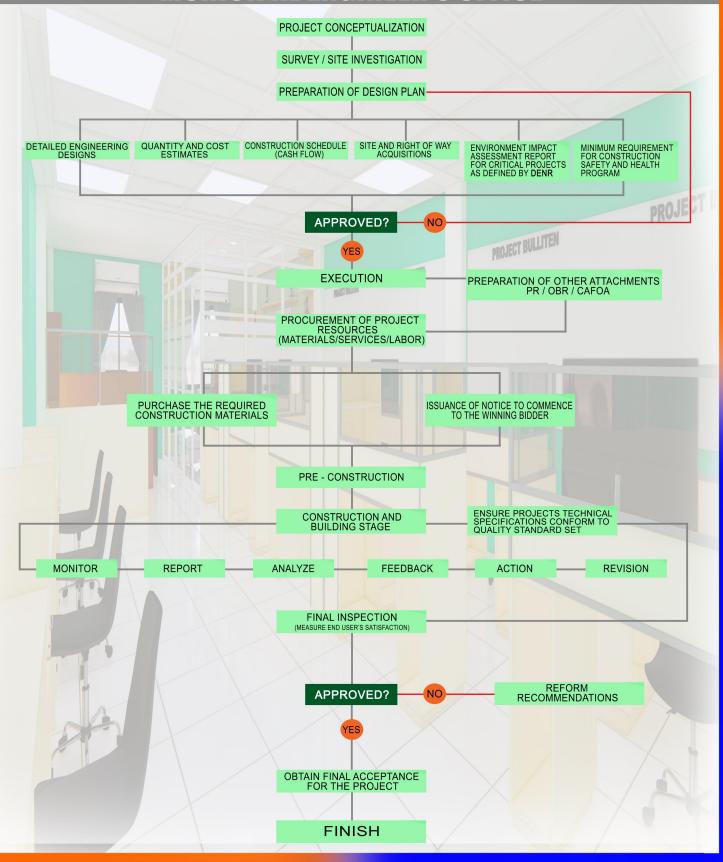


# IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FLOW CHART



# **MUNICIPAL ENGINEER'S OFFICE**





# PURCHASING PROCESS FLOW CHART



# **MUNICIPAL ENGINEER'S OFFICE**

PR / CAFOA



PREPARATION OF PURCHASE ORDER & OBR (BASED ON APPROVED APP)



P.R. TO SUPPLY OFFICE FOR NUMBERING

P.R. TO MTO TO CHECK CASH AVAILABILITY

P.R. TO MO FOR APPROVAL

P.R. & CAFOA TO BUDGET OFFICER FOR OBLIGATION

P.R. & CAFOA TO MUNICIPAL TREASURER'S OFFICE

P.R. & CAFOA TO MUNICIPAL ACCOUNTING OFFICE

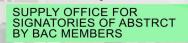


PURCHASE ORDER (P.O.)



SUPPLY OFFICE FOR CANVASS PREPARATION / SCHEDULE FOR BIDDING

PREPARATION OF ABSTRACT



PREPARATION OF PURCHASE ORDER (P.O.)

PROJECT BUILLITEN

P.O. TO SUPPLY OFFICE FOR NUMBERING

SUPPLIER'S SIGNATORY TO PO



PROVIDE COPY OF P.O. TO WINNING SUPPLIER



DELIVER CONSTRUCTION MATERIALS / SUPPLIES



CHECK MATERIALS / OFFICE SUPPLIES DELIVERED



PREPARE ACCEPTANCE & INSPECTION REPORT

ACCEPTANCE & INSPECTION
REPORT SIGNATURE OF
REQUISITIONING OFFICE,
MAYOR'S OFFICE INSPECTOR,
MUN. TREASURER'S OFFICE
INSPECTOR, MUN. ACCOUNTING
OFFICE INSPECTOR AND MUN.
TREASURER



**PAYMENT** 



PREPARE VOUCHER

VOUCHER WITH COMPLETE DOCUMENTS TO BE CHECKED AT SUPPLY OFFICE AND FURNISH SEPARATE COPY OF COMPLETE DOCUMENTS FOR SUPPLY OFFICE

VOUCHER WITH COMPLETE DOCUMENTS TO BE SUBMITTED AT MUN. ACCOUNTING OFFICE FOR PRE-AUDIT

VOUCHER TO MUNICIPAL TREASURER FOR SIGNATORY

VOUCHER TO MUN. MAYOR FOR SIGNATORY

ISSUANCE FOR CHECK AT MUN. TREASURER'S OFFICE

CHECK TO MUN. MAYOR FOR SIGNATORY

ISSUANCE OF CHECK ADVISE BY THE ACCOUNTING OFFICE

CHECK READY FOR RELEASE AT MUN. TREASURER'S OFFICE



# **BUILDING PERMIT APPLICATION FLOW CHART**



PROJECT

# **MUNICIPAL ENGINEER'S OFFICE**

# **APPLICANT**

#### To submit the following:

Title of Lot (Photocopy)
Certified Copy of Tax Declaration of Lot
Certified Copy of Tax Clearance
Building Plans (5 sets)
Bill of Materials (3 sets)
Materials Specification (3 sets)
Geotechnical Test if structure is 3 storey
and above
Application Forms (5 sets)
Authorization letter (if applicant is not the owner)

#### **Government Clearances:**

Certificate of Zoning Compliance (MPDO) Fire Safety Evaluation Clearance (BFP) Environmetal Compliance Certificate (DENR) if 10,000 sq.m and above Barangay Clearance

# **DOCUMENTARY EVALUATION**

Submitted Documents will be checked for completeness

NC

COMPLIANT

YES

(Only complete documents shall be accepted)

# **TECHNICAL EVALUATION**

Plans and Documents will be evaluated as to compliance with the NBC , Ordinances and other Issuances

# **SITE INSPECTION**

**Building Inspector** 

# **DIVISION CHIEF INITIAL REVIEW**

The Division Chief will review the overall compliance of the application

NO

**COMPLIANT** 

YES

# **PAYMENT**

Applicant shall pay corressponding payment (MTO)

### **BUILDING OFFICIAL FINAL REVIEW**

Municipal Engineer

NO

**APPROVED** 

YES (releasing)

# **PERMITTEE**

(Permit shall be given to applicant)