

PROVINCE OF BULACAN  
**City Government of Baliwag**  
OFFICE OF THE MAYOR

ADMINISTRATIVE ORDER NO. 001 S. 2023

**PRESCRIBING THE GUIDELINES ON THE PROCESSING OF WIRING PERMIT AND  
CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) APPLICATIONS**

**WHEREAS**, the Certificate of Final Electrical Inspection (CFEI) and Wiring Permit is a necessary document issued by the city government which should be submitted to the MERALCO to ensure that electrical wirings were inspected and found to be compliant with the provisions of the Philippine Electrical Code and other applicable government rules and regulations;

**WHEREAS**, to avoid any alterations and/or loss of the Certificate of Final Electrical Inspection (CFEI) and Wiring Permit and to facilitate the immediate release of the connection work order pursuant to the Ease of Doing Business Act the list of the approved CFEI and Wiring Permit shall be submitted electronically by the City Government of Baliwag;

**NOW, THEREFORE, I, FERDINAND V. ESTRELLA**, City Mayor, City of Baliwag, Bulacan, by virtue of the powers vested in me by law, do hereby order:

**SECTION 1.** The City Engineering Office (CEO), the Business Permit and Licensing Office (BPLO) and the MERALCO Business Center-Baliwag shall implement the provisions of this order.

**SECTION 2. PROCEDURES ON THE WIRING PERMIT AND CFEI APPLICATIONS.**

For the application of wiring permit and CFEI, inspection shall be done only once in the interest of time. Decked inspectors being an employee of the government shall act professionally at all times. They shall not negotiate, transact nor be allowed to solicit contracts under the Rules of Conduct and Unethical Behavior for Public Officers.



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**Step 1.** The Applicant shall file an application with MERALCO. MERALCO shall conduct a pre-survey inspection on site and issue the Advice Card (Yellow Card) to the applicant or his authorized representative indicating the findings of the said inspection.

MERALCO shall send the “List of Feasible Applications” electronically to the CEO.

**Step 2.** Applicant shall submit the Advice Card (Yellow Card) and apply for wiring permit and CFEI at the BPLO.

BPLO assigns an application reference number and inputs data to the Database and Tracking System. Incomplete applications shall not be accepted, while applications indicating fresh construction activities without building permits must expect processing delays.

Copies of applications shall be transferred to CEO not later than 4:30pm. The CEO or alternate personnel shall assign the application from the deck of inspectors who in turn shall act with dispatch and coordinate the schedule of inspection within the day or the following day.

**Step 3.** The inspectors shall coordinate with the applicant for the site visit. Should the applicant or representative fails to show up to a scheduled inspection twice, the application shall be returned to the CEO. The CEO shall inform the BPLO that the application is suspended. A corresponding no show penalty for applicants who failed to attend to a scheduled inspection shall be charged upon reapplication of the same applicant.

As soon as the results of inspection are received from the inspectors, the CEO shall process the same. The CEO shall inform the BPLO or when already available indicate the deficiency thru the online tracking system to apprise the applicant of the status of application.

**Step 4.** Applications shall pass information regarding the amount of fees and its findings. For approved applications, the applicant secures the order of payment and pay the assessed amount thru the cashier at the BPLO. If disapproved, the CEO shall include information explaining the reason why it disapproved the application. The CEO may call the applicant for a meeting to further clarify a detail in the application.

The BPLO shall also inform the applicant via email or SMS, update the tracking system. There shall be a TV monitor at the BPLO to help applicants with no access to the internet, to verify the status of their application. In compliance to the Data Privacy Act (RA 10173), only the reference number, tracking and remarks shall be uploaded online or monitors that may be viewed by the public.



**Step 5.** The BPLO shall send a copy of the official receipts to CEO. CEO issues the wiring permit and CFEI and send the "List of Approved Applications for Wiring Permit and CFEI" electronically to MERALCO thru a designated email address at the end of the business day. MERALCO for its part shall not accept or process hand-carried permits not included on the said list.

Physical copies of the CFEI's shall be forwarded to MERALCO every first working day of the week.

**SECTION 3. COMPLIANCE WITH LAW.** The provisions of this Administrative Order shall be in compliance and observance of the provisions of the National Building Code of the Philippines (PD 1096), the Philippine Electrical Code (RA 7920), the Anti-Obstruction of Power Lines Act (RA 11361), and other relevant laws.

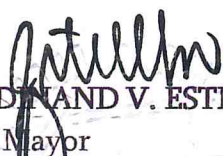
**SECTION 4. FALSIFICATION OF CEI.** The MERALCO shall inform and verify with the CEO in the event that an applicant or his/her authorized representative submitted a CFEI not in the list being transmitted through emails.

**SECTION 5. FILING OF A CASE.** The City Legal Counsel shall cause the filing of appropriate case against entities who submitted forged/falsified documents and CFEIs.

**SECTION 6. REPEALING CLAUSE.** All previous administrative orders and issuances which are inconsistent herewith are hereby repealed or modified accordingly.

**SECTION 7. EFFECTIVITY.** This order shall take effect immediately.

Done this March 16, 2023 in the City of Baliwag, Bulacan, Philippines.

  
**FERDINAND V. ESTRELLA**  
City Mayor



By the Mayor:

  
**ENRIQUE V. TAGLE**  
City Administrator

