



## 2. Request for Site Investigation Report

Request for Site Investigation Report following a site visit to assess project viability.

<b>Office or Division:</b>	City Engineer's Office – Planning Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	All Government Agencies/Barangay			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Approval of Site Location from the Agency Head/ Barangay Chairperson of the intended lot for the proposed project (for government owned properties)		1. Agency Head/ Barangay Chairperson		
2. Deed of Donation (if private donated land/lot)		2. Private property donor		
3. Proposed Project Title/ Programs, Projects, Activities (PPA) Profile		3. Agency/ Barangay concerned		
4. Design criteria (indicating design criteria/standard design and space requirements)		4. Agency/ Barangay concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter and other required documents	1.1. Check, and receive documents and signature completeness	None	5 mins	Receiving In-Charge, Admin Division City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Forward to Department Head/Asst. Dept. Head for assignment to Division Concerned	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. Evaluate 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 and discuss the proposal to the planner for detailing and scheduling	None	2 hours	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 coordinate with the end-user	None	10 days	Planners (Allied Professionals), Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.7. Prepare SIR and indorsement for signature	None	2 days	Planners (Allied Professionals), Planning Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.8. Review and sign SIR	None	1 hour	Asst. Department Head, City Engineer's Office, CEO Compound, Bula, GSC
	1.9. Approve Site Investigation Report with indorsement	None	10 mins	Department Head, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive Site Investigation Report	Release to proponent through messenger (City/ Barangay)	None	5 mins	Outgoing In-charge-DH, City Engineer's Office, CEO Compound, Bula, GSC
	<b>TOTAL</b>		<b>12 days, 5 hours &amp; 20 mins</b>	
<b>END OF TRANSACTION</b>				