



INTERNAL

3. SERVICE NAME: PREPARATION OF PROGRAM OF WORKS

Description of the Service: One of the services rendered by the City Engineer's Office is the preparation of Plans and Programs of Work as requested by barangay Officials, private concerned citizens, and other offices and departments of the city government. These usually are regarding repair and construction of :Drainage System, Concrete Roads, Public and Government Buildings, Other Infrastructure Projects. These Services are being provided to guide constituents in the implementation of the proposed Project especially regarding plan, specification and cost.

Office or Division:	City Engineering Office
Classification:	Simple
Type of Transaction:	G2C/ G2G
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter (if solicitation) Annual Investment Plan (20%) itinerary if IRA	City Engineering Office Admin. Section Design & Construction of Public Structure Office of the Respective Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book	Give the logbook to the client.	None	5 minutes	Officer of the Day



2. Request of Letter	Receive the request letter	None	5 minutes	GLORIA M. BENAZA Senior Admin. Asst. II
	Preparation of Construction working drawing & program of works of the proposed projects.	None	2 days	ENGR. VENTURITO G. MARAYAG, JR. Engineer III ENGR. HERLA MAE N. BERGONIA Engineer II ENGR. JUDY ANN M. MARAMAG Engineer I ENGR. ROEHL RICHARD S. MANALO III Engineer I ENGR. MARK JOSEPH D. PERALTA Electrical Inspector I ANA MARIE M. DIGAP Book binder III
	Encode / Typing of Program of Works	None		GLORIA M. BENAZA Senior Admin. Asst. II
	Record of POW		30 minutes	



3. Submit the Complete documents for final review	Checked and released of POW	None	5 minutes	ENGR. GARRY D. CABANILLA City Engineer
TOTAL			2 Days & Hours	