



MUNICIPAL GOVERNMENT OF DIPACULAO

CITIZEN'S CHARTER

2022(3rd Edition)

**Mandate:**

To serve primarily as a general-purpose government for the coordination and delivery of basic, regular and delivery of effective governance of the inhabitants within its territorial jurisdiction.

Vision:

The Municipality of Dipaculao aims a progressive center of Ecotourism in the Province of Aurora through a unified, God-loving leadership and empowered citizenry towards the realization of holistic development, ecologically balanced and disaster resilient environment for a safer place to live in.

Mission:

A participative Ecotourism community and other stakeholders that sustains a socially, economically, environmentally balanced and empowered citizens toward disaster resilient and adaptive municipality through a dynamic and honest leadership in the delivery of basic services, preserving the traditions and culture of Dipaculaoños.



SERVICE PLEDGE:

We, the officials and employees of the Municipal Government of Dipaculao, Aurora, do hereby pledge our firm commitment to perform our duties and functions with the goals to:

Deliver services to the people with respect, proficiency, ease and immediacy to their satisfaction;

Initiate public service that is truly God-centered, customer-oriented and efficiency-driven;

Practise constantly the sense of honesty, transparency, loyalty and dedication in our work and gain the trust and confidence of the people;

Annihilate every thought of self, thereby giving first priority to the needs of the inhabitants/constituents.

Cultivate the foster good working relationship with other human resources in each office so as to create an atmosphere of friendliness among us that will lead to an easy and smooth flow of business transaction.

Unite in the pursuit of common goal of development and prosperity in our community regardless of position, economic status, religious and political affiliation, cultural and ethnic differences.

Love and value our job no matter how low or high our position is and give the best of our skills and abilities;

Aspire for greater achievements that will bring glory and pride to our community; and

Obtain a well-acclaimed municipality which is worthy of emulation when it comes to excellent delivery of services by efficient and dedicated public servants



LIST OF SERVICES

MUNICIPAL ENGINEERING OFFICE

External Services

1. Issuance of Building Permit, Electrical Permit, Sanitary Permit, Mechanical Permit, Plumbing Permit, Fencing Permit, Sign Permit and Electronics Permit
2. Issuance of Occupancy Permit



OFFICE OF THE MUNICIPAL ENGINEER

External Services



1. Issuance of Building Permit, Electrical Permit, Sanitary Permit, Mechanical Permit, Plumbing Permit, Fencing Permit, Sign Permit, and Electronics Permit

The Office of the Municipal Engineer mission is to ensure that commercial buildings, recreational, institutional, industrial and residential homes constructed, renovated, repaired, altered or maintained within the municipal jurisdiction meet recognized standard for quality of life and safety, In order to facilitate this responsibility, we provide a full range of plan, review and construction inspection service in accordance to the National Building Code of the Philippines

Office	Municipal Engineering Office
Classification	Complex
Type of Transaction	G2C-Government to Client
Who may avail:	Building, Electrical, Mechanical, Plumbing, Fencing, Sign and Electronics Permits Appli-
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Building Plans (duly signed and sealed by the design professional)- 6 sets including Perspective, Locational or Vicinity Map, Architectural Plans, Structural Plans, Sanitary/ Plumbing Plans, Electrical Plans, Other Plans as required	
Detailed Cost Estimates (duly signed and sealed) 6 sets	
Lot Certificate of Title and Tax Declaration (1 photocopy)	
Other certifications (if applicable)	
Residence certificate (applicant, lot owner, and design pro-	
Photocopy of Professional Regulatory Commission license of design professionals (Civil Engineer or Architect)	
Zoning Clearance	Municipal Planning and Development Coordina-
Fire Safety Inspection Clearance	Bureau of Fire Protec- tion
DOLE/DENR Clearance	DENR/DOLE



CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-up application forms for building permit, electrical permit, mechanical permit, plumbing permit, fencing permit, sign permit and electronics permit form	1. Provide application forms for building, electrical, mechanical, plumbing, fencing, sign and electronics permit forms	None	3 minutes	<i>Engineering staff</i> Municipal Engineering Office
2. Submit application for attached all requirements	2. Receive duly filled out building permit application form and all listed requirements and inform client of the scheduled date of inspection 2.2 Conduct Site inspection. 2.3 Assess applica-	None	10 minutes 5 days	<i>Draftsman II</i> Municipal Engineering Office
3. Submit required clearance	3. Get the approved referral letter and submit all the document to DOLE FO3.	None	1 hour	<i>Draftsman II</i> Municipal Engineering Office
4. Pay necessary fees	4. Issue Order of Payment		10 minutes	<i>Draftsman II</i> Municipal Engineering Office
5. Claim permit	5. Issue permit	None	10 minutes	<i>Draftsman II</i> Municipal Engineering Office
TOTAL:			5 days, 1 hour and 33 minutes	



