



INTERNAL

4. SERVICE NAME: SECURING INSPECTION REPORT

Description of the Service: An Inspection involves checking something examining and Assessing something. Inspectors take measurements and make comparisons. Inspections are formal evaluation or organized examination exercises. The inspectors determine whether the item or material is in proper condition and of the right quality

Office or Division:	City Engineering Office			
Classification:	Simple			
Type of Transaction:	G2G, G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter for inspection	City Engineering Office Admin. Section 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 Letter for Inspection of projects	Receive the request letter	None	5 minutes	GLORIA M. BENAZA Senior Admin. Asst. II ENGR. VENTURITO G. MARAYAG, JR. Engineer III
	Conduct site inspection.	None	1 days	



<p>3. Submit inspection picture before and after inspected the project</p>	<p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p>	<p>20 minutes</p> <p>20 minutes</p>	<p>ENGR. HERLA MAE N. BERGONIA Engineer II</p> <p>ENGR. JUDY ANN M. MARAMAG Engineer I</p> <p>ENGR. ROEHL RICHARD S. MANALO III Engineer I</p> <p>ENGR. MARK JOSEPH D. PERALTA Electrical Inspector I</p> <p>ANA MARIE M. DIGAP Book binder III</p> <p>GLORIA M. BENAZA Senior Admin. Asst. II</p> <p>GLORIA M. BENAZA Senior Admin. Asst. II</p> <p>GLORIA M. BENAZA Senior Admin. Asst. II</p>
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	Inspection Report Record of Inspection Report.		10 minutes	
4. Submit Complete documents for final review	Checked and Released of Inspection Report	None	10 minutes	ENGR. GARRY D. CABANILLA City Engineer
TOTAL			1 day & hours	