

3. SPECIAL STUDIES/ RESEARCHES/ PROJECT PROPOSALS AND EVALUATION

Infrastructure projects Identification /Prioritization

Office or Division:	Land Use and Infra Division (LUID), CPDD			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)			
Who may avail:	City Departments/Offices/Operating Units Barangay Officials Private entities NGO/PO/CSOs QC residents/citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Official request letter or B-1 (Basis 1) Form - Photo copy of plans, program of works (<i>if applicable</i>)		Request letter to be accomplished by the proponent Office of the Secretary to the Mayor (B-1 Form)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit official letter request with plans / program of works (if applicable)	Receives, records request/project proposal	None	5 mins	Project Development Officer III, LUID
	Assign and schedule site inspection		1 day (varies depending on the site location)	Project Development Officer III, CPDD
2. Accompany project inspector (if needed) during site inspection and provide necessary information (if necessary) during ocular validation	Conduct on-site inspection, survey, interview on subject request/project proposal		2 hours	Project Development Officer I to III/ Planning Officer I to III, CPDD
	Identify and map/plot the site using GIS and make official request to General Services Department (GSD) and City Assessor's Office for property ownership status		25 mins.	Project Development Officer III, CPDD
	The GSD and City Assessor's Office sends back official property record ownership status		3 days	Department Head of GSD and City Assessor's Office

	Prepare photos and maps; Evaluate/study the proposal; Accomplish project inspection/validation report form; and Rates, prioritize and make design recommendation on the proposed project and accomplish Infra Form B-2 (Basis 2)			
	Infra Form B-2 check/review/ and signed by Division Chief		10 mins.	Project Development Officer V, Head LUID
	Signing of Infra Form B-2 by Department Head (CPDD)		5 mins.	Department Head, CPDD
	Endorse to the concerned department/office/committee (ex. City Engineering Dept./ Parks Development and Administration Dept./ INFRACOM/ others) for appropriate action		15 mins.	Project Development Officer III, CPDD
Total			4 days and 5 hrs.*	

*Note: * time may differ depending on the complexity of the request/proposal*