

5. Electronics Regulations

All electronics systems, equipment and installation shall conform to the provisions of the Philippine Electronic Code and other existing laws or ordinances.

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| Office or Division: | City Engineering Department – Electrical Section | | | |
| Classification: | Complex | | | |
| Type of Transaction: | Government to citizen | | | |
| Who may avail: | Any person, firm or corporation including agency or instrumentalities of the government that shall install, reconnect, and/or upgrade any electronic system must apply an Electronics Permit. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| For Electronics Permit | | | | |
| Barangay Clearance | | c/o client | | |
| Fully accomplished Electronics Permit form | | City Engineering Department | | |
| 5 sets Electronics Plans, for new installation; optional for existing house connections | | c/o client | | |
| Electronics Load Schedule/Computation (Signed and Sealed) | | c/o client | | |
| Notarized SPA if representative | | c/o client | | |
| Copy of Resident's Tax Certificate (Cedula) | | c/o client | | |
| For Certificate of Final Electronics Inspection | | | | |
| Approved Electronics Permit and Plans | | c/o client | | |
| Inspection Report | | City Engineering Department | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| FOR ELECTRONICS PERMIT | | | | |
| 1. Secure Electronics Permit Form | 1. Issuance of Electronics Permit Form and checklist | | 5 minutes | City Engineering Department – Electrical Section |
| 2. Submit all requirements | 2.1 Assessment of Submitted Electronics Requirements 2.2 Issuance of Order of Payment | | 15 minutes | City Engineering Department – Electrical Section |

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| 3. Payment of required Electronics Fees | 3. Receive of payment and issue receipt | As per assessment | 15 minutes | City Treasury |
| 4. Submission of requirements to City Building Office for Checking and Inspection | Assessment of submitted documents | | 15 minutes | City Building Office |
| 5. Participate in the site inspection through representative | 5. Site Inspection and Checking by City Building Office | | 1 Working Day | City Building Office |
| 6. Submission of inspected and approved Electronics Permit and plan | 6.1 Processing of submitted requirements | | 15 minutes | City Engineering Department – Electrical Section |
| | 6.2 Approval of Electronics Permit and plans by City Engineer | | 15 minutes | City Engineer |
| 7. Receipt of permit | Releasing of Electronics Permit | | 5 minutes | City Engineering Department – Electrical Section |
| FOR CERTIFICATE OF FINAL ELECTRONICS INSPECTION | | | | |
| 1. Request for on-site Safety Inspection | 1. Staff receives and records the request | | 5 minutes | City Engineering Department – Electrical Section |
| | 1.2 Schedule site inspection | | | |
| | 2. Site Inspection | | 1 working day | City Engineering Department – Electrical Section |
| | 3.1 Processing of Certificate Final of Electronics Inspection | | 15 minutes | City Engineering Department – Electrical Section |
| | 3.2 Approval of Certificate Final of Electronics Inspection | | 15 minutes | City Engineer |

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| 4. Receipt of Certificate | Releasing of Certificate Final of Electronics Inspection | | 5 minutes | City Engineering Department – Electrical Section |
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END OF TRANSACTION