

**PREPARATION OF PLANS AND PROGRAMS OF WORK**

**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
1.	Wait for the completion of plan and program of work.	Person-in-charge prepares plan and Program of work – scope and bill of materials.	Minimum of 1hr. to maximum of two weeks depending of extentof project.	Engr. Ricky R. Estopace Mr. Alfredo Torres Engr. Tristee Rio V. Lipit
2.	Pick up prepared plan and program of work for processing.	Person-in-charge release plan and program of work.	5 minutes	Ms. Marie Joyce Peralta