



# **OFFICE OF THE CITY ENGINEER**

## **EXTERNAL SERVICES**

### **1. ASSISTANCE FOR THE USE OF CITY-OWNED EQUIPMENT**



The City Engineer's Office Equipment Pool & Repair Division may render assistance for the use of City-owned Equipment requested by Barangay Officials, private citizen, offices/department. The request includes hauling, loading and transporting.

<b>Office or Division:</b>		Office of the City Engineer, Equipment Pool & Repair Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Client		
<b>Who may avail:</b>		Barangay Officials, private citizens, offices/departments		
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
Letter Request		Respective Barangay, office/department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client sign in a logbook of the office	1. Give the logbook to the client	None	1 minute	<i>Public Service Officer II</i> (City Engineer's Office)
2. Submit Letter Request	2. Receive letter request specifying the work to be done 2.1 Give 1 copy of letter request to the requesting client 2.2 Record letter request in a logbook 2.3 Attach with a reference slip 2.4 Forward to the City Engineer	None	2 minutes	<i>Public Service Officer II</i> (City Engineer's Office)
	3. Evaluate letter request and assigns Engineer with instructions relative to the scope of work	None	2 minutes	<i>Acting City Engineer</i> (City Engineer's Office)
	4. Notation and record in a logbook and forward letter request to EPR Division	None	1 minute	<i>Supervising Administrative Officer</i> (City Engineer's Office)



	5. Assign driver/operator of the equipment with instructions as to the scope of work	None	3 minutes	<i>Const. &amp; Maint. Foreman-Div. Chief</i> (City Engineer's Office, EPR Div.)
	6. Issue of Job Order	None	2 minutes	Acting City Engineer (City Engineer's Office)
	7. Secure Trip Ticket	None	3 minutes	<i>Heavy Equipment Operator I</i>  <i>Administrative Aide III</i>  (City Engineer's Office, Equipment Pool & Repair Division)
	8. Approve Trip Ticket	None	3 minutes	<i>Const. &amp; Maint. Foreman-Div. Chief</i>  <i>Acting City Engineer</i> (City Engineer's Office)
	9. Render service as per request & job order	None	1 day	<i>Heavy Equipment Operator I</i>  <i>Administrative Aide III</i> (City Engineer's Office, EPR Div.)
<b>TOTAL</b>			1 Day, 17 Minutes	

## 2. ASSISTANCE IN THE HANGING OF TARPULIN AND STREAMERS



The City Engineer's Office, Electrician Division may render assistance in the hanging of tarpaulin and streamers. The requesting party will present a Mayor's Permit to the Electrician Division with the corresponding proof of payment.

<b>Office or Division:</b>	Office of the City Engineer, Electrician's Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Advertisers			
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
1. Mayor's Permit 2. Proof of Payment		City Mayor's Office City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client sign in a logbook of the office	1. Give the logbook to the client	None	1 minute	<i>Public Service Officer II</i> (City Engineer's Office)
2. Submit Letter Request	2. Receive letter request 2.1 Record letter request in a logbook 2.2 Attach with a reference slip 2.3 Forward to the City Engineer	None	2 minutes	<i>Public Service Officer II</i> (City Engineer's Office)
	3. Evaluate letter request and endorse to the Electrician's Divisions with instructions relative to the scope of work	None	2 minutes	<i>Acting City Engineer</i> (City Engineer's Office)
	4. Notation and record in a logbook and forward letter request to the Electrician's Division	None	1 minute	<i>Supervising Administrative Officer</i> (City Engineer's Office)
	5. Review, check & validate Mayor's Permit	None	2 minutes	<i>Engineer III</i>



	and proof of payment			(City Engineer's Office, Electrician's Division)
	6. Assigns Electricians with instructions as to the scope of work	None	3 minutes	<i>Engineer III</i> (City Engineer's Office, Electrician's Division)
	7. Hanging of tarpaulin and streamers	None	1 hour	<i>Electrician II</i> <i>Electrician I</i> <i>Administrative Aide II</i> <i>Administrative Aide I</i> <i>Electricians</i> <i>Electrician Aide</i> (City Engineer's Office, Electrician's Division)
<b>TOTAL</b>		None	1 Hour & 11 Minutes	

### 3. REQUEST FOR THE PREPARATION OF PROGRAM OF WORKS



The City Engineer's Office, Plans, Program & Design Division may render assistance in the preparation of program of works, plans, detailed estimates and bill of materials of a proposed project as requested by Barangay Officials, private citizens, offices/departments of the city government. The service may include construction, repair and maintenance of roads, bridges, drainage system and other related infrastructure projects.

<b>Office or Division:</b>		Office of the City Engineer		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2C – Government to Client		
<b>Who may avail:</b>		Barangay Officials, private citizens, office/department		
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
Letter Request		Respective Barangay, office/department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client sign in a logbook of the office	1. Give the logbook to the client	None	1 minute	<i>Public Service Officer II</i> (City Engineer's Office)
2. Submit Letter Request	2. Receive letter request 2.1 Give 1 copy of letter request to the requesting client 2.2 Record letter request in a logbook 2.3 Attach with a reference slip 2.4 Forward to the City Engineer	None	2 minutes	<i>Public Service Officer II</i> (City Engineer's Office)
	2.5 Evaluate letter request and assigns Engineer with instructions relative to the scope of work	None	2 minutes	<i>Acting City Engineer</i> (City Engineer's Office)



	2.6 Notation and record in a logbook and forward letter request to the assigned Engineer	None	1 minute	<i>Supervising Administrative Officer</i> (City Engineer's Office)
	2.7 Assigned Engineer conducts site inspection	None	1 day	<i>Engineer IV</i> <i>Engineer III</i> <i>Engineer II</i> <i>Engineer I</i> (City Engineer's Office)
	2.8 Survey Team conduct engineering survey if needed	None	1 day	<i>Construction &amp; Maintenance Gen. Foreman</i> <i>Const. &amp; Maint. Capataz</i> <i>Administrative Aide I</i> <i>Administrative Aide III</i> <i>Const. &amp; Maint. Foreman</i> <i>Engineering Aide</i> <i>Survey Aide</i> (City Engineer's Office)
	2.9 Plot surveyed data	None	1 day	<i>Const. &amp; Maint. Gen. Foreman</i> <i>Engineering Aide</i> <i>Administrative Aide III</i> (City Engineer's Office)
	2.10 Prepare program of work, plans, detailed estimates & bill of materials	None	45 minutes	<i>Engineer IV</i> <i>Engineer III</i> <i>Engineer II</i> <i>Engineer I</i> (City Engineer's Office)



	2.11 Review, check & verified of program of work, plan, detailed estimates & bill of materials	None	10 minutes	<i>Engineer IV</i> (City Engineer's Office)
	2.12 Recommending Approval	None	3 minutes	<i>Acting City Engineer</i> (City Engineer's Office)
	2.13 Release of approved program of works, plans, detailed estimates & bill of materials	None	2 minutes	<i>Engineer II</i> (City Engineer's Office)
3. Client receive approved program of works, plans, detailed estimates & bill of materials	3. Give original copy of the approved program of works, plans, detailed estimates & bill of materials to the client and sign in a logbook of the planning division	None	2 minutes	<i>Engineer II</i> City Engineer's Office
<b>TOTAL</b>		None	3 Days, 1 Hour, 8 Minutes	