



## **Provincial Engineer's Office**



## 1.Preparing Detailed Engineering Design and Program of Work (Road Project)-1km

Preparation of Detailed Engineering Design and Program of Work for 1 km. road project for subsequent approval.

NOTE: Six Days for every succeeding 1 km.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Letter(2 copies)			Requisitioning Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits request letter approved by Governor or Provincial Administrator	1.1 Receives letter request	None	3Minutes	Gloria D. Angas Administrative Adi VI
	1.2 Routes letter request to Provincial Engineer for action	None	2 Minutes	Gloria D. Angas Administrative Adi VI
	1.3 Acts on the letter request	None	10 Minutes	Engr. Marietta L. Borillo Department Head
	1.4 Advises Client to follow-up	None	5Minutes	Engr. Marietta L. Borillo Department Head
	1.5 Routes letter request to Planning Division to assign Engineer	None	2Minutes	Engr. Marietta L. Borillo Department Head
	1.6 Assigns Engineer, discusses with Provincial Engineer	None	2 Hours	Engr. Susana Jane L. Angcos Engineer III Engr. Rosario M. Sumalpong Project Development Officer II



				Engr. Edgardo C. Cabo, Jr. Engineer II Engr. Marilyn V. Ballesteros Engineer II Engr. Umpa Engineer II
1.7	Planning team ( <i>Survey, Material, Road Engineer, Drainage Engineer, Cost Engineer</i> ) conduct site validation and data gathering	None	3 Days	Engr. Susana Jane L. Angcos Engineer III Engr. Rosario M. Sumalpong Project Development Officer II Engr. Edgardo C. Cabo, Jr. Engineer II Engr. Marilyn V. Ballesteros Engineer II Engr. Jahara Umpa Engineer II
1.8	Prepares Design for Pavement	None	1 Day	Engr. Susana Jane L. Angcos Engineer III
1.9	Prepares Drainage Design	None	1 Day	Engr. Marilyn V. Ballesteros Engineer II
1.10	Prepares Technical Drawing	None	5 Days	Engr. Jahara Umpa Engineer II
1.11	Prepares Quantity and Cost Estimate and Program of Work	None	3 Days	Engr. Susana Jane L. Angcos Engineer III
1.12	Prepares Design Report	None	1 Day	Engr. Susana Jane L. Angcos Engineer III



	1.13 Prepares Technical specification	None	1 Day	Engr. Susana Jane L. Angcos Engineer III
	1.14 Prepares Bidding Document	None	1 Day	Engr. Susana Jane L. Angcos Engineer III
	1.15 Checks DED and POW	None	1 Day	Engr. Marietta L. Borillo Department Head
	1.16 Prints of POW and DED	None	1 Day & 4 Hours	Jane L. Angcos Engineer III Engr. Rosario M. Sumalpong Project Development Officer II Engr. Edgardo C. Cabo, Jr. Engineer II Engr. Marilyn V. Ballesteros Engineer II Engr. Jahara Umpa Engineer II
	1.17 Finalizes DED and POW	None	1 Day	Jane L. Angcos Engineer III Engr. Jahara Umpa Engineer II
	Recommends approval of DED and POW to Governor	None	1 Hour	Engr. Marietta L. Borillo Department Head
	Endorses DED and POW to Governor for approval	None	15 Minutes	Rosario M. Sumalpong Project Development Officer II
	Signs the endorsement	None	3 Minutes	Engr. Marietta L. Borillo Department Head
	Releases the endorsement	None	5 Minutes	Gloria D. Angas



				Administrative Aide VI
	Forwards endorsement to Admin Office	None	15 Minutes	Manashe Rosauo Clerk I
<b>TOTAL:</b>		<b>None</b>	<b>20 Days</b>	



## 2.Preparing Detailed Engineering Design and Program of Work (Vertical Project) – 6 sq.m. – 20 sq.m. (New Construction)

Preparation of Detailed Engineering Design and Program of Work of 6 sq.m. – 20 sq.m. project (New Construction) for subsequent approval.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Letter(2 copies)			Requisitioning Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits request letter approved by Governor or Provincial Administrator	1.1 Receives letter request	None	3Minutes	Gloria D. Angas Administrative Aide VI
	1.2 Routes letter request to Provincial Engineer for action	None	2 Minutes	Gloria D. Angas Administrative Aide VI
	1.3 Acts on the letter request	None	10 Minutes	Gloria D. Angas Administrative Aide VI
	1.4 Advises Client to follow-up	None	5Minutes	Gloria D. Angas Administrative Aide VI
	1.5 Routes letter request to Planning Division to assign Engineer	None	2Minutes	Gloria D. Angas Administrative Aide VI
	1.6 Assigns Engineer, discusses with Provincial Engineer	None	2 Hours	Engr. Rosario M. Sumalpong Project Development Officer II Engr. Joseph L. Apat Engineer IV



