

**PREPARATION OF PLANS FOR REPAIR**

**MUNICIPAL ENGINEERING OFFICE  
Monday – Friday (8:00am – 5:00pm)**

Requirements:

1. Request letter indicating the service needed.

Procedure:

<b>No.</b>	<b>Applicant/s</b>	<b>Service Provider</b>	<b>Duration</b>	<b>Concerned Person</b>
1	Submit letter request to the Person-in-charge.	Person-in-charge receives and records the letter request in a logbook and forwards the same to the MEO for evaluation and notation.	1minute	MEO Staff
		M.E.O evaluates the letter and instruct Person-in-charge to handle oversee request.	3 minutes	Engr. Ricky R. Estopace
2	Confirm schedule of site inspection.	Person-in-charge schedules site visitation.	1 minute	Mr. Alfredo Torres
3	Accompany MEO personnel During site inspection and states his preferences.	Person-in-charge conducts site visitation together with requesting party and notes down all requests.	1 to 2 hours	Mr. Alfredo Torres
4	Wait for the approval of plan	Check the availability of materials If available - Go If not available – Prepare P.O.W.	Minimum of 1hr. to maximum of two weeks depending of extentof project.	Engr. Ricky R. Estopace Mr. Alfredo Torres Engr. Tristee Rio V. Lipit