



1. Request for Technical Assistance (Detailed Architectural/Engineering Documents for Infra Projects)

Requests for technical assistance like plans and programs received from LGU Departments/ other government agencies for budgeted infra related projects.

Office or Division:	City Engineer's Office – Planning Division			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All Departments of LGU General Santos			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Request Letter from the Department Concerned		1. Department concerned		
2. Approval of Site Location from the City Mayor of the intended lot for the proposed project (for government owned properties)		2. City Mayor's Office		
3. Deed of Donation (if private donated land/lot)		3. Private property donor		
4. Proposed Project Title/ Programs, Projects, Activities (PPA) Profile		4. Department concerned		
5. Certificate of Availability of Funds (CAF)		5. City Accountant's Office		
6. Design criteria (indicating design criteria/standard design and space requirements)		6. Department concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter and other required documents	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 DH/ ADH for assignment to Planning Division	None	30 mins	Department 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 for the proposed projects	None	1 hour	Section Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.5. Assign, endorse and discuss the proposal to the planner for detailing and scheduling	None	1 hour	Section Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6. Conduct site inspection and coordination with the end-user	None	1 day	Planners (Allied Professionals), Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.7. Prepare detailed plans, estimates and other documents for procurement	None	Maximum of 60 working days depending on the scope and complexity	Planners (Allied Professionals), Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.8. Check detailed plans and estimates	None	Maximum of 3 days depending on the scope and complexity	Section Chief Planners (Allied Professionals), Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.9. Final review of detailed plans and estimates	None	Maximum of 1 day depending on the scope and complexity	Division Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.10. Prepare endorsement letter addressed to Sangguniang Panlungsod, copy furnished City Mayor's Office	None	30 mins	Division's Secretary, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.11. Check and sign the plans and estimates with other bid documents	None	2 hours	Asst. Department Head, City Engineer's Office, CEO Compound, Bula, GSC
	1.12. Sign for recommending approval the plans and estimates with other bid documents	None	1 hour	Department Head, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive indorsement/ information	1.13. Log, release the detailed plans, estimates and other bid documents and deliver to SP, CF: CMO for City Mayor's Office/ LGU department concerned/ Other government agencies	None	2 hours	Outgoing In-charge-DH, City Engineer's Office, CEO Compound, Bula, GSC
	Total		65 days, 8 hours & 35 mins	
END OF TRANSACTION				