

# CITY ENGINEER'S OFFICE

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

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

**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 :** Contractor

**What are the Requirements :** Complete set of contract documents and plans

**Duration :** 31 hrs processes / requirements  
**Construction:** as stated in the Contract 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	Contractor informs Construction Division – CEO that they have a contract and ask for a Pre-construction meeting	Receive approved Contract from Planning, Designing, Programming Division	2 mins.	Construction Division staff		
		Review Contract and other documents	1 hour	Project Engr./In-charge		
		Prepare Notice of Pre-construction meeting and send to concern attendees	30 mins.	Encoder/Clerk		
2	Contractor attends Pre-construction meeting	Conduct Pre-construction meeting with Contractor	1 ½ hour	Project Engineer/ Project In-charge		
3	Attends project site inspection	Inspect project site with Contractor	½ day	Project Engineer/ Project Inspector		
4	Contractor complies testing of materials before start of construction activities	Requires passing result of material testing from Contractor before the start of construction activities	5 days	Project Engineer/ Project Inspector		
5	Implements project	Inspects and monitors on-going construction	duration of project in calendar/working days	Project Engr/ Project Insp.		
6	Turn-over of completed project	Acceptance of Project/Final Inspection	½ day	CEO/Construction Div. /end-user/contractor		
<b>END OF TRANSACTION</b>						