

# CITY ENGINEER'S OFFICE

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

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**Frontline service** : **PROVIDE ASSISTANCE FOR THE REPAIR AND MAINTENANCE OF BARANGAY ROADS AND BRIDGES**

**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** : Officials of 44 Barangays

**What are the Requirements** : Barangay Letter Request addressed to the City Engineer

**Duration : 10 hours and 35 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	<p>Receive and assess Letter Request as forwarded by the City Engineer</p> <p>Coordinate and schedule with Barangay in-charge</p> <p>Conduct site inspection and verification as to specific request</p> <p>Assign task/work to field personnel</p> <p>Inform Barangay of their schedule, relative to their specific request of repair/maintenance</p>	<p>30 mins.</p> <p>1 hour</p> <p>1 day</p> <p>1 hour</p> <p>5 mins.</p>	<p>Administrative Aide</p> <p>Construction Maintenance Man</p> <p>OIC-Maintenance Div., Gen. Foreman, Construction Maint. Man</p> <p>Gen. Foreman, Construction Maint. Man</p> <p>Construction Maint. Man</p>		
<b>END OF TRANSACTION</b>						