

TRANSPORT SERVICES

Section	ADMINISTRATIVE			
Classification	EQUIPMENT RENTAL / ASSISTANCE			
Type of Transaction	G2C-GOVERNMENT TO CLIENT			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter of the client (<i>indicate FOL arrangement, passenger, purpose & destination</i>)		Approved by the OMM		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit OMM approved request letter of the client to the MEO	1. Office Frontline receives the letter, availability verification and set the schedule	None	10minutes	Engineer
2. Secure order of payment (<i>applicable in rental</i>) / submit FOL details (<i>community assistance</i>)	2. Issue Order of Payment / receives FOL details	SEE ORDINANCE 101-A S.2020	10minutes	Engineer
3. Go back to MEO, Submit receipt and wait for the schedule of trip	3. Photocopy receipt for filing purposes and arrange the schedule and prepare trip ticket	None	5minutes	Engineer
TOTAL			25 - minutes	

DAILY HEALTH CHECKER

Section	ADMINISTRATIVE			
Classification	DAILY HEALTH MONITORING			
Type of Transaction	G2C-GOVERNMENT TO CLIENT			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter of the client approved by OMM		Approved by the OMM		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter approved by OMM to the MEO	1. Office Frontline receives the letter and issues daily health checker whenever face to face discussion is needed.	None	10minutes	Engineer
2. Submit Daily Health to the frontline staff.	2. Concern staff will entertain/discuss the subject.	None	10minutes	Engineer
TOTAL			20 - minutes	

INFRASTRUCTURE PROJECT INSPECTION

Section	ADMINISTRATIVE			
Classification	TECHNICAL			
Type of Transaction	G2C - GOVERNMENT TO CLIENT			
Who may avail	LOCAL & OTHER GOVERNMENT AGENCIES			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Contractors request for inspection (for billing) 2. Project information		1. Contractor 2. Admin section		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter, SWA (contractor side) to the OMM	1. OMM endorses the request	None	5minutes	Admin Aide
2. Verify the request to MEO	2. Eng. Office Frontline receives the letter and set the schedule	None	1 day after submission	Engineer
3. Assist on the agreed schedule of inspection.	3. Conduct project inspection and furnish the MPMC	None	1 day	Engineer
4. Wait for the MPMC inspection report	4. Facilitates the final SWA and inspection report.	None	30 minutes	Engineer
TOTAL			2 days 35 min.	

STATEMENT OF WORK ACCOMPLISHMENT

Section	ADMINISTRATIVE			
Classification	TECHNICAL			
Type of Transaction	G2C - GOVERNMENT TO CLIENT			
Who may avail	LGU CONTRACTORS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		1. Contractor		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the MEO including the contractors' SWA	1. Office Frontline receives the letter and forward it to the MPMC for final inspection	None	10minutes	Engineer
	- MEO prepares the final SWA for contractors' billing request upon receipt of MPMC Inspection Report and facilitate the billing to the Budget, Accounting, OMM and Treasury Office.	None	30minutes	Engineer
2. Client/Representative claim the payment	2. MEO staff inform the Contractor the release of payment upon verification to the Treasury Office.	None	30minutes	Engineer
TOTAL			70 - minutes	

PROVISION OF TECHNICAL ASSISTANCE

Section	PLAN AND DESIGN			
Classification	TECHNICAL			
Type of Transaction	G2G – GOVERNMENT TO GOVERNMENT			
Who may avail	LOCAL GOVERNMENT AGENCIES			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Project Brief/Proposal (must contain proof of area ownership, source of funds, required facility/agency requirements, and beneficiaries).			Project Proponent/MPDO / Funding Agency/Unit	
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit project brief/proposal to the front line engineering staff (Admin. Aide).	1. Admin aide will review the Proposal if found complete, endorsement to Plan & Design Section will follow for the assignment of work.	None	10minutes	Admin Aide
2. Secure information stub to the Plan & Design Section Head for the schedule of validation & inspection.	2. Schedule of validation and site inspection.	None	5 minutes	Municipal Engineer Asst. Mun. Engineer
	- Section head/preparer determine the date of completion	None	15 minutes	Admin Aide
3. Claim of prepared Plan, Design and Program of Works on the indicated schedule.	3. Release of Plan & Program of Works to the Proponent or to representative with corresponding authority.	None	3 minutes	Admin Aide
TOTAL			33 minutes	

COMPLETE DETAILED ENGINEERING DESIGN

(Drawings, BOM, DE, PERT/CPM, TS, POW, ABC, Site Investigation Surveys)

Section	PLAN AND DESIGN			
Classification	TECHNICAL			
Type of Transaction	G2G – GOVERNMENT TO GOVERNMENT			
Who may avail	LOCAL GOVERNMENT AGENCIES			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Project Brief/Proposal (must contain proof of area ownership, source of funds, required facility/agency requirements, and beneficiaries).			Project Proponent/MPDO / Funding Agency/Unit	
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved project brief/proposal to the front line personnel.	1. Admin aide will review the Proposal if found complete, endorsement to Plan & Design Section will follow for the assignment of work.	None	10minutes	Admin Aide
2. Secure information stub to the Plan & Design Section Head	2. Schedule of validation and site inspection.	None	5 minutes	Municipal Engineer Asst. Mun. Engineer
	3. Section head/preparer determine the date of completion	None	15 minutes	Municipal Engineer Asst. Mun. Engineer
4. Claim prepared Plan, Design and Program of Works on the agreed schedule.	4. Release of Plan & Program of Works to the Proponent or to representative with corresponding authority.	None	3 minutes	Admin Aide
TOTAL			33 minutes	