



**Road, Drainage, and Bridges
Maintenance Division
External Services**



A. ASPHALT PATCHING

For the maintenance and repair of roads in Quezon City.

Office/Division		Road, Drainage, and Bridges Maintenance Division		
Classification		Highly Technical		
Type of Transaction		G2C (Government to Citizen)		
Who may Avail		Residents of Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request via official e-mail address, Facebook page, Viber Community with the following information: <ul style="list-style-type: none"> • Name of requestor • Exact location of the reported area/site involved • Contact number • Photos (optional) 		Department of Engineering 8 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 / Report through the department's official e-mail address at engineering@quezoncity.gov.ph Through the department's Facebook page at https://www.facebook.com/QuezonCityDepartmentofEngineering Through the Department's Viber Community Walk-in	1. Letter-Request received by the Records Section be routed to the Area Engineer / other agencies concerned for appropriate action.	None	1 day	<i>Receiving Clerk/Central Communications Unit</i> Records Section, Administrative Division <i>Respective Area Engineers Concerned</i> Road, Drainage and Bridges Maintenance Division Facebook Page / Viber Community Administrator/Moderator Electronic Data Section, Administrative Division



	<p>2. Inspection by Area Engineer</p> <p>2.1. Evaluation of reported area/site involved.</p> <p>2.2. Preparation of Program of Works.</p>	None	7 days	<i>Respective Area Engineers Concerned</i> Road, Drainage and Bridges Maintenance Division
	<p>3. Inform the client of the inspection's status.</p> <p>3.1. Approval of project is subjected to availability of materials.</p>	None	<p>With available materials - 7 days</p> <p>If materials are unavailable - variable</p>	<p><i>Respective Area Engineers Concerned</i> Road, Drainage and Bridges Maintenance Division</p> <p><i>Acting Head,</i> Road, Drainage and Bridges Maintenance Division</p>
TOTAL		None	<p>15 days (with available materials</p> <p>Variable (if materials are unavailable)</p>	



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, Drainage, and Bridges Maintenance Division			
Classification	Highly Technical			
Type of Transaction	G2C (Government to Citizen)			
Who may Avail	Residents of Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request via official e-mail address, Facebook page, and Department of Engineering's Viber Community with the following information: <ul style="list-style-type: none"> • Name of requestor • Exact location of reported area/site involved • Contact number • Photos 		Department of Engineering 8 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 / Report through the department's official e-mail address at engineering@quezoncity.gov.ph Through the department's Facebook page at https://www.facebook.com/QuezonCityDepartmentofEngineering Through the department's	1. Letter-Request received by the Records Section be routed to the Area Engineer /agencies concerned for appropriate action.	None	1 day	<i>Receiving Clerk/Central Communications Unit</i> Records Section, Administrative Division <i>Respective Area Engineers Concerned</i> Road, Drainage and Bridges Maintenance Division Facebook Page / Viber Community Administrator/Moderator Electronic Data Section, Administrative Division



Viber Community Walk-in				
	<p>2. Inspection by District Engineer and evaluation of reported area /site involved.</p> <p>2.1. Preparation of Program of Works.</p>	None	7 days	<p><i>Respective Area Engineers Concerned</i> Road, Drainage and Bridges Maintenance Division</p>
	<p>3. Inform the client of the inspection's status.</p> <p>3.1. Approval of project is subjected to availability of materials.</p>	None	15 days	<p><i>Respective Area Engineers Concerned</i> Road, Drainage and Bridges Maintenance Division</p> <p><i>Acting Head,</i> Road, Drainage and Bridges Maintenance Division Department of Engineering</p>
TOTAL		None	23 days	



C. ROAD REPAIR

For the maintenance and repair of roads in Quezon City

Office/Division	Road, Drainage, and Bridges Maintenance Division			
Classification	Highly Technical			
Type of Transaction	G2C (Government to Citizen)			
Who may Avail	Residents of Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request via official e-mail address, Facebook page, and Department of Engineering's Viber Community with the following information: <ul style="list-style-type: none"> • Name of requester • Exact location • Contact number • Photos (optional) 		Department of Engineering 8 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 / Report through the department's official e-mail address at engineering@quezoncity.gov.ph Through the department's Facebook page at https://www.facebook.com/QuezonCityDepartmentofEngineering Through the Department's Viber Community Walk-in	1. Letter-Request received by the Records Section to be routed to Area Engineer / other agencies concerned for appropriate action.	None	1 day	<i>Receiving Clerk/Central Communications Unit</i> Records Section, Administrative Division <i>Respective Area Engineers Concerned</i> Road, Drainage and Bridges Maintenance Division Facebook Page / Viber Community Administrator/Moderator Electronic Data Section, Administrative Division
	2. Inspection by	None	7 days	<i>Respective Area</i>



	<p>District Engineer</p> <p>2.1. Evaluation of reported area/site involved.</p> <p>2.2. Preparation of Program of Works.</p>			<p><i>Engineers Concerned</i></p> <p>Road, Drainage and Bridges Maintenance Division</p>
	<p>3. Inform the client of the inspection's status.</p> <p>3.1. Approval of project is subjected to availability of materials.</p>	None	<p>With available materials - 7 days</p> <p>If materials are unavailable - variable</p>	<p><i>Respective Area Engineers Concerned</i></p> <p>Road, Drainage and Bridges Maintenance Division</p> <p><i>Acting Head,</i></p> <p>Road, Drainage and Bridges Maintenance Division</p> <p>Department of Engineering</p>
TOTAL		None	<p>15 days (with available materials)</p> <p>Variable (if materials are unavailable)</p>	