



## Maintaining Drainage Systems and Other Infrastructure

### ABOUT THE SERVICES

Infrastructure maintenance services provided by the City Engineer's Office include:

- Cleaning of Drainage
- Demolition Work
- Repair of Roads and Shoulders
- Repair of Drainage and Manholes
- Repair of Buildings and Other Facilities
- Asphaltting of Roads and Potholes

Individuals may request for these services.

<b>Department / Office:</b>		<b>CITY ENGINEER'S OFFICE</b>		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Any resident		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Letter Request specifying the service needed				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request  Submit request to the personnel-in-charge.	2. Staff receives and records the request letter in a logbook then submits it to the City Engineer.	P	3 minutes	CRIS EDWARD CHAVEZ Administrative Aide I
	3. Notation of the City Engineer  City Engineer takes note and refers to the engineer in charge		3 minutes	ALEXANDER N. CANING CGDH I / Acting City Engineer
	4. Evaluation and Assessment  Head of the Maintenance Section evaluates and assesses the request		3 minutes	ENGR. ERVIN D. NIERVA Engineer II
	5. Site Inspection and Investigation  The Maintenance Engineer conducts the site inspection to determine the scope of work to be undertaken		1/2 day	ENGR. ERVIN D. NIERVA Engineer II  ARNEL R. SAN BUENEVENTUR A Construction and Maintenance Man Acting Warehouse Man
	6. Program of Work Preparation			ENGR. ERVIN D.



	Maintenance Engineer prepares plans and estimates of materials, labor and equipment required. (Required only for Repair of Roads and Shoulders, Drainage and Manholes, Buildings and Other Facilities, and Asphaltting of Roads and Potholes).		1 day	NIERVA Engineer II
	7. Recommendation  The head of the Maintenance Section evaluates the plans and program works and recommends for approval to the city engineer.		3 minutes	ENGR. ERVIN DIERVA Engineer II
	8. Approval  The City Engineer approves the plans and program of works.		3 minutes	ALEXANDER N. CANING CGDH I / Acting City Engineer
	9. Implementation  Maintenance Engineer assigns foreman and maintenance men on site;		2 days	ENGR. ERVIN D. NIERVA Engineer II  EDUARDO MASAPOL Welder II / Acting Foreman  AURELIO G. CASILI Administrative Aide I Acting Foreman
	<b>TOTAL</b>	P	3 ½ days and 15 minutes	

**CITY ENGINEER'S OFFICE**

Room 106, G/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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