



5. Request for Road Right-Of-Way Relocation Survey

Request for Right-of-Way (RROW) Relocation Survey for existing and proposed roads for Deed of Donation purposes.

Office or Division:	City Engineer's Office - Planning Division (Survey Section)			
Classification:	Complex			
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. Clear Copy 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) eg. 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. Department Head for assignment to Planning Division	None	10 mins	Dept. Head/Asst. Department Head Secretary
	1.3. Forward the documents to Survey Section Chief for appropriate action	None	10 mins	Division Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Discuss the request to Survey Team Leader for initial evaluation and verification of the request letter and attached required documents	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
	1.5. Coordinate with the requestor for the schedule of the site inspection and verification	None	30 mins	Survey Section Chief Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.6. Conduct site inspection and verification of data	None	1 day	Survey Team with Special Agent, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.7. Conduct survey upon completion of research and receipt of data from City Assessors and DENR	None	3 days	Survey Team with Special Agent, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.8. Plotting of Relocation Survey Plans and preparation of Survey Report	None	1 day	Survey Team Leader, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.9. Prepare endorsement letter addressed to the requestor (client) and submit to Dept. Head/Asst. Department Head for approval	None	30 mins	Survey Section Chief, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.10. Approve and sign document	None	10 mins	Dept. Head/Asst. Department Head, Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive the requested Relocation Survey Plan and Survey Report	2.1. Release the approved/ signed indorsement letter with the Relocation Survey Plan and Survey Report	None	5 mins	Outgoing In-charge-DH, Liaison Officer, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL	None	5 days, 4 hours	
END OF TRANSACTION				