

## 2. Request for Certification

This service processes the request for Certificate of titling, Quarry (Sand & Gravel), Electrical Certification (for Reconnection), Line and Grade Clearance, and any other related certification.

<b>Office or Division:</b>	Office of the Municipal Engineer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government
<b>Who may avail:</b>	All residents in the Municipality of the Tagoloan
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>COMMON REQUIREMENTS</b>	
<p><i>Case 1: for Sand and gravel</i>  <i>Add'l requirement for Quarry Certificate (Sand and Gravel):</i>  <i>new/renewal</i></p> <ol style="list-style-type: none"> <li>1. SB Resolution, <i>if necessary</i>(1 photocopy)</li> <li>2. Barangay Clearance (1 photocopy)</li> <li>3. Clearance Certification form Department of Public Works and Highways (DPWH) - (1 photocopy)</li> <li>4. Clearance Certification from Municipal Environment and Natural Resources Offices (MENRO) - (1 photocopy)</li> <li>5. Environmental Compliance Certificate (ECC) from Department of Environment and Natural resources (DENR) - (1 photocopy)</li> <li>6. Location Plan (1 photocopy)</li> </ol>	<p>Sangguniang Bayan/Client          Barangay where the registrant resides/Client          Department of Public Works and Highways (DPWH)/Client</p> <p>Municipal Environment and Natural Resources Offices (MENRO)/Client</p> <p>Department of Environment and Natural resources (DENR)/Client</p> <p>Client</p>
<p><i>Case 2: For Line and Grade Certificate:</i></p> <ol style="list-style-type: none"> <li>1. Approved Lot Survey Plan (V-37) (1 Photocopy)</li> <li>2. Property identification sketch plan showing Vicinity Map and Location</li> </ol>	<p>Department of Environment and Natural resources (DENR)/Client</p> <p>Client</p>
<i>Case 3: For Certificate of Titling</i>	

1. Tax Declaration/Title (1 Photocopy) 2. Tax Clearance (1 Photocopy)		Municipal Assessor's Office/Client Municipal Treasurer's Office/Client		
Case 4: For Electrical Re-Connection Certificate 1. Job Order Form from Cagayan de Oro Electric Power and Light Company (CEPALCO) - (1 Original Copy)		Cagayan de Oro Electric Power and Light Company (CEPALCO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit list of complete requirement/s	1.1 Check/evaluate all the documents submitted by the client/applicant	NONE	5 minutes	<i>Process Server</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
	1.2 Subject for inspection		1 day	<i>Electrician I</i> Municipal Engineering Office
4. Pay required fees to the Municipal Treasurer's Office	2.1 Issue payment order slip to client	P 130.00 Per Ordinance No. 04, S. 2019	5 minutes	<i>Process Server</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
	2.2 Check and received Official receipt (O.R)		5 minutes	<i>Municipal Engineer</i> Municipal Engineering Office
	2.3 Approve the certification		5 minutes	<i>Process Server</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
			5 minutes	<i>Engineering Assistant</i> Municipal Engineering Office

	2.4 Issue of Certificate/Clearance by the Municipal Engineer			
5. Received certification and sign logbook for acknowledgment	3.1 Release certification	None	5 minutes	<i>Process Server</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
6. Accomplish Client's Satisfaction Survey and drop it in the Feedback box	4.1 Request client to Client Satisfaction Survey	None	10 minutes	<i>Process Server</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office Or <i>Admin Aide I</i> Municipal Engineering Office
<b>TOTAL:</b>		P130.00	1 Day, 40 Minutes	
End of Transaction				