



## Requesting the Preparation of Plans and Programs

### ABOUT THE SERVICE

One of the services rendered by the City Engineer's Office, specifically the Construction Section, is the preparation of Plans and Programs of Work as requested by barangay officials, private concerned citizens, and other offices and departments of the city government.

These usually are regarding repair and construction of:

- Drainage Systems
- Concrete Roads
- Public and Government Buildings
- Other Infrastructure Projects

These services are being provided to guide constituents in the implementation of the proposed project especially regarding plans, specifications and costs.

<b>Department / Office:</b>		<b>CITY ENGINEER'S OFFICE</b>		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2B - Government to Businesses G2G - Government to Government		
<b>Who may avail</b>		Any Citizen		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Letter Request specifying the service needed addressed to the City Mayor				
<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 City Mayor's Office.	2. Staff receives and records the request in a logbook and submits the same to the City Engineer.	P	3 minutes	CRIS EDWARD I. CHAVEZ Administrative Aide I (Casual)
	3. Notation of the City Engineer  The Acting City Engineer takes note and refers to the Engineer / Architect in charge		3 minutes	ENGR. ALEXANDER N. CANING CGDH I / Acting City Engineer
	4. Evaluation and Assessment  The head of the Construction Section evaluates and assesses the request.		3 minutes	ENGR. EMMEL M. ADAQUE Engineer III
	5. Site Inspection and Investigation  ▪ Construction Engineers			ENGR. JEMAEL S.J. TABINAS Engineer II



	<p>coordinates with the person and barangay official concerned onsite.</p> <ul style="list-style-type: none"> <li>▪ Engineer conducts on-site measurement of the proposed project.</li> <li>▪ Engineer / instrument man conduct survey work, if needed.</li> <li>• Engineer checks/verifies if the proposed project has a road right of way documents or the location is within public land</li> </ul>		<p>1/2 day</p> <p>1/2 day</p> <p>1 day</p>	<p>ENGR. ALEX V. FABIANO Engineer II</p> <p>ENGR. GONZALES B. VILLAPAÑE III Engineer II</p> <p>ENGR. JOSE RIGOR D. ARDEZA Engineer II</p> <p>ENGR. BRET OWEN S. TALAGTAG Engineer I</p> <p>ENGR. KHYRWIN O. HIDALGO Engineer I</p> <p>RICHARD B. BERMUNDO Instrument Man</p>
	<p>6. Prepare and Plan the Program of Work</p> <ul style="list-style-type: none"> <li>▪ Architects of the planning section and the Construction Engineer prepares detailed plans and technical specifications.</li> <li>▪ He then prepares a Bill of Materials and Cost Estimates, and encoding of POW</li> <li>• He also prepares PERT/CPM and construction schedule</li> </ul>		<p>1 – 15 days</p> <p>7 days</p> <p>½ day</p>	<p>PLANNING SECTION &amp; CONSTRUCTION SECTION</p> <p>ENGR. JEMAEL S.J. TABINAS Engineer II</p> <p>ENGR. ALEX V. FABIANO Engineer II</p> <p>ENGR. GONZALES B. VILLAPAÑE III Engineer II</p> <p>ENGR. JOSE</p>



				<p>RIGOR D. ARDEZA Engineer II</p> <p>ENGR. BRET OWEN S. TALAGTAG Engineer I</p> <p>ENGR. KHYRWIN O. HIDALGO Engineer I</p> <p>RICHARD B. BERMUNDO Instrument Man</p> <p>ABNER B. TOSOC Engineering Aide I</p> <p>JOSE ALDE P. ARLANTE Engineering Aide I</p>
	<p>7. Recommendation and Approval</p> <p>The head of the Construction Section evaluates the plans and program works and recommends for approval to the city engineer.</p>		½ day	<p>ENGR. EMMEL M. ADAQUE Engineer III</p>
	<p>8. Approval</p> <p>Acting City Engineer approves the plans and program of work.</p>		5 minutes	<p>ALEXANDER N. CANING CGDH I / Acting City Engineer</p>
<b>TOTAL</b>		P	25 days and 14 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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