



13.a Engineering and Technical Services- Request for Infrastructure Project (Site Inspection)

PEO provides engineering and technical services by conducting site inspection for the requested infrastructure projects. Barangay and public schools within Bataan tends to request infrastructure projects that will be beneficial to the community. Request of infrastructure projects are subjected for feasibility checking and for funding allocation. Only approved funded infrastructure projects will proceed to its implementation.

Office or Division:	Provincial Engineer's Office / Monitoring and Support Division and Planning and Programming Division
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Barangays and Public Schools within the Province of Bataan

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 Original and 1 Receiving Copy)		PEO - Monitoring and Support Division PEO - Planning and Programming Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Gives one (1) original copy and one (1) receiving copy of request letter	1. Receives original copy and return receiving copy to client	None	10 Minutes	<i>Computer Operator I Monitoring and Support Division</i>
2. Secures the receiving copy for follow ups	2.1 Logs details of request letter to Routed Communication Google Docs	None	5 Minutes	<i>Computer Operator I Monitoring and Support Division</i>
	2.2 Encodes subject of request letter to routing slip with provided control number, attach the routing slip to the original request letter and give to the Provincial Engineer's secretary	None	5 Minutes	<i>Computer Operator I Monitoring and Support Division</i>
	2.3 Gives the routed request letter to the Provincial Engineer for instruction and/or approval	None	10 Minutes	<i>Administrative Aide IV Monitoring and Support Division</i>
	2.4 Provides instructions to concerned/assigned division or personnel and/or approval	None	1 Day	<i>Provincial Engineer Monitoring and Support Division</i>
	2.5 Encodes instructions from the Provincial Engineer to Routed Communication Google Docs and hand over to Monitoring and Support Division	None	5 Minutes	<i>Administrative Aide IV Monitoring and Support Division</i>
	2.6 Reviews instructions from the Provincial Engineer and give to Clerk II for dissemination to concerned/assigned division or personnel	None	5 Minutes	<i>Engineer IV Monitoring and Support Division</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
	2.7 Duplicates copy/ies of original request letter and routing slip with instructions and disseminate to concerned/assigned division or personnel	None	20 Minutes	<i>Clerk II</i> Monitoring and Support Division
	2.8 Scans request letter and routing slip with instructions and logs routing slip with control number in logbook	None	5 Minutes	<i>Clerk II</i> Monitoring and Support Division
	2.9 Receives copy/ies of request letter and routing slip with instructions subject for appropriate action/target setting	None	5 Minutes	<i>Engineer III</i> Planning and Programming Division
	2.10 Receives and records assigned request letter with instructions and forward to Planning and Programming Division Head for checking/evaluation	None	15 Minutes	<i>Engineer III</i> Planning and Programming Division
	2.11 Checks complexity of request, designate personnel to handle request and forward to Planning and Programming Assistant Division Head for scheduling	None	30 Minutes	<i>Engineer IV</i> Planning and Programming Division
	2.12 Prepares schedule/target setting for site inspection	None	1 Hour	<i>Engineer III</i> Planning and Programming Division
3. Assists by providing details needed for the scheduled site inspection	3. Coordinates with requesting entity about particulars and details of the request	None	2 Days	<i>Assigned Planning and Programming Division personnel</i> Planning and Programming Division
4. Identifies the proposed location of requested infrastructure project	4.1 Conducts site inspection (as per schedule/target setting)	None	5 Days	<i>Engineer II/ Engineer I/ Architect II/ Architect I/ Engineering Assistant/ Artist Illustrator III</i> Planning and Programming Division
	4.2 Prepares Site Inspection Checklist and Inspection Report and forwards to Planning and Programming Division Head for review and signature	None	2 hours	<i>Engineer II/ Engineer I/ Architect II/ Architect I/ Engineering Assistant/ Artist Illustrator III</i> Planning and Programming Division
	4.3 Reviews and signs Site Inspection Checklist and Inspection Report and hand over to PEO - Frontdesk Officer for Provincial Engineer's	None	40 Minutes	<i>Engineer IV</i> Planning and Programming Division



	4.4 Gives comment/s and/or approve Site Inspection Checklist and Inspection Report	None	1 Hour	<i>Provincial Engineer Monitoring and Support Division</i>
	4.5 Logs out approved Site Inspection Checklist and Inspection Report and forward to Planning and Programming Division Staff	None	25 Minutes	<i>Computer Operator I Planning and Programming Division</i>
5. Listens to the findings/ suggestions to understand concerns regarding requested infrastructure project	5. Coordinates with requesting entity to discuss findings/ suggestions (If feasible, proceed to CAD plan and specification preparation; If not feasible, end of process)	None	2 Days	<i>Engineer II/ Engineer I/ Architect II/ Architect I/ Engineering Assistant/ Artist Illustrator III Planning and Programming Division</i>
TOTAL:		None	10 days, 7 hours	
ENGINEERING AND TECHNICAL SERVICES - REQUEST FOR INFRASTRUCTURE PROJECT (SITE INSPECTION) qualified for multi-stage processing				