



# City Engineering Office External Services



## 1. Engineering Services

Provide Engineering Services/ Projects including investigation and survey, Designs, Feasibility Studies, and Preparation of Program of Works

<b>Office or Division:</b>	Planning & Design Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter with approval from the office of the mayor (1 Original, 1 Photocopy)		Office of the Mayor- Secretariat		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the letter of request to the office of the mayor.	1.1 Receive the letter request to be endorsed to the office of the Mayor and Report: Design, estimate, Feasibility Studies, Canvassing, Encoding, Reporting.	None	15 minutes	<i>Administrative Aide II</i> City Engineering Office
	1.2 Conduct Inspection/Investigation and survey.	None	25 days	<i>Surveyor &amp; Surveying Aide Or Engineer I, II, III</i> City Engineering Office
	1.3 Preparation of Program of Works.	None	15 days	<i>City Engineer</i> City Engineering Office
	1.4 Approve Program of Works.	None	30 minutes	<i>City Mayor</i> Office of the Mayor
	1.5 Forwarding/Relea	None	5 minutes	<i>Administrative Aide</i>



	sing			<i>II</i> City Engineering Office
	1.6 Approval/ BAC for bidding.	None	30 days	<i>BAC Secretariat</i>
	1.7 Implementation of project (up to notice to proceed).	None	10 days	<i>Engineer III Or II Or I City Engineering Office</i>
	<b>TOTAL:</b>	<b>None</b>	<b>80 Days and 50 Minutes</b>	