



4. Request for Road Right-of-Way Certification

Request to conduct inspection for certification issuance of Road Right-Of-Way (RROW).

Office or Division:	City Engineer's Office - Planning Division (Survey Section)			
Classification:	Highly Technical			
Type of Transaction:	G2G, G2C			
Who may avail:	Government or Private Individuals			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
All original copies, one (1) copy each:				
<ol style="list-style-type: none"> 1. Signed Request Letter 2. Certified True Copy of Lot/Land Title 3. Original Copy of Approved Subdivision Plan 4. Sketch Plans of Lots adjacent to the Road 5. Location Road Map 6. Proof of Ownership of the Requestor (If the name is not reflected in the title) e.g. Deed of Sale/Deed of Donation/ Certification of Award 		<ol style="list-style-type: none"> 1. Client (Government or Private) 2. Lot Owners 3. Lot Owners 4. Lot Owners 5. City Assessor's Office 6. Lot Owners 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter and other requirements	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 to Dept. Head/ Asst. Dept. Head for assignment to Planning Division	None	1 hour	Dept. Head/ Asst. Dept. Head Clerk, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Forward the documents to Project Development Section for appropriate action	None	1 hour	Division Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Forward and discuss details of the requirement with the Special Agent	None	1 hour	Project Development Section Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.5. Coordinate with the barangay for the schedule of the survey works	None	1 day	Special Agent, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6. Evaluate and prepare certificate with indorsement letter	None	1 day	Special Agent, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.7. Approve and sign RROW Certification	None	30 mins	Dept. Head/Asst. Department Head, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive the certificate	2.1. Log and release the certificate	None	5 mins	Outgoing In-charge-DH, Liaison Officer, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL		2 days, 3 hours & 40 mins	
END OF TRANSACTION				