



11. Request for the Conduct Field Density Test (FDT)

Request from the contractor for compaction testing of the subgrade and base to ensure conformity to the specification requirements prior to its use.

Office or Division:	City Engineer's Office – Materials and Quality Control Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Government Agencies, LGU's, and Client			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Request letter 2. Field Density Form		1. Client (Government or Private) 2. Materials Quality Control Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request letter with necessary requirements (Maximum Dry Density (MDD) and Survey Return)	1.1. Receive letter and attachments	None	1 hour	Receiving clerk, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Prepare order of payment and submit to the Division Chief	₱ 480.00/ hole	30 mins	Engineer I, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive Order of Payment and proceed to City Treasurer's Office	2.1 Release Order Payment	None	3 mins	Engineer I, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
3. Present OR and witness testing	3.1. Conduct Field Density Test		4 hours	Engineer I or Material Technician, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	3.2. Prepare and Compute results and submit to Section Chief	None	Electronic Density Gauge (EDG): 1 day	Engineer I or Material Technician, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	3.3. Log, control and submit result of FDT to Section Chief/ Division Chief	None	30 mins	Division Secretary, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
4. Receive Test Result	2.1. Log and release result to client	None	5 mins	Division Secretary, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL	₱480.00	1 day & 4 hours & 31 mins	
END OF TRANSACTION				