

97. REQUEST FOR PROGRAM OF WORK FOR INFRASTRUCTURE PROJECTS

DESCRIPTION OF THE SERVICE:

Preparation of plans and programs of work as requested by barangay officials, private concerned citizens and other offices of the city government. This service is being provided to guide constituents in the implementation of the proposed projects.

REQUIREMENTS :

- * Instruction from the Local Chief Executive
- * Project Evaluation Report
- * Barangay Request/Resolution

FEE:

- * No fee

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
1. Receives barangay resolution/request	30 minutes	EVELYN MAGALING <i>Admin Assistant II</i>
2. Conducts ocular inspection	3 hours	REYDELIO TUMAMING (South District) EMIGDIO ILAGAN (East District) ROEHL CARAIG/ ISMAEL PANGILINAN (North District) MARLON BRYAN MANALO (West District) ALEJANDRO FAROL (Urban District) <i>Project Engineer</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
3. Prepares plans and specifications	8 hours	SAMUEL OLAVE <i>Draftsman II</i>
4. Prepares program of work	8 hours	REYDELIO TUMAMBING (South District) EMIGDIO ILAGAN (East District) ROEHL CARAIG/ ISMAEL PANGILINAN (North District) MARLON BRYAN MANALO (West District) ALEJANDRO FAROL (Urban District) <i>Project Engineer</i>
5. Reviews/checks the prepared plans and Program of Work (POW)	2 hours	IRENEO ADAYA <i>Engineer IV Planning & Construction Division</i>
6. Finalizes the plans and POW for approval	30 minutes	IRENEO ADAYA <i>Engineer IV Planning & Construction Division</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
7. Signs the Program of Work and releases it to the client	30 minutes	REYDELIO TUMAMBING (South District) EMIGDIO ILAGAN (East District) ROEHL CARAIG/ ISMAEL PANGILINAN (North District) MARLON BRYAN MANALO (West District) ALEJANDRO FAROL (Urban District) <i>Project Engineer</i>