

## 2. Repair of Drainage System and other Local Government Unit of Tagoloan Infrastructure Projects

Services provided by the Municipal Engineer's Office include:

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

<b>Office or Division:</b>	<b>Municipal Engineering Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government To Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request specifying the service needed		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Official Letter Request to the Municipal Engineering Office	1.1 receives and records the request letter in a logbook then submits it to the Municipal Engineer.	NONE	5 minutes	<i>Process Server</i> Municipal Engineering Office Or <i>Admin Aide I</i> Municipal Engineering Office
	1.2 Municipal Engineer evaluates the request and endorses the same to the Maintenance personnel.	NONE	5 minutes	<i>Municipal Engineer</i> Municipal Engineering Office
	1.3 Maintenance Engineer evaluates and assesses the request.	NONE	Depend on scope of works	<i>Municipal Engineer</i> Municipal Engineering Office

	1.4 Maintenance Engineer talks to persons and barangay officials concerned on- site	NONE	Depend on scope of works	<i>Municipal Engineer</i> Municipal Engineering Office
	1.5 Municipal Engineer reviews and evaluates the results of inspection. Then make program of work. He then approves the implementation of maintenance work.	NONE	Depend on scope of works	<i>Municipal Engineer</i> Municipal Engineering Office
	1.6 Maintenance Engineer assigns foreman and maintenance men on site; and prepares construction materials and equipment.	NONE	Depend on scope of works	<i>Engineering Construction Maintenance Men</i> Municipal Engineering Office
2. Accomplish Client's Satisfaction Survey and drop it in the Feedback box	2.1 Request client to Client Satisfaction Survey	None	10 minutes	<i>Process Server</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office Or <i>Admin Aide I</i> Municipal Engineering Office
<b>Total</b>		<b>NONE</b>	Depend on scope of works	
End of Transaction				