City Engineering Office

External Services

1. Preparation of Program of Works – Barangay IRA Fund

The City Engineer's Office provides technical assistance to the Barangays in the preparation of program of works with plans and cost estimates of the proposed infrastructure projects funded under the Barangay IRA.

Office or Division:	City Engineer's Office (CEO)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	40 Barangay LGUs

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter request signed by the Barangay Captain (2 original)	Requesting Client
Signed and Approved Inter-Routing Slip	City Mayor's Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.0 Submit request letter with the signed inter-routing slip	1.0 Receive and verify the request letter with the signed inter-routing slip	None	10 minutes	*Admin Aide* *City Engineer's Office*
1.1 Receive the stamped copy of the request letter and wait for the processing of the request	1.1 Register the request to the incoming logbook and release the stamped copy of the letter request.		15 minutes	*Admin Aide* *City Engineer's Office*
	1.2 Forward the request to the Planning, Programming and Survey Section		15 minutes	*Admin Aide* *City Engineer's Office*
	1.3 Assign technical personnel for inspection and preparation of plans, program of		15 minutes	*Engineer III* *City Engineer's Office*

	works and cost estimates 1.4 Inspect and survey the location then prepare plans and program of works. 1.5 Review the plans, program of works and cost estimates and recommend for approval to the City Engineer 1.6 Approval of plans, program of works and cost estimates 1.7 Notify the concerned barangay thru text or call for the release of the approved documents		15 days 2 days & 4 hrs 30 minutes 30 minutes 15 minutes	*Engineering Assistant / Engineer I* *City Engineer's Office* *Engineer III* *City Engineer's Office* *City Engineer* *City Engineer's Office* City Mayor's Office *Admin Aide* *City Engineer's Office*
2.0 Claim the approved plans and program of works *Make sure to sign the logbook upon receipt of the approved documents	2.0 Release the approved plans, program of works and cost estimates 2.1 Advice client to sign the logbook	None	30 minutes	*Admin Aide* *City Engineer's Office*
	TOTAL:	**None**	**17 Days, 6 hours, 40 minutes**	

2. Engineering Services

The City Engineer's Office accommodates complaints and request pertaining to various engineering matters e.g. request for inspection and repairs of government buildings and offices for maintenance.

Office or Division:	City Engineering Office (CEO)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Government Offices

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirements:	
Letter request or complaint letter with contact number – 2 copies	Requesting Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.0 Submit 2 copies of request letter with supporting documents, if any	1.0 Receive and verify the request letter with supporting documents, if any	None	10 minutes	*Admin Aide City Engineer's Office*
1.1 Receive the stamped copy of the request letter.	1.1 Register the request to the incoming logbook and release the stamped copy of the letter request		15 minutes	*Admin Aide City Engineer's Office*
	1.2 Forward the request to the Department Head		15 minutes	*Admin Aide City Engineer's Office*
	1.3 Evaluate the documents and		1 hour	*City Engineer*

	determine the necessary course of action 1.4 Forward the document to the concerned section 1.5 Act on the request / complaint by the concerned Section		 5 minutes 19 days	*City Engineer's Office* *Admin Aide* *City Engineer's Office* *Planning, Programming and Survey Section, Construction Section* *City Engineer's Office*
	TOTAL:	**None**	**19 Days, 1 Hour, 45 Minutes**	

3. Engineering Services (Roads and Drainage)

The City Engineer's Office accommodates complaints and request pertaining to various engineering matters e.g. complaints on roads and drainage problems, request for inspection and repairs.

Office or Division:	City Engineering Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Standard Requirements:	
Letter request or complaint letter with contact number – 2 copies	Requesting Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit two (2) copies of request letter with supporting documents, if any	1. Receive and verify the request letter with supporting documents, if any	None	10 minutes	*Admin Aide* *City Engineer's Office*
1.1 Receive the stamped copy of the request letter.	1.1 Register the request to the incoming logbook and release the stamped copy of the letter request		15 minutes	*Admin Aide* *City Engineer's Office*
	1.2 Forward the request to the Department Head		15 minutes	*Admin Aide* *City Engineer's Office*
	1.3 Evaluate the documents and determine the necessary course of		1 hour	*City Engineer* *City Engineer's Office*

	action 1.4 Forward the document to the concerned section or Department. • Forward to the General Services Office (CGSO) if equipment is needed. 1.5 Act on the request / complaint by the concerned Section		5 minutes 19 days	*Admin Aide* *City Engineer's Office* *Construction and Maintenace Section* *City Engineer's Office* *City General Services Office*
	TOTAL:		**19 Days, 1 Hour, 45 Minutes**	