

CITY ENGINEER'S OFFICE

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

Tel.: (063) 221-4645 / 221-4638 email : ceo_iligan@yahoo.com

Frontline service : **PREPARATION OF PROGRAM OF WORK FOR NATIONAL OFFICES**

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 : National Offices

What are the Requirements : Letter request with Certificate of Availability of funds

Duration : 755 hrs & 15 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 letter request to the City Engineer with CAF	Received indorsement letter from the City Engineer with CAF and note	10-15 mins.	Architect, Engineer, Eng'g Asst, Draftsman		
		Assist and evaluate specific request w/ CAF	10-15 mins.	Architect, Engineer, Eng'g Asst, Draftsman/ACAD		
		Conduct ocular inspection and evaluate the project proposal	3 days			
		Prepare drawing: a) building structure b) road construction c) survey	2 weeks 2 weeks 2 weeks	Architect, Engineer, Eng'g Asst, Draftsman/ACAD		
		Prepare POW: a) building structure b) road construction c) survey	3 weeks 3 weeks 3 weeks	Architect, Engineer, Eng'g Asst, Draftsman/ACAD Division Head		
		POW and Drawing: Evaluated and checked for signature	30 mins.	City Engineer		
		Endorsed for final approval of the City Engineer	1 hour			

How to avail the service -

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STEP	APPLICANT/CLIENT	SERVICES PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON IN CHARGE	FEES	FORM/S
		Endorsed for processing to CMO w/ the approval of POW, drawings from the City Engineer and each supporting documents of the ff: PPMP and routing slip	25 mins.	Engineering Aide		
		Waiting for the approval of the said documents from the City Mayor	2 weeks			
		Returned POW and Drawing w/ supporting documents from CMO Records Office w/ approval by the City Mayor	1 week	City Mayor		
		Preparation JOR of approved POW and drawing with each supporting documents ready for processing for recording and controlling of funds purposes at the CBO, CAC, CTO and CMO	1 week	Eng'g. Aide, Liaison officer		
		Returned all approved documents for proper documentation and safekeeping	25 mins.	Eng'g. Aide		
		Sort out for extra copies of all approved documents and provide copies for the national offices	25 mins.	Eng'g. Aide		
END OF TRANSACTION						