

**CITY ENGINEER'S OFFICE
City of Cabadbaran**

CITIZEN'S CHARTER

Form 1							
FRONT LINE SERVICES	STEP/S	LOCATION OF TRANSACTION PER STEP	PROCESSING TIME	FORMS REQUIRED	DOCUMENTARY REQUIREMENTS	FEES AND CHARGES	RESPONSIBLE EMPLOYEES
1. ISSUANCE OF CERTIFICATIONS FOR LAND TITLING	1. Log-in and secure list of requirements	Consumer's Assistance Desk	3 minutes	-	1. checklist of Requirements and Assessment	-	Norita D. Fernandez
	2. Pay Certification Fee	City Treasurer's Office		-	1. Assessment Slip	Pp 65.00	Marlon M. Olofernes Reyna A. Miole/ Jennifer C. Melloria
	3. Submit requirements with Official Receipt	Planning Division	3 minutes	-	1. Sketch Plan duly approved by Private Surveyor/City Assessor/DENR 2. Deed of Sale or Tax Declaration of Real Property 3. Official Receipt	-	Norita D. Fernandez
	4. Received Approved Certification of Land Title	Planning Division	3 minutes	-	-	-	Engr. Rey R. Dultra

FRONT LINE SERVICES	STEP/S	LOCATION OF TRANSACTION PER STEP	PROCESSING TIME	FORMS REQUIRED	DOCUMENTARY REQUIREMENTS	FEES AND CHARGES	RESPONSIBLE EMPLOYEES
2. ISSUANCE OF PLANS AND PROGRAM OF WORKS PER BARANGAY AND AGENCIES' REQUEST	1. Log-In and secure list of requirements	Planning and	3 minutes	-		-	Norita D. Fernandez
		Programming Section					
	2. Submit necessary of requirements	Planning and	3 minutes	-	1. Approved Letter request from LCE	-	Norita D. Fernandez
		Programming Section			2. CPDC Certification that the project is in the AIP		
				-	3. Certificate of Availability of Funds (Barangay Treasurer)	-	
3. Forward Letter to CE	Administrative Section	3 minutes	-		-	Engr. Rey R. Dultra	
4. Refer Job Order to CE Technical Staff	Planning and	3 minutes					
	Programming Section		-		-	- Draftsmen - Civil Engineers	
5. Preparation of Plans and Program of Works	Planning and	Complete Plan with Details and POW (Preliminary Survey, Architectural, Sanitation, Electrical and etc.)					
	Programming Section						
				- 3 months maximum			Antonio N. Magarin
6. Evaluation of Plans/POW	Monitoring & Evaluation	2 hours	-		-	Engr. Rey R. Dultra	
7. Approval of Plans		3 minutes					

				-		-	Norita D. Fernandez
					-		Alternate: Domie Garduque
	8. Inform Barangay Concern/ other requesting agencies	Planning and Programming Section	2 minutes				
	re: Approved Plans						
	for pick-up						

Prepared by:

LUZVILLA Y. BAÑO
Administrative Officer IV

Submitted by:

REY R. DULTRA
City Engineer - OIC