				Engr. Abdul Racman M. Cosain Engineer I Engr. Alerma Lady Pearl E. Yorong Engineer I Engr. Roymie M. Mamburao Engineer II
	1.7 Planning team ( <i>Material, Design Engineers/Architect, Cost Engineer</i> ) conduct site validation and data gathering	None	2Days	Engr. Rosario M. Sumalpong Project Development Officer II Engr. Joseph L. Apat Engineer IV Engr. Abdul Racman M. Cosain Engineer I Engr. Alerma Lady Pearl E. Yorong Engineer I Engr. Roymie M. Mamburao Engineer II
	1.8 Prepares Architectural Design	None	3 Day	Engr. Abdul Racman M. Cosain Engineer I
	1.9 Prepares Electrical Design	None	1 Day	Engr. Bobby L. Samboang Engineer III
	1.10 Prepares Plumbing Design	None	1 Day	Engr. Alerma Lady Pearl E. Yorong Engineer I
	1.11 Prepares Quantity and Cost Estimate and Program of Work	None	5Days	Engr. Roymie M. Mamburao Engineer II



	1.12 Prepares Design Report	None	1 Day	Engr. Susana Jane L. Angcos Engineer III
	1.13 Prepares Technical specification	None	1 DAY	Engr. Susana Jane L. Angcos Engineer III
	1.14 Prepares Bidding Document	None	1 Day	Engr. Susana Jane L. Angcos Engineer III
	1.15 Checks DED	None	1 Day	Engr. Joseph L. Apat Engineer IV
	1.16 Checks POW	None	1 Day	Engr. Susana Jane L. Angcos Engineer III
	1.17 Prints POW and DED	None	1 1/2 Day	Engr. Abdul Racman M. Cosain Engineer I Engr. Alerma Lady Pearl E. Yorong Engineer I Engr. Roymie M. Mamburao Engineer II
	2. Finalizes DED and POW	None	1 Day	Engr. Susana Jane L. Angcos Engineer III Engr. Joseph L. Apat Engineer IV
	3. Recommends approval of DED and POW to Governor	None	1 Hour	Engr. Marietta L. Borillo Department Head
	4. Endorses DED and POW to Governor for approval	None	15 Minutes	Engr. Rosario M. Sumalpong Project Development Officer II





	5.Signs the endorsement	None	3Minutes	Engr. Marietta L. Borillo Depatment Head
	6.Releases the endorsement	None	5 Minutes	Gloria D. Angas Administrative Aide VI
	7.Forwards endorsement to Admin Office	None	15 Minutes	Manashe Rosauro Clerk I
<b>TOTAL:</b>		<b>None</b>	<b>20 Days</b>	



### 3.Evaluating Project Billing

Evaluation of Billing of Projects as to work accomplishment and correctness of documentary requirements for recommendation of payment.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Complex			
<b>Type of Transactions:</b>	Government to Business			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter (3 copies) 2. Statement of Work Accomplished(3 copies) 3. Back-up Computations (3 copies) 4. Material Test Results(3 copies)			Contractors	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits letter request with all documentary requirements to support the project billing	1.1 Received Request	None	3Minutes	Gloria D. Angas Administrative Aide VI
	1.2 Routes letter request to Provincial Engineer for action	None	2 Minutes	Gloria D. Angas Administrative Aide VI
	1.3 Advises Client to follow-up	None	5 Minutes	Gloria D. Angas Administrative Aide VI
	1.4 Acts on letter request	None	10 Minutes	Engr. Marietta L. Borillo Deatment Head
	1.5 Routes letter request to Construction Supervision Team	None	5 Minutes	Engr. Marietta L. Borillo Deatment Head
	1.6 Routes Project Billing to Construction Supervision Team	None	15 Minutes	Gloria D. Angas Administrative Aide VI
	1.7 Checks the Statement of Work			8 Hours



	Accomplished (SWA) and all documentary requirements	None		Engr. Jahara Umpa Engineer II Jovencio P. Paitan Engineer II Rudy T. Tumangob Engineer II Roymie M. Mamburao Engineer II Abdul Racman M. Cosain Engineer I
	1.8 Checks Laboratory Test Results	None	4 Hours	M. Sumalpong Project Development Officer II Jovencio P. Paitan Engineer II Rudy T. Tumangob Engineer II Marilyn V. Ballesteros Engineer II Aquilino M. Tamse Utility Foreman
	1.9 Reviews Statement of Work Accomplished	None	4 Hours	Joseph L. Apat Engineer IV Juliet M. Amas Engineer III Susana Jane L. Angcos Engineer III Jahara J. Umpa Engineer II Marilyn V. Ballesteros Engineer II
	1.10 Signs Statement of Work Accomplished,		15 Minutes	Joseph L. Apat Engineer IV Juliet M. Amas



	if found correct and in order. Return to contractor for any correction and/or revision	None		Engineer III Susana Jane L. Angcos Engineer III Jahara J. Umpa Engineer II Marilyn V. Ballesteros Engineer II
	1.11 Routes to Provincial Engineer for her signature as recommending approval on Statement of Work Accomplished	None	15 Minutes	Susana Jane Angcos Enginner III Marilyn V. Ballesteros Enginner II Jahara J. Umpa Enginner II Joseph L. Apat Enginner IV Juliet M. Amas Enginner III Jovencio P. Paitan Enginner II Rudy T. Tumangob Enginner II Roymie M. Mamburao Enginner II Rosario M. Sumalpong Project Development Officer III Aquilino M. Tamse Utility Foremen
	1.12 Acts on the Project Billing submitted and recommends approval if found in order as to documentary requirements	None	8 Hours	Engr. Marietta L. Borillo Depatment Head



