

3. Community Development Section (Engineering Sector) Special Operation

Provision of Engineering Services for the Road Network Public Buildings/Structures such as parks, open spaces, schools and drainage network at barangay level.

Office or Division:	City Engineering Department			
Classification:	Complex			
Type of Transaction:	Special Operations			
Who may avail:	San Juan City constituents in all barangay.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request from Barangay Council				
Pictures of urgent concerns				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request letter to City Engineering Department	1. Staff receives and records the request letter in the logbook then submit to the City Engineer	None	15 minutes	Barangay-based Engineering personnel
	2. Site Inspection	None	1 day	City Engineering Department
	3. Troubleshoot / provide remedial measure	None	1 – 5 days	City Engineering Department
	4. For Perennial Problems: - Recommendation for improvement - Upgrade Status - For Project Proposal / Study	None	1 day	City Engineering Department – Design and Estimate Section
	5. Evaluation and recommending approval of plans, estimates and other pertinent documents to the City Mayor	None	1 day	City Engineer
	6. Approval of Subject request	None	1 day	City Mayor

END OF TRANSACTION