



3. Request for Technical Review and Evaluation of Road Network and Drainage System of a Proposed Subdivision

Request from the City Planning and Development Office for the evaluation of road network and drainage system details of subdivision plans submitted by private developers or government entities.

Office or Division:	City Engineer's Office – Planning Division			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	All Government Agencies/Barangay			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Request letter 2. Photocopy of attachments				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with attachments	1.1. Check for documentary and signature completeness	None	5 mins	Receiving in Charge, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Forward documents to Dept. Head/Asst. Dept. Head to Planning Division	None	1 hour	Dept. Head/Asst. Dept. Head Clerk, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Receive the request and endorse to Section Chief	None	30 mins	Division Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Review documents and check the completeness of the requirements including plans and site visit, if necessary	None	1 day	Section Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.5. Prepare Evaluation Report with indorsement and submit for signature	None	1.5 days	Section Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.6. Approve and sign Evaluation Report	None	1 hour	Division Chief/ Department Head, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive the evaluated and approved road network and drainage master plan and other pertinent documents	2.1. Release to CPDO the evaluated and approved road network and drainage master plan and other pertinent documents attached to the request	None	5 hours	Outgoing In-charge-DH, Liaison Officer, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL	None	2.5 Days, 7 hours, 35 mins	
END OF TRANSACTION				