	1.13 Prepares endorsement to Provincial Governor for her approval	None	15 Minutes	Rosario M. Sumalpong, Project Development Officer III Keath A. Fortin Clerk I
	1.14 Endorses Project Billing to Provincial Governor for approval	None	15 Minutes	Manashe Rosauro Clerk I
<b>TOTAL:</b>		<b>None</b>	<b>3 Days 2 Hours &amp; 37Minutes</b>	



#### 4.Engineering Survey Services (for 1 km. road)

Provision of surveying services of road projects for preparation of Detailed Engineering Design.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transactions:</b>	Government to Government			
<b>Who may avail:</b>	Government Entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request(2 copies)			Requisitioning Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits approved letter request	1.1 Receives Request	None	3Minutes	Gloria D. Angas Administrative Aide VI
	1.2 Routes Letter Request to Provincial Engineer for action	None	2 Minutes	Gloria D. Angas Administrative Aide VI
	1.3 Advises Client to follow-up	None	5 Minutes	Gloria D. Angas Administrative Aide VI
	1.4 Acts on letter request	None	10 Minutes	Engr. Marietta L. Borillo Depatment Head
	1.5 Routes letter request to Planning, Designing and Programming Division (Survey Team)	None	5 Minutes	Engr. Marietta L. Borillo Depatment Head
	1.6 Conducts Reconnaissance Survey	None	8 Hours	Engr. Edgardo C. Cabo, Jr. Engineer II Fernando S. Bojo Engineering Asistant Eduardo Laude



				Construction Maintenance Man Marcelino Vicoy Metro Aide I Joel Bacalso Laborer I Earl-Lito Denore Metro Aide I Melbourne Estrada Laborer I
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	1.7 Conduct s Traverse Survey	None	8 Hours	Engr. Edgardo C. Cabo, Jr. Engineer II Fernando S. Bojo Engineering Asistant Eduardo Laude Construction Maintenance Man Marcelino Vicoy Metro Aide I Joel Bacalso Laborer I Earl-Lito Denore Metro Aide I Melbourne Estrada Laborer I
	1.8 Conducts Profile/Topographic Survey	None	8 Hours	Engr. Edgardo C. Cabo, Jr. Engineer II Fernando S. Bojo Engineering Asistant Eduardo Laude



				Construction Maintenance Man Marcelino Vicoy Metro Aide I Joel Bacalso Laborer I Earl-Lito Denore Metro Aide I Melbourne Estrada Laborer I
	1.9Downloads survey data using C3D and design alignment ready for preparation of Detailed Engineering Design	None	15 Days	Engr. Edgardo C. Cabo, Jr. Engineer II
<b>TOTAL:</b>		<b>None</b>	<b>18 Days &amp;25Minutes</b>	





## 5.Engineering Survey Services (for 1hectare lot)

Provision of surveying services for 1 hectare lot for preparation of sketch plan.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Complex			
<b>Type of Transactions:</b>	Government to Government			
<b>Who may avail:</b>	Government Entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request(2 copies)			Requisitioning Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
Submits approved letter request	1.1 Receives Request	None	3Minutes	Gloria Angas Administrative Aide VI
	1.2 Routesletter request to Provincial Engineer for action	None	2 Minutes	Gloria Angas Administrative Aide VI
	1.3 Advises Client to follow-up	None	5 Minutes	Gloria Angas Administrative Aide VI
	1.4 Acts on letter request	None	10 Minutes	Engr. Marietta L .Borillo Department Head
	1.5 Routes letter request to Planning, Designing and Programming Division (Survey Team)	None	5 Minutes	Engr. Marietta L. Borillo Department Head
	1.6 Conducts Reconnaissance Survey	None	8 Hours	Engr. Edgardo C. Cabo, Jr. Engineer II Fernando S. Bojo Engineering Asistant Eduardo Laude Construction Maintenance Man



				Marcelino Vicoy Metro Aide I Joel Bacalso Laborer I Earl-Lito Denore Metro Aide I Melbourne Estrada Laborer I
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	1.7 Conducts Traverse Survey	None	8 Hours	Engr. Edgardo C. Cabo, Jr. Engineer II Fernando S. Bojo Engineering Assistant Eduardo Laude Construction Maintenance Man Marcelino Vicoy Metro Aide I Joel Bacalso Laborer I Earl-Lito Denore Metro Aide I Melbourne Estrada Laborer I
	1.8 Conducts Profile/Topographic Survey	None	8 Hours	Engr. Edgardo C. Cabo, Jr. Engineer II Fernando S. Bojo Engineering Assistant Eduardo Laude Construction Maintenance Man Marcelino Vicoy Metro Aide I Joel Bacalso Laborer I Earl-Lito Denore Metro Aide I Melbourne Estrada Laborer I
	1.9 Downloads survey data using	None	4 Hours	Engr. Edgardo C. Cabo, Jr. Engineer II



	C3D and prepare sketch plan			
	1.10 Prints sketch plan & submit to PE for signature and endorsement to Provincial Governor	None	45 Minutes	Engr. Marietta L. Borillo Deaprtment Head Engr. Edgardo C. Cabo, Jr. Engineer II
<b>TOTAL:</b>		<b>None</b>	<b>3 Days 5 Hours &amp; 27 Minutes</b>	



