Activities** | | **Duration** | **Requirement** | **Responsible Person** | **Location** |
|  | **Client** | **Service Provider** |
| 1 | Submits material sample/request | Reviews material sample/request | 5 mins | Materials to be tested and the kind of test | Laboratory Technician |  |
| 2 |  | Fills up MQC Form No. 1 | 5 mins | MQC Form No. 1 | Laboratory Technician |  |
| 3 |  | Performs different tests | 3 CD max | Instruments & materials to be tested | Laboratory Technician |  |
| 4 |  | Computes test results | 2 hrs | Paper, ballpen |  |  |
| 5 |  | Reviews and finalizes test results | 30 mins |  | Section Head |  |
|  | **TOTAL** | | **3 days, 4 hrs, 40 mins** |  |  |  |

**IV. PREPARATION OF PROGRAM OF WORKS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Process/Activities** | | **Duration** | **Requirement** | **Responsible Person** | **Location** |
|  | **Client** | **Service Provider** |
| 1 | Submits request letter/resolution to the Office of the PE | Receives request letter/resolution | 3 mins | 1. Project Resolution |  |  |
|  |  |  |  | b) Source of fund for the project |  |  |
| 2 | Gets schedule for the conduct of project ocular inspection | Sets schedule for the conduct of ocular inspection | 5 mins | Submitted requirements |  |  |
| 3 |  | Conducts ocular inspection | ***Vert. Structures***: 1-5 Calendar days depending on the length of the project | Surveying instruments | Survey Team | Project site |
| 4 | Waits for the preparation of Program of Works | Reviews draft of the project and detailed estimates | ***Large project***: 1-3 weeks  ***Medium project***: 1-2 weeks  ***Small project***: 1 week | Result of ocular inspection |  |  |
| 5 | Waits for the preparation of Program of Works | Forwards drafted plan and detailed estimates to PE and LCE for signing and approval | 5 days | Plan and Detailed Estimated | PE and LCE |  |
| 6 | Claims Approved POW | Records/Issues approved POW | 3 mins |  |  |  |
|  | **TOTAL** | | **8 weeks, 5 days, 11 mins or less** |  |  |  |

**IV. ADMINISTRATIVE SERVICES**

**Clients: Other Departments, Employees, and Persons with Official Transactions**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Process/Activities** | | **Duration** | **Requirement** | **Responsible Person** | **Location** |
|  | **Client** | **Service Provider** |
|  | **I. Answering Communication Letters** | | |  |  |  |
| 1 | Hands communication letters | Receives and handles communication letters | 1-3 mins |  |  | PEO, Capitol |
| 2 |  | If needs to be answered, drafts letter | 15 – 30 mins | Received letter | AO |
| 3 |  | Reviews drafted communication letter | 1-3 mins | Drafted letter | PE |
| 4 |  | Finalizes letter | 1 – 5 mins |  | AO |
| 5 |  | Signs finalized letter | 1 – 2 mins | Finalized letter | PE |
| 6 |  | Sends letter to concerned department | 3 – 5 mins | Signed letter | Messenger (JO) |
|  | TOTAL | | **48 mins** |  |  |  |
|  | **II. Process of Leave of Absence Applications, Locator Slips, Certificate of Appearance, Travel Orders, and Loan Applications** | | |  |  |  |
| 1 | Applies/seeks document/s | Gives form/s to be filled up | 5 – 10 mins |  |  |  |
| 2 |  | Receives filled up document/s | 1 min | Filled up form/s |  |  |
| 3 |  | Checks, reviews and finalizes filled up document/s | 1 – 5 mins | Filled up form/s |  |  |
| 4 |  | Signs or approves the finalized document | 1 – 5 mins | Finalized document | PE or Section Head concerned |  |
| 5 |  | Gives or sends the document to those concerned | 1 – 5 mins | Signed or approved document |  |  |
|  | **Total** | | **26 mins** |  |  |  |

**Prepared by:**

**Engr. JECESAR M. POLANCO**

Administrative Officer V