MUNICIPAL ENGINEERING OFFICE
External Services

1. ISSUANCE OF PROGRAM OF WORKS FOR INFRASTRUCTURE PROJECTS

Public, Barangays Units, Government Agencies and other Accredited Sectoral Groups requesting a Development or project in their respective jurisdiction within the municipality.

Office or Division:	Municipal Engineering Office
Classification:	Highly Technical / Simple
Type of Transaction:	G2C – Government to Client / G2G - Government to Government
Who may avail:	Public, Government Agencies, Barangay units and other Accredited sectoral groups.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR LGU FUNDED PROJECTS 1. Project Request letter	Municipal Engineering Office
FOR BARANGAY FUNDED PROJECTS 1. Project Proposal	Municipal Engineering Office
OTHER AGENCY OR GRANT PROJECTS 1. Project Proposal	Municipal Engineering Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR LGU FUNDED MAJOR PROJECTS: 1. Submit request letter or Project Proposal.	1. Receive the request	None	2 minutes	Administrative Assistant
2. Forward the letter to the Municipal Engineer	2. Evaluate the request and advise the client to pay the corresponding fee.	None	1 day	Municipal Engineer
3. Proceed to the Treasury Office and pay the fee.	3. Receive the payment and issue official receipt.	P 50.00 per project	5 minutes	Revenue Collection Clerk
4. Present the official receipt.	4. Receive the official receipt and attach it to the request.	None	1 minute	Administrative Assistant
5. None	5. Inspection	None	2 to 5 days	Engineer 1

6. None	6. Cost Estimate and working Drawings	None	7 days	Engineer 1 Architect 1
7. Get the program of work	7. Releasing of program of work	None	2 days	Municipal engineer
TOTAL			15 days and 8 minutes	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
FOR LGU FUNDED MINOR PROJECTS: 1. Submit request letter or Project Proposal.	1. Receive the request.	None	2 minutes	Administrative Assistant
2. Forward the letter to the Municipal Engineer	2. Evaluate the request and advise the client to pay the corresponding fee.	None	1 day	Municipal Engineer
3. Proceed to the Tresury Office and pay the fee.	3. Receive the payment and issue official receipt.	P 50.00 per project	5 minutes	Revenue Collection Clerk
4. Present the official reciept.	4. Receive the official receipt and attach it to the request.	None	1 minute	Administrative Assistant
5. None	5. Inspection	None	1 to 3 days	Engineer 1
6. None	6. Cost Estimate and working Drawings	None	3 days	Engineer 1 Architect 1
7. Receive the program of work	5. Releasing of program of work	None	2 days	Municipal engineer
TOTAL		P 50.00 per project	9 days and 8 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR SIMPLE BARANGAY PROJECTS: 1. request letter or Project Proposal.	1. Receive the request and advise the client to pay the corresponding fee.	None	2 minutes	Engineer 1
2. Proceed to the Tresury Office and pay the fee.	2. Receive the payment and issue official receipt.	P 50.00 per project	5 minutes	Revenue Collection Clerk
3. Present the official reciept.	3. Receive the official receipt and attach it to the request.	None	1 minute	Administrative Assistant
4. None	4. Cost Estimate and working Drawings	None	1 to 2 hrs	Engineer 1
5. Receive the Program of Work	5. Releasing of program of work	None	2 minutes	Engineer 1
	TOTAL		2 hrs and 10 minutes	

2. Engineering Services

Office or Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client / G2G - Government to Government
Who may avail:	Public, Government Agencies, Barangay units and other Accredited sectoral groups.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request letter	Client

ENGINEERING SERVICES	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit request letter	1. Receive the request	None	2 minutes	Administrative Assistant
2. Attend dialogue with the Municipal Engineer	2. Dialogue with the client	None	30 to 60 minutes	Municipal Engineer
3. Receive the recommendation	3. Recommending action	None	30 to 60 minutes	Municipal engineer
TOTAL			1 hr and 2 minutes	

3. ENGINEERING CONSULTATION

Office or Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client / G2G - Government to Government
Who may avail:	Public, Government Agencies, Barangay units and other Accredited sectoral groups.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter of intent	Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Letter of intent	1. Receive the request	none	2 minutes	Administrative Assistant
2. Dialogue with the Municipal Engineer	2. Dialogue with the client	None	30 to 60 minutes	Municipal Engineer
3. Receive the recommendation	3. Recommendation for action	None	30 to 60 minutes	Municipal engineer
	TOTAL	None	1 hr and 2 minutes	