## 6. Validating and Recommending Approval of Variation Order

Validating letter request and checking quantity calculation to support Variation Order for subsequent approval.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transactions:</b>	Government to Business			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter(2 copies) 2. Quantity Calculation (3 copies)			Contractors	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits letter request for Variation Order	1.1 Receives Request	None	3Minutes	Gloria Angas Administrative Aide VI
	1.2 Routes Letter Request to Provincial Engineer for action	None	2 Minutes	Gloria Angas Administrative Aide VI
	1.3 Advises Client to follow-up	None	5 Minutes	Gloria Angas Administrative Aide VI
	1.4 P.E acts on letter request	None	10 Minutes	Marietta L. Borillo Department Head
	1.5 Routes letter request to Site Engineer	None	3Minutes	Marietta L. Borillo
	1.6 Site Engineer receives letter request	None	3Minutes	Marilyn V. Ballesteros Engineer II Jahara J. Umpa Engineer II Jovencio P. Paitan Engineer II Rudy T. Tumangob Engineer II



				Roymie M. Mamburao Engineer II Abdul Racman M. Cosain Engineer I
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	1.7 Site Engineer discusses with Provincial Engineer regarding the request of Contractor	None	1 Hour	Rosario M. Sumalpong Project Development Officer III Jovencio P. Paitan Engineer II Rudy T. Tumangob Engineer II Marilyn V. Ballesteros, Engineer II Aquilino M. Tamse Utility Foremen
	1.8 Site Engineer verifies at project site and prepares technical report	None	7 Days	Marilyn V. Ballesteros Engineer II Jahara J. Umpa Engineer II Jovencio P. Paitan Engineer II Rudy T. Tumango Engineer II Roymie M. Mamburao Engineer II Abdul Racman M. Cosain Engineer I
	1.9 Routes technical report to Project Engineer for checking and review	None	4 Hours	Joseph L. Apat Engineer IV Juliet M. Amas Engineer III Susana Jane L. Angcos Engineer III Jahara J. Umpa Engineer II Marilyn V. Ballesteros



				Engineer II
	1.10 Site Engineer submits technical report including documents to support the variation order of the project	None	15 Minutes	Susana Jane L. Angcos Engineer III Marilyn V. Ballesteros Engineer II Jahara J. Umpa Engineer II Joseph L. Apat Engineer IV Juliet M. Amas Engineer III Jovencio P. Paitan Engineer II Rudy T. Tumangob Engineer II Roymie M. Mambura Engineer II Rosario M. Sumalpong Project Development Officer III Aquilino M. Tamse Utility Foreman





	Receives the technical report and Variation Order of project	None	3Minutes	Gloria D. Angas Administrative Aide VI
	Routes to Provincial Engineer the Variation Order with the technical report for review	None	15 Minutes	Gloria D. Angas Administrative Aide VI
	Acts on the Variation Order submitted and recommends approval if found in order	None	1 Day	Marietta L. Borillo Department Head
	Endorses to Provincial Governor for her approval	None	15 Minutes	Rosario M. Sumalpong Project Development Officer III Keith A. Fortin Clerk I
<b>TOTAL:</b>		<b>None</b>	<b>8 Days 6 Hours &amp; 14 Minutes</b>	



## 7. Validating and Recommending Approval of Time Extension

Validation of letter request for Time Extension for subsequent approval.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Complex			
<b>Type of Transactions:</b>	Government to Business			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter(2 copies) 2. Catch-up Plan (3 copies) 3. Revised Construction Schedule 4. Revised Quality Control Plan (3 copies)			Contractors	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
Submits letter request for Time Extension of Project	1.1 Receives Request	None	3Minutes	Gloria D. Angas Administrative Aide VI
	1.2 Routes Letter Request to Provincial Engineer for action	None	2 Minutes	Gloria D. Angas Administrative Aide VI
	1.3 Advises Client to follow-up	None	5 Minutes	Gloria D. Angas Administrative Aide VI
	1.4 P.E acts on letter request	None	10 Minutes	Marietta L. Borillo Department Head
	1.5 Routes letter request to Site Engineer	None	3Minutes	Marietta L. Borillo Department Head
	1.6 Site Engineer receives letter request	None	3Minutes	Marilyn V. Ballesteros Enginner II Jahara J. Umpa Enginner II Jovencio P. Paitan Enginner II



				Rudy T. Tumangob, Enginner II Roymie M. Mamburao Enginner II Abdul Racman M. Cosain Enginner I
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	1.7 Site Engineer discusses with Provincial Engineer regarding the request of Contractor	None	1 Hour	Rosario M. Sumalpong Project Development Officer III Jovencio P. Paitan Enginner II Rudy T. Tumango Enginner II Marilyn V. Ballestero Enginner II Aquilino M. Tamse Utility Foreman
	1.8 Site Engineer prepares technical report	None	3 Days	Marilyn V. Ballesteros Enginner II Jahara J. Umpa Enginner II Jovencio P. Paia Enginner II Rudy T. Tumangob Enginner II Roymie M. Mamburao, Enginner II Abdul Racman M. Cosain Enginner I
	1.9 Routes technical report to Project Engineer for checking	None	4 Hours	Joseph L. Apat Enginner IV Juliet M. Amas Enginner III Susana Jane L. Angcos Enginner III Jahara J. Ump Enginner II Marilyn V. Ballesteros



