

# CITY ENGINEER'S OFFICE

Seminary Road, Brgy. Del Carmen, Iligan City, 9200

Tel.: (063) 221-4645 / 221-4638 email : [ceo\\_iligan@yahoo.com](mailto:ceo_iligan@yahoo.com)

**Frontline service** : **IMPLEMENTATION OF PROJECT BY ADMINISTRATION**

**Schedule of Availability of Service** : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
On Mondays provision of services starts after flag raising

**Who may Avail of the Service** : 44 barangays of Iligan City, LGU offices, LSB/Dep.Ed

**What are the Requirements** : Approved POW and Certificate of Availability of Funds (CAF)

**Duration** : 892 hrs processes / requirements  
Construction: as per POW duration in calendar/working days / 4 hrs turnover

## How to Avail of the Service :

STEP	APPLICANT/CLIENT	SERVICES PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON IN CHARGE	FEES	FORM/S
1	Follow-up if project already endorsed to Construction Division from PDPD	Receive Program of Works from Planning, Designing and Programming Division	2 mins.	Eng'g Aide, Eng'g Asst.		
2	(End-user) Follow-up status of project	Inspect Project Site	½ day	Project Engineer		
		Prepare Purchase Request of Materials	1 day	Encoder/Eng'g Asst.		
		Process P. R. to become Purchase Order	2 ½ months	Liaison Officer		
		Deploy skilled workers and laborers	1 week	Project Engineer		
		Have the materials delivered based on the approved Purchase Order of the Project	1 week	Project Engineer/ Project Inspector		
		Build/Construct/Improve in accordance with approved Program of Work	as per POW duration in calendar/working days	Project Inspector		
3	Final Inspection and Acceptance of Project	Turn-over of completed project to the concerned office/barangay	½ day	Project Engineer/ Project In-charge		
<b>END OF TRANSACTION</b>						