



16. Submit Communications/ Project Documents

Submission of communications/ requests/ project documents for appropriate action.

Office or Division:	City Engineers Office – Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G, G2B, G2C			
Who may avail:	All government and private individuals/ groups			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Written communication/ document with one extra copy		1. Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit communication / project documents and receive one copy with stamp "received"	1.1. Receive and log document received; stamp "received" and return one copy to the client	None	1 min	Receiving Clerk – Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Encode and submit with tracer slip to Dept. Head/ Asst. Dep't Head for action	None	5 min	Receiving Clerk – Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Receive, log and forward to Dept. Head/ Asst. Dep't Head	None	2 mins	Dept. Head's Secretary/ Asst. Department Head's Secretary, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Take action on the communication/ document	None	5 min	Department Head/ Asst. Dept. Head, City Engineer's Office, CEO Compound, Bula, GSC
	1.5. Receive, log and forward to different divisions concerned	None	2 min	Admin Clerk -Dept. Head, City Engineer's Office, CEO Compound, Bula, GSC
	1.6. Prepare and submit response to the Department Head	None	2 Days if simple; 6 Days for complex, 19 Days for technical transactions	Division chief concerned, City Engineer's Office, CEO Compound, Bula, GSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7. Approve and sign the written communication	None	5 mins	Dept. Head, City Engineer's Office, CEO Compound, Bula, GSC
2.Receive response	2.1. Record and release communication/response	None	5 mins	Admin Clerk -Dept. Head, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL	None	3 Days for simple; 7 Days for complex, 20 Days for technical transactions	
END OF TRANSACTION				