				Enginner II
	1.10Site Engineer submits technical report recommending the appropriate number of Days for the extension of project	None	15 Minutes	Susana Jane L. Angcos Enginner III Marilyn V. Ballesteros Enginner II Jahara J. Umpa Enginner II Joseph L. Apat Enginner IV Juliet M. Amas Enginner III Jovencio P. Paitan Enginner II Rudy T. Tumangob Enginner II Roymie M. Mamburao Enginner II Rosario M. Sumalpong Project Development Officer III Aquilino M. Tamse Utility Foreman



	1.11 Receives the technical report and time extension of project	None	3 Minutes	Gloria D. Angas Administrative Aide VI
	1.12 Routes to Provincial Engineer the Time Extension with the technical report for review	None	15 Minutes	Gloria D. Angas Administrative Aide VI
	1.13 Acts on the Time Extension and recommends approval if found in order	None	1 Day	Marietta L. Borillo Department Head
	1.14 Endorses to Provincial Governor for her approval	None	15 Minutes	Rosario M. Sumalpong Project Development Officer III Keith A. Fortin Clerk I
<b>TOTAL:</b>		<b>None</b>	<b>4 Days 6 Hours &amp; 11 Minutes</b>	



## 8. Final Inspection of Project

Conduct of Final Inspection of completed Projects for issuance of Certificate of Completion.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Complex			
<b>Type of Transactions:</b>	Government to Business			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request(2 copies)			Contractor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
Submits letter request	1.1 Receives Letter Request	None	3 Minutes	Gloria D. Angas Administrative Aide VI
	1.2 Routes Letter Request to Provincial Engineer for action	None	2 Minutes	Gloria D. Angas Administrative Aide VI
	1.3 Acts on letter request	None	10 Minutes	Marietta L. Borillo Department Head
	1.4 Routes letter request to Provincial Inspectorate Team (PEO Representative)	None	5 Minutes	Marietta L. Borillo Department Head
	1.5 Prepares endorsement to Provincial Administrator for schedule of inspection by the Provincial Inspectorate Team (PIT), if found in order and ready for inspection	None	15 Minutes	Rosario M. Sumalpong Project Development Officer III Keith A. Fortin Clerk I



	1.6 Forwards endorsement to Provincial Administrator, for approval on the schedule of inspection		30 Minutes	Manashe Rosauo Clerk I
	<b>NOTE: Wait for the schedule of inspection and Memorandum</b>			
	1.7 Conducts Inspection	None	8 Hours	Engr. Juliet M. Amas Engineer III Engr. Bobby L. Samboang Engineer III
	1.8 Prepares findings and recommendations	None	8 Hours	Engr. Juliet M. Amas Engineer III
	1.9 Inspectorate Team conducts discussion on the findings and signs the inspection report, if found in order	None	4 Hours	Engr. Juliet M. Amas Engineer III
	1.10 Presents the findings and recommendation to Provincial Engineer	None	2 Hours	Engr. Juliet M. Amas Engineer III
	1.11 Prepares inspection report	None	2 Hours	Engr. Juliet M. Amas Engineer III
	1.12 Endorses to Provincial Engineer the inspection report	None	15 Minutes	Engr. Juliet M. Amas Engineer III
	1.13 Acts on the inspection report and signs, if found in order	None	10 Minutes	Engr. Marietta L. Borillo Department Head
	Endorses to Contractor	None	15 mins	Engr. Juliet M. Amas Engineer III
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days 1 Hour &amp; 45 Minutes</b>	





## 9.Repairing & Maintaining Provincial Roads and Bridges

Conduct repair and maintenance of provincial roads and bridges as needed.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	Government to Government			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request(2 copies)			Barangay Officials, Stakeholders	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submitsletter request	1.1 Receives Work Request	None	3Minutes	Gloria Angas Administrative Aide VI Keath A. Fortin Clerk I Manashe Rosauro Clerk I
	1.2 Routes Letter Request to Provincial Engineer for action	None	2 Minutes	Gloria Angas Administrative Aide VI Keath A. Fortin Clerk I Manashe Rosauro Clerk I
	1.3 Acts on Letter Request	None	10 Minutes	Engr. Marietta L. Borillo Department Head
	1.4 Routes letter request to Maintenance Division	None	5 Minutes	Engr. Marietta L. Borillo Department Head
	1.5 Maintenance Division verifies the schedule of maintenance	None	15Minutes	Engr. Juliet M. Amas Engineer III
<b>NOTE: Advice client to follow-up the schedule of the maintenance activity</b>				
	1.6 Conducts inspection of damaged road to determine the equipment and		8 Hours	Joseph L. Apat Engineer IV Juliet M. Amas Engineer III Dario G. Quidlat, Jr.



