



2 October 2018

**MEMORANDUM NO. 342**

Series of 2018

**T O: Engr. Dindo L. Sacay**

**R E: Duties and Responsibilities**

In addition to your core duties and responsibilities as Engineer III, you are tasked to do the following effective immediately unless sooner revoked or terminated by higher authorities:

1. To review, evaluate and analyze structural integrity of the prepared plans of all infrastructure projects.
2. To prepare supporting plans and documents for proposed projects as required by all approving bodies (such as Bureau of Fire Protection, Office of the Building Official, Department of Public Works and Highways, etc.)
3. To monitor and verify actual compliance of the specifications of each project by the contractor.
4. To monitor the progress of project implementation in accordance with contract schedules.
5. To assess actual accomplishment percentage, delay/slippage percentage and amount for billing according to the accomplished scope of work of each project.
6. To conduct technical assessment/evaluation of existing buildings and structures for issuance of recommendations for renovation, repair or demolition.

Please be guided accordingly.

  
**EDGARDO E. TULIN**

 President