

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

Office or Division:	Planning & Design Division			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter with approval from the office of the mayor (1 Original, 1 Photocopy)		Office of the Mayor- Secretariat		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 & 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/Release	None	5 minutes	<i>Administrative Aide</i>



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	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>
	TOTAL:	None	80 Days and 50 Minutes	