	materials needed for the repair			Construction Maintenance Foreman Rudy T. Tumangob Engineer II
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	1.7 Prepares and submits report to Provincial Engineer for information on the degree of damages	None	2 Hours	Juliet M. Amas Engineer III Dario G. Quidlat, Jr. Construction Maintenance Foreman
	1.8 Acts on the report	None	1 Hour	Engr. Marietta I. Borillo Department Head
	1.9 Prepares schedule of equipment, if report is in order	None	15 Minutes	Juliet M. Amas Engineer III
	1.10 Assigns and dispatches the equipment as scheduled to conduct the repair	None	30 Minutes	Dario G. Quidlat, Jr., Dario G. Quidlat, Jr. Construction Maintenance Foreman
<b>TOTAL:</b>		<b>None</b>	<b>1 Day 4Hours &amp;20Minutes</b>	



## 10. Validating Road Right of Way obstruction

Validation of road right of way of provincial roads for issuance of clearance of no obstruction.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Complex			
<b>Type of Transactions:</b>	Government to Government, Government to Business, Government to Citizens			
<b>Who may avail:</b>	Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request(2 copies)			Clients, Citizens	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
Submits letter request	1.1 Receives Request	None	3Minutes	Gloria Angas Administrative Aide VI
	1.2 Routes letter request to Provincial Engineer for action	None	2 Minutes	Gloria Angas Administrative Aide VI
	1.3 Advises Client to follow-up	None	5 Minutes	Gloria Angas Administrative Aide VI
	1.4 Acts on letter request	None	10 Minutes	Engr. Marietta I. Borillo Department Head
	1.5 Routes letter request to Planning, Designing and Programming Division (Survey Team)	None	5 Minutes	Engr. Marietta I. Borillo Department Head
	1.6 Conducts ocular inspection	None	8 Hours	Engr. Edgardo C. Cabo, Jr., Engineer II Engr. Juliet M. Amas



				Engineer IIFerdinand S. Bojo Engineering Asistant
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	1.7 Prepares technical report regarding the inspection	None	2 Days	Engr. Edgardo C. Cabo, Jr., Engineer II Engr. Juliet M. Amas Engineer II Ferdinand S. Bojo Engineering Asistant
	1.8 Routes technical report to Project Engineer for checking and review	None	15 Minutes	Engr. Edgardo C. Cabo, Jr., Engineer II Engr. Juliet M. Amas Engineer II Ferdinand S. Bojo Engineering Asistant
	1.9 Acts on the technical report submitted and endorsed if found in order	None	4 Hours	Engr. Marietta I. Borillo Department Head
	1.10 Endorses to Provincial Governor for her issuance of certification of RROW clearance	None	15 Minutes	Rosario M. Sumalpong Project development Officer III Keith A. Fortin Clerk I
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days 4 Hours &amp; 55 Minutes</b>	



## 11.Approving Work Request of Project

Checking of work request submitted by contractors for subsequent approval of the Provincial Engineer prior to execution of activity.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	Government to Business			
<b>Who may avail:</b>	Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Work Request(2 copies)			Contractors	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits work request of project	1.1 Receives Work Request	None	3Minutes	Gloria Angas Administrative Aide VI Keath A. Fortin Clerk I Manashe Rosauro Clerk I
	1.2 Routes Work Request to Provincial Engineer for action	None	2 Minutes	Gloria Angas Administrative Aide VI Keath A. Fortin Clerk I Manashe Rosauro Clerk I
	1.3 Acts on Work Request	None	10 Minutes	Engr. Marietta I. Borillo Department Head
	1.4 Routes letter request to Construction Supervision Team	None	5 Minutes	Engr. Marietta I. Borillo Department Head
	1.5 Construction supervision team verifies as to validity and acceptability	None	1 Hour	Joseph L. Apat Engineer IV Juliet M. Amas Engineer III Susana Jane L. Angcos



	of Work Request as to field condition of project			Engineer III Jahara J. Umpa Engineer II Edgardo C. Cabo, Jr., Engineer II Marilyn V. Ballesteros Engineer II Rosario M. Sumalpong, Project Development Officer III Jovencio P. Paitan Engineer II Rudy T. Tumangob Engineer II Roymie M. Mambura Engineer II, Alerma Pearl Yorong Engineer I Abdul Racman Cosain Engineer II
	1.6 Signs Work Request if found in order and conduct field inspection to validate the request	None	3 Minutes	Joseph L. Apat Engineer IV Juliet M. Amas Engineer III Susana Jane L. Angcos Engineer III Jahara J. Umpa Engineer II Edgardo C. Cabo, Jr., Engineer II Marilyn V. Ballesteros Engineer II Rosario M. Sumalpong,





				Project Development Officer III Jovencio P. Paitan Engineer II Rudy T. Tumangob Engineer II Roymie M. Mambura Engineer II, Alerma Pearl Yorong Engineer I Abdul Racman Cosain Engineer II
	1.7Routes to Provincial Engineer for her approval	None	3 Minutes	Joseph L. Apat Engineer IV Juliet M. Amas Engineer III Susana Jane L. Angcos Engineer III Jahara J. Umpa Engineer II Edgardo C. Cabo, Jr., Engineer II Marilyn V. Ballesteros Engineer II Rosario M. Sumalpong, Project Development Officer III Jovencio P. Paitan Engineer II Rudy T. Tumangob Engineer II Roymie M. Mambura