Building Fee:	
For Residential Building :	
Additional Complete Construction up to 20 sq.m.	2.00 per sq.m.
Additional renovation or alteration up to 20 sq.m. regardless of floor area	2.40 per sq.m.
Above 20 sq.m. to 50 sq.m.	3.40 per sq.m.
Above 50 sq.m. to 100 sq.m.	4.80 per sq.m.
Above 100 sq.m. to 150 sq.m.	6.00 per sq.m.
Above 150 sq.m.	7.20 per sq.m.
For Business and Mercantile, Agricultural Buildings	
Up to 500 sq.m.	23.00 per sq.m.
Above 500 sq.m. to 600 sq.m	22.00 per sq.m.
Above 600 sq.m. to 700 sq.m. .	20.50 per sq.m.
Above 700 sq.m. to 800 sq.m. .	19.50 per sq.m.
Above 800 sq.m. to 900 sq.m	18.00 per sq.m.
Above 900 sq.m. to 1,000 sq.m	17.00 per sq.m.
Above 1,000 sq.m. to 1,500sq.m	16.00 per sq.m.
Above 1,500 sq.m. to 2,000sq.m	15.00 per sq.m.
Above 2,000 sq.m. to 3,000sq.m	14.00 per sq.m.
Above 3,000 sq.m.	12.00 per sq.m.
For Education, Recreation, Institutional Buildings	
Up to 500 sq.m.	12.00 per sq.m.
Above 500 sq.m. to 600 sq.m	11.00 per sq.m.
Above 600 sq.m. to 700 sq.m. .	10.20 per sq.m.
Above 700 sq.m. to 800 sq.m. .	9.60 per sq.m.
Above 800 sq.m. to 900 sq.m	9.00 per sq.m.
Above 900 sq.m. to 1,000 sq.m	8.40 per sq.m.
Above 1,000 sq.m. to 1,500 sq.m	7.20 per sq.m.
Above 1,500 sq.m. to 2,000 sq.m	6.60 per sq.m
Above 2,000 sq.m. to 3,000 sq.m	6.00 per sq.m.
Above 3,000 sq.m.	er sq.m.



2. Issuance of Occupancy Permit

The purpose of obtaining the permit is to confirm that the house or building is in a suitable living condition considering its compliance to the provisions of the code and to the submitted plans and specifications.

Office	Municipal Engineering Office			
Classification	Complex			
Type of Transaction	Government to client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
As-Built Plans (duly signed and sealed by the design professional)-1 set including Perspective, Locational or Vicinity Map, Architectural Plans, Structural Plans, Sanitary/Plumbing Plans, Electrical				
Daily Construction Logbook (duly signed and sealed) -1 copy				
Certificate of Completion, duly notarized- 1 original				
Application for Certificate of Occupancy				
Other certification, if applicable				
Fire Safety Inspection Clearance			Bureau of Fire Protection	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-up application forms	1. Issue application form and checklist	None	3 minutes	<i>Engineering Staff</i> Municipal Engineering Office
2. Submit application for attached all requirements	2. Receive duly filled out application form for certificate of occupancy and inform client of the scheduled date of inspection	None	10 minutes	<i>Draftsman II</i> Municipal Engineering Office
	2.2 Conduct final inspection, verification and review of the building structure		5 days	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Assess application			
3.Submit required clearance	3.Get the approved referral letter and submit all the document to DOLE FO3.	None	1 hour	<i>Draftsman II</i> Municipal Engineering Office
4.Pay necessary fees	4.Issue Order of Payment		10 minutes	<i>Draftsman II</i> Municipal Engineering Office
5.Claim permit	5.Issue permit	None	10 minutes	<i>Draftsman II</i> Municipal Engineering Office
TOTAL:			5 days, 1 hour and 33 minutes	

For Residential Building :	
Costing up to 150, 000.00	100.00
Costing more than 150,000.00 to 400,000.00	200.00
Costing more than 400,000.00 to 850,000.00	400.00
Costing more than 850,000.00 to 1,200,000.00	800.00
Every million or portion thereof in excess of 1,200,000.00	800.00
For Business and Mercantile Buildings	
Costing up to 150, 000.00	200.00
Costing more than 150,000.00 to 400,000.00	400.00
Costing more than 400,000.00 to 850,000.00	800.00
Costing more than 850,000.00 to 1,200,000.00	1,000.00
Every million or portion thereof in excess of 1,200,000.00	1,000.00
For Education, Recreation, Institutional Buildings	
Costing up to 150, 000.00	150.00
Costing more than 150,000.00 to 400,000.00	250.00
Costing more than 400,000.00 to 850,000.00	600.00
Costing more than 850,000.00 to 1,200,000.00	900.00
Every million or portion thereof in excess of 1,200,000.00	900.00



For Agricultural Buildings	
With floor area up to 20 sq.m.	50.00
With floor area above 20 sq.m. up to 500 sq.m.	240.00
With floor area above 500 sq.m. up to 1,000 sq.m.	360.00
With floor area above 1,000 sq.m. up to 5,000 sq.m.	480.00
With floor area above 5,000 sq.m. up to 10,000 sq.m.	1,200.00
With floor area above 10,000 sq.m.	2,400.00