

Road, Drainage, and Bridges Maintenance Division External Services



A. ASPHALT PATCHING

For the maintenance and repair of roads in Quezon City.

Office/Division Roa		Road, Dra	Road, Drainage, and Bridges Maintenance Division			
	Classification	Highly Ted	Highly Technical			
	Type of Transaction	G2C (Gov	ernment to	Citizen)		
	Who may Avail	Residents	sidents 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: 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 ACT		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	Submit the Letter-Request / Report through the department's official e-mail	1. Letter-Request received by the Records Section be routed to the Area Engineer /			Receiving Clerk/Central Communications Unit Records Section, Administrative Division	

address at other agencies Respective Area engineering@ concerned for **Engineers Concerned** Road, Drainage and quezoncity.gov. appropriate **Bridges Maintenance** action. ph 1 day None Division Through the department's Facebook page Facebook Page / Viber Community at https://www.faceb Administrator/Moderator ook.com/Quezon Electronic Data Section, CityDepartmentof Administrative Division Engineering Through the Department's Viber Community Walk-in



2. Inspection by Area Engineer 2.1. Evaluation of reported area/site involved. 2.2. Preparation of Program of Works.	None	7 days	Respective Area Engineers Concerned Road, Drainage and Bridges Maintenance Division
3. Inform the client of the inspection's status. 3.1. Approval of project is subjected to availability of materials.	None	With available materials - 7 days If materials are unavailable - variable	Respective Area Engineers Concerned Road, Drainage and Bridges Maintenance Division Acting Head, Road, Drainage and Bridges Maintenance Division
TOTAL	None	15 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, Drainage, and Bridges Maintenance Division				
		