



Road Maintenance Division External Services



A. ASPHALT PATCHING

For the maintenance and repair of roads in Quezon City.

Office/Division		Road Maintenance Division		
Classification		Highly Technical		
Type of Transaction		G2C		
Who may Avail		Residents of Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request 2. Thru Phone Request 3. Walk-in		City Engineering Department 5 th - 7 th Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter-Request 2. Report the concern thru phone. 3. Walk-in	1. Inspection by District Engineer 1.1. Evaluation of reported area/site involved. 1.2. Preparation of Program of Works.	None	7 days	<i>Engineer V</i> Engineering Department
	2. Inform the client of the inspection's status. 2.1. Approval of project is subjected to availability of materials.	None	With available materials - 7 days If materials are unavailable - variable	<i>City Government</i> <i>Assistant Department Head III</i> Engineering Department <i>Engineer V</i> Engineering Department
TOTAL		None	14 days (with available materials Variable (if materials are unavailable)	



B. DECLOGGING/DESILTING, CRACK SEALING AND INSTALLATION OF MANHOLE COVER & REPAIR OF SIDEWALK/CURB & GUTTER/INLETS

For the maintenance and repair of manhole cover, sidewalk/curb and gutter/inlets in Quezon City.

Office/Division		Road Maintenance Division		
Classification		Highly Technical		
Type of Transaction		G2C		
Who may Avail		Residents of Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request 2. Thru Phone Request 3. Walk-in		City Engineering Department 5 th - 7 th Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter-Request 2. Report the concern thru phone. 3. Walk-in	1. Inspection by District Engineer and evaluation of reported area/site involved. 1.1. Preparation of Program of Works.	None	7 days	<i>Engineer V</i> Engineering Department
	2. Inform the client of the inspection's status. 2.1. Approval of project is subjected to availability of materials.	None	15 days	<i>City Government</i> <i>Assistant Department</i> <i>Head III</i> Engineering Department <i>Engineer V</i> Engineering Department
TOTAL		None	22 days	



C. ROAD REPAIR

For the maintenance and repair of roads in Quezon City

Office/Division		Road Maintenance Division		
Classification		Highly Technical		
Type of Transaction		G2C		
Who may Avail		Residents of Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request 2. Thru Phone Request 3. Walk-in		City Engineering Department 5 th - 7 th Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter-Request 2. Report the concern thru phone. 3. Walk-in	1. Inspection by District Engineer 1.1. Evaluation of reported area/site involved. 1.2. Preparation of Program of Works.	None	7 days	<i>Engineer V</i> Engineering Department
	2. Inform the client of the inspection's status. 2.1. Approval of project is subjected to availability of materials.	None	With available materials - 7 days If materials are unavailable - variable	<i>City Government</i> <i>Assistant Department Head III</i> Engineering Department <i>Engineer V</i> Engineering Department
TOTAL		None	14 days (with available materials Variable (if materials are unavailable)	