

CITY ENGINEERING OFFICE FUNCTIONAL CHART

FUNCTIONS OF THE CITY ENGINEERING OFFICE

Initiates, reviews, and recommends changes in policies and objectives, plans and programs, techniques, procedures, and practices in infrastructure development and works in general of the local government unit concerned.

Advises the Local Chief Executive as the case may be, on infrastructure, public works, and other engineering matters.

Administers, coordinates, supervises and controls the construction, maintenance, improvement, and repair of roads, bridges, and other engineering and public works projects of the local government unit concerned.

Provides engineering services to the local government unit concerned, including investigation and survey, engineering designs, feasibility studies, and project management.

Exercises such other powers and performs such other duties and functions as may be prescribed by law or ordinance.

ADMINISTRATIVE SECTION

Manages paperwork and personnel tasks needed to make sure that the day-to-day operation runs smoothly. Plans, coordinates, and supports services to the department such as record keeping, data processing, document distribution, and other office support functions.

PLANNING AND DESIGN SECTION

Prepares cost estimates, plans, survey, specifications, programs of work, and technical documents for all infrastructure projects in the City. In-charge in the preparation and allocation of the annual budget of the department and Project Procurement Management Plan (PPMP).

CONSTRUCTION SECTION

Prepares cost estimates, plans, specifications, programs of work, and technical documents for all infrastructure projects in the City. Monitors and reports the status of all infrastructure projects within the City.

*MAINTENANCE SECTION AND **ROAD SURVEY AND INVENTORY

*Administers repairs and maintenance of City streets, barangay roads, and canal. Manages de-clogging of canals (removing/clearing of wastes, trashes, and other debris that clogs canals and drainage system) in Tanauan City.

**Conducts inventory of City and Barangay Roads including the actual physical condition/status of the roads, and their attributions.

ROBERTO M. VERGARA
City Engineer