

## CITY ENGINEER DEPARTMENT

### COMMUNITY DEVELOPMENT SECTION (ENGINEERING SECTOR) SPECIAL OPERATION

Provision of Engineering Services for the Road Network Public Buildings/Structures such as parks, open spaces, schools and drainage network at barangay level.

<b>Office or Division:</b>	City Engineering Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Special Operations			
<b>Who may avail:</b>	San Juan City constituents in all barangay.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request from Barangay Council				
Pictures of urgent concerns				
<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	Barangay-based Engineering personnel
	2. Site Inspection	None	1 day	City Engineering Department
	3. Troubleshoot / provide remedial measure	None	1 – 5 days	City Engineering Department
	4. For Perennial Problems: - Recommendation for improvement - Upgrade Status - For Project Proposal / Study	None	1 day	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**