				Engineer II, Alerma Pearl Yorong Engineer I Abdul Racman Cosain Engineer II
	1.8 Approves Work Request	None	3 Minutes	Engr. Marietta I. Borillo Department Head
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour &amp; 29 Minutes</b>	



## 12. Providing Equipment, Service Vehicle and Generator Set for Disaster and PGLDN activities

Provision of equipment, service vehicle and generator set to respond in time of disaster and PGLDN activities conducted

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	Government to Government, Government to Citizens			
<b>Who may avail:</b>	PGLDN Offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter Request(2 copies) 2. Verbal instruction from person of authority			Requisitioning Office or from person of authority	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Approves Letter Request/Verbal Instruction from person of authority	1.1 Receives letter request or an instruction from person of authority	None	3 Minutes	Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauro Clerk I Candido A. Mamburao, Jr, Engineer III Marlon L. Lumayaga Engineer II
	1.2 Forwards or informs the Provincial Engineer	None	5 Minutes	Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauro Clerk I
	1.3 Acts on the letter request or the verbal instruction	None	10 Minutes	Engr. Marietta I. Borillo Department Head
	1.4 Routes the letter request or informs the	None	5 Minutes	Engr. Marietta I. Borillo Department Head



	Motorpool Division			
1.5	Contacts the operators, drivers, mechanics and electrician	None	5 Minutes	Candido A. Mamburao, Jr, Engineer III Marlon L. Lumayaga Engineer II



	1.6 Advises operators, drivers, mechanics and electrician to report to Provincial Disaster Risk Reduction Management Office, for briefing	None	10 Minutes	Candido A. Mamburao, Jr, Engineer III Marlon L. Lumayaga Engineer II
	Dispatches the equipment	None	5 Minutes	Candido A. Mamburao, Jr, Engineer III Marlon L. Lumayaga Engineer II
<b>TOTAL:</b>		<b>None</b>	<b>43Minutes</b>	



### 13. Maintaining vehicles and generator set issued to different offices and Provincial Hospitals

Maintenance of vehicles and generator set utilized in different provincial offices and hospitals provided.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	Government to Government			
<b>Who may avail:</b>	PGLDN Offices and Provincial Hospitals			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request(2 copies)			Requisitioning Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits letter request	1.1 Receives letter request	None	3 Minutes	Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauo Clerk I
	1.2 Routes letter request to Provincial Engineer for action	None	5 Minutes	Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauo Clerk I
	1.3 Acts on the letter request	None	10 Minutes	Engr. Marietta I. Borillo Department Head
	1.4 Routes letter request to Motorpool Division	None	5 Minutes	Engr. Marietta I. Borillo Department Head
	1.5 Conducts actual inspection of the unit	None	1 Hour	Rene D. Cabasa Mechanical Shop Foreman Florante Mangcao Mechnic I



				Jose Docoy Mechanic I
	1.6 Prepares list of spare parts needed for repair	None	1 Hour	Candido A. Mamburao, Jr, Engineer III Marlon L. Lumayaga Engineer II
	1.7 Prepares endorsement	None	15 Minutes	Rosario M. Sumalpong Project developmet Officer II Keith A. Fortin Clerk I
None	Endorses officially to client the list of spare parts, for preparation of Purchase Request and approval of the Honorable Governor	None	15 Minutes	Rosario M. Sumalpong Project developmet Officer II Keith A. Fortin Clerk I
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours&amp; 53 Minutes</b>	



## 14. Equipment Rental Services

Provision of equipment to any government and private entities through rental basis.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	Government to Government, Government to Business			
<b>Who may avail:</b>	Government/Private Entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request(2 copies)			Requisitioning Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits approved Letter Request	1.1 Receives letter request	None	3 Minutes	Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauro Clerk I
	1.2 Routes to Provincial Engineer for action	None	5 Minutes	Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauro Clerk I
	1.3 Acts on the letter request	None	10 Minutes	Engr. Marietta I. Borillo Department Head
	1.4 Routes the letter request to Motorpool Division	None	5 Minutes	Engr. Marietta I. Borillo Department Head
	1.5 Prepares Lease of Contract of Equipment	None	30 Minutes	Candido A. Mamburao, Jr, Engineer III Marlon L. Lumayaga Engineer II





	1.6 Prepares endorsement to Provincial Governor for her approval	None	15 Minutes	Rosario M. Sumalpong Project development Officer II Keith A. Fortin Clerk I
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	1.7 Advises client that they will be informed upon approval of Provincial Governor on Contract of Lease and payment for the equipment rental at Provincial Treasurer's Office shall be made.	None	10 Minutes	Candido A. Mamburao, Jr, Engineer III Marlon L. Lumayaga Engineer II
	1.8 Endorses to Provincial Governor, for approval	None	15 Minutes	Manashe Rosauo Clerk I
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour &amp; 33 Minutes</b>	



## 15. Checking Spare Parts delivery

Check spare parts delivery as per approved Purchase Request to ensure in accordance to agency specification.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	Government to Government, Government to Business, Government to Citizen			
<b>Who may avail:</b>	GSO			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Purchase Request(2 copies) 2. Delivery Receipt (3 copies)			GSO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Approves Purchase Request and Delivery Receipt	1.1 Checks spare parts as per approved Purchase Request	None	30 Minutes	Candido A. Mamburao, Jr, Engineer III Marlon L. Lumayaga Engineer II Eugenio H. Kangke, Jr. Mechanic I
	1.2 Checks delivery of spare parts as to agency specification per item	None	5 Minutes	Candido A. Mamburao, Jr, Engineer III Marlon L. Lumayaga Engineer II Eugenio H. Kangke, Jr. Mechanic I
	1.3 Receives the delivery	None	5 Minutes	Candido A. Mamburao, Jr, Engineer III Marlon L. Lumayaga Engineer II
<b>TOTAL:</b>		<b>None</b>	<b>40 Minutes</b>	



## 16. Providing workforce services to other offices

Provision of workforce to other PGLDN Offices and Government Line Agencies as requested and needed.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	Government to Government			
<b>Who may avail:</b>	PGLDN Offices and Government Line Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request(2 copies)			Requisitioning Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits Letter Request	1.1 Receives Request	None	3 Minutes	Gloria D. Angas Administrative Aide VI
	1.2 Routes Letter Request to Provincial Engineer for action	None	2 Minutes	Gloria D. Angas Administrative Aide VI
	1.3 Acts of letter request	None	10 Minutes	Engr. Marietta I. Borillo Department Head
	1.4 Routes letter request to concerned division	None	5 Minutes	Engr. Marietta I. Borillo Department Head
	1.5 Division Chief assigns personnel as to requested workforce	None	5 Minutes	Engr. Joseph L. Apat Engineer IV Engr. Juliet M. Amas Engineer III Engr. Susana Jane L. Angcos Engineer III Engr. Candido A. Mamburao, Jr., Engineer III Engr. Marlon L. Lumayaga, Engr. Engineer II Bobby L. Samboang Engineer III
<b>TOTAL:</b>		<b>None</b>	<b>25 Minutes</b>	



## 17. Issuing Diesel Fuel and Lubricants

Issuance of diesel fuel and lubricants to equipment and service vehicles assigned to different offices of the Provincial Government of Lanao del Norte.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	Government to Government			
<b>Who may avail:</b>	PGLDN Offices and Government Line Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Trip Ticket (3 copies) 2. Approved Withdrawal Slip (3 copies)			Requisitioning Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Presents approved Trip Ticket/Withdrawal Slip	1.1 Checks Trip Ticket/Withdrawal Slip if properly filled-up	None	10 Minutes	Alejandro Caniopa Store Keeper I Eugenio Kangke, Jr. Mechanic I
	1.2 Dispenses diesel/refuel to equipment/service vehicle	None	5 Minutes	Alejandro Caniopa Store Keeper I Eugenio Kangke, Jr. Mechanic I
	1.3 Records in the logbook provided at gas station the number of liters refueled with the signature of the client	None	5 Minutes	Alejandro Caniopa Store Keeper I Eugenio Kangke, Jr. Mechanic I
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	



## 18. Attending to Concerns of Client Inquiries

Assistance provided to any concerns of clients coming to the office.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	Government to Government, Government to Business, Government to Citizens			
<b>Who may avail:</b>	Any clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Physical appearance of concerned client			Provincial Engineer's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Registers in the Logbook	1.1 Assist clients to register in the logbook	None	3 Minutes	Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauro Clerk I
	1.2 Leads clients to Provincial Engineer or to the concerned PEO Staff	None	5 Minutes	Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauro Clerk I
	1.3 Provincial Engineer or concerned PEO Staff attends to Client Inquiries concerns	None	10 Minutes	Marietta L. Borillo Department Head Joseph L. Apat Engineer IV Juliet M. Amas Engineer III Candido A. Mamburao, Jr., Engineer III Susana Jane L. Angcos Engineer III Jahara J. Umpa Engineer II Edgardo C. Cabo, Jr. Engineer III Marilyn V. Ballesteros



				Engineer III Rosario M. Sumalpong Project Development Officer III Jovencio P. Paitan Engineer II Marlon L. Lumayaga Engineer II Rudy T. Tumangob Engineer II Roymie M. Mamburao Engineer II Gloria D. Angas Administrative Aide VI
<b>TOTAL:</b>		<b>None</b>	<b>18 Minutes</b>	



## 19. Issuing Certificate of Appearance

Issuance of Certificate of Appearance to clients and visitors coming at the office for a purpose.

<b>Office or Division:</b>	Provincial Engineer's Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	Government to Government, Government to Business, Government to Citizens			
<b>Who may avail:</b>	Government/Private Entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Concerned Client			Provincial Engineer's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Registers in the logbook	1.1 Advises visitors or clients to register in the logbook	None	2 Minutes	Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauo Clerk I
	1.2 Prepares Certificate of Appearance	None	5 Minutes	Gloria D. Angas, Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauo Clerk I
	1.3 Signs the Certificate of Appearance	None	5 Minutes	Engr. Marietta L. Borillo Department Head
	1.4 Issues the certificate of appearance	None	5 Minutes	Gloria D. Angas Administrative Aide VI Keith A. Fortin Clerk I Manashe Rosauo Clerk I
<b>TOTAL:</b>		<b>None</b>	<b>17 Minutes</b>	