

# 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 : ISSUANCE OF CERTIFICATION FOR ROAD RIGHT-OF-WAY FOR LOAN PURPOSES**

**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 :** Residents of Iligan City

**What are the Requirements :** a) Approved Sketch Plan signed and sealed by licensed Geodetic Engineer  
b) One (1) clear photocopy of Title  
c) Letter request addressed to the City Engineer

**Duration : 3 hours and 49 mins.**

## How to Avail of the Service :

STEP	APPLICANT/CLIENT	SERVICES PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON IN CHARGE	FEES	FORM/S
1	Submit approved sketch plan signed and sealed by licensed Geodetic Engineer and one (1) clear photocopy of title and letter request to the City Engineer	Received Sketch Plan signed and sealed by licensed Geodetic Engineer and one (1) clear photocopy of title	3 mins.	Admin. Asst.		
		Inform client for schedule of inspection	3 mins.	Admin. Asst.		
		Conduct on-site inspection, evaluate and assess	3 hours	Road right-of-way Section Head, Admin. Asst.		
2	Receive the order of payment	Issue the order of payment	5 mins.	Admin. Asst.	P300.00	
3	Pay the corresponding fees at the City Treasurer's Office	Received and record O.R. payment	3 mins.	Admin. Asst.		
		Process for approval of certification to the City Engineer	30 mins.	Admin. Asst.		
4	Received the approved certification	Release approved certification to client	5 mins.	Admin. Asst.		
<b>END OF TRANSACTION</b>						