

## CITY ENGINEER DEPARTMENT

### PREPARATION OF PLANS AND PROGRAM OF WORKS FOR INFRASTRUCTURE DEVELOPMENT PROGRAMS AND PUBLIC WORKS

One of the services rendered by the City Engineer's Office, especially the Construction Section, is the preparation of the Plans & Programs of Work for infrastructure Development Programs and Public Works as requested by barangay officials, other offices and departments of the city government.

These usually are regarding repair and construct of:

1. Drainage System
2. Concrete Roads
3. Public and Government Buildings
4. Other Infrastructure Projects

These Services are being provided to guide constituents in the implementation of the proposed project especially regarding plans, specifications, and cost.

<b>Office or Division:</b>	City Engineering Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Infra Projects			
<b>Who may avail:</b>	Barangay officials, Other Offices/Departments of the City Government and/or the Government Entity itself			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of request letter to City Engineering Department	1. Staff receives and records the request letter in the logbook then submit to the City Engineer	None	15 minutes	City Engineering Department – Administrative / Office Management Section
	2. Notation of the City Engineer, evaluates the request and endorses it to the concerned section	None	30 minutes	City Engineer
	3. Site inspection and investigation	None	1 working day	City Engineering Department

	4. Preparation of plans, project cost estimate and other pertinent documents	None	1 week	City Engineering Department – Design and Estimate Section
	5. Evaluation and recommending approval of plans, estimates and other pertinent documents to the City Mayor	None	1 day	City Engineer
	6. Approval of Subject request	None	1 day	City Mayor

**END OF TRANSACTION**