



## **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>	City Engineering Office			
<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>
<i>a. For minor repair and maintenance such as desilting, asphalt patching, etc.</i>				
1. Submit the letter of request to the office of the mayor.	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
	1.1 Conduct initial Inspection/Investigation and survey with technical recommendations.	None	25 days	<i>Surveyor &amp; Surveying Aide</i> <i>Maintenance Foreman,</i> <i>Engineer I,II,III</i> City Engineering Office
				<i>Maintenance</i>



	1.2 On site operations of maintenance team	None	15 days: simple  30 days or more: complex	Foreman, Laborer, City Engineering Office
	<b>TOTAL:</b>	<b>None</b>	<b>55 Days and 15 Minutes</b>  <i>Note: External factors may affect project delivery, such as project duration and processing time of other offices.</i>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<i>b. For major repair and maintenance (By Administration)</i>				
1. Submit the letter of request to the office of the mayor.	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	Administrative Aide II City Engineering Office
	1.1 Conduct initial Inspection/Investigation and survey with technical recommendations.	None	25 days	Surveyor & Surveying Aide Maintenance Foreman, Engineer I, II, III City Engineering Office
	1.2 Submit Inspection Report relevant to the initial client request to the Office of the Mayor for approval	None	15 minutes	Administrative Aide II City Engineering Office



	1.3 Preparation and submission of Program of Works with inspection report and/or Working Drawings (By Administration)	None	15 minutes	<i>Engineer I, Engineer II, Engineer II, City Engineer City Engineering Office</i>
	1.4 Approval or recommendations of the City Mayor	None	10 days	<i>City Mayor Office of the Mayor  City Procurement Office</i>
	1.5 Endorsement of approved POW by the Office of the Mayor to Procurement Office for process			
	1.6 Delivery of Materials	None	N/A	City Procurement Office/General Services Office
	1.7 Implementation of Project (By Administration)	None	Dependent on the Project Duration relevant to the Program of Works	<i>Maintenance Foreman/ Engineer I City Engineering Office</i>
	<b>TOTAL:</b>	<b>None</b>	<b>35 Days and 30 Minutes</b>  <i>Note: External factors may affect project delivery, such as project duration and processing time of other offices.</i>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO</b>	<b>PROCESSIN</b>	<b>PERSON</b>



		BE PAID	G TIME	RESPONSIBLE
<i>c. For minor repair and maintenance such as desilting, asphalt patching, etc.</i>				
1. Submit the letter of request to the office of the mayor.	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
	1.1 Conduct initial Inspection/Investigation and survey with technical recommendations	None	25 days	<i>Surveyor &amp; Surveying Aide Maintenance Foreman, Engineer I, II, III</i> City Engineering Office
	1.2 Submit Inspection Report relevant to the initial client request to the Office of the Mayor	None	15 inutes	<i>Administrative Aide II</i> City Engineering Office
	1.3 Recommend to be included in the Annual Procurement Plan/ Annual Investment Plan	None	1 Day	<i>City Engineer</i> City Engineering Office
	1.4 Inclusion on the mandated plans with appropriate fund with the approval of the Executive and Legislative bodies.	None	N/A	City Planning and Development Office, Office of the Mayor, Office of the Sangguniang Panlungsod
	1.6 Preparation of	None	N/A	<i>Engineer I,</i>



	Working Drawings and Program of Works (By Contract)			<i>Engineer II, Engineer III</i> City Engineering Office
	1.7 Submission of Working Drawings and Program of Works to the City Mayor	None	1 day	<i>City Engineer</i> City Engineering Office
	1.8 Approval of the City Mayor	None	N/A	<i>City Mayor</i>
	1.9 Endorsement of the approved Working Drawings and Program of Works to the Bids and Awards Committee	None	1 day	<i>City Engineer</i> City Engineering Office
	1.10 Bidding Procedures	None	N/A	<i>BAC Chairman</i> Bids and Awards Committee
	1.11 Awarding of Contract and endorsement to the City Engineering Office	None	N/A	<i>BAC Chairman</i> Bids and Awards Committee
	1.12 Project Implementation	None	Dependent on the Project Duration relevant to the Program of Works	<i>Engineer I, Engineer II, Engineer III, City Engineer</i> City Engineering Office
	1.13 Final Turn-over	None	1 Day	<i>City Engineer</i>



	and acceptance of the Project			City Engineering Office
	<b>TOTAL:</b>	<b>None</b>	<b>29 Days and 30 Minutes</b>  <i>Note: External factors may affect project delivery, such as project duration and processing time of other offices.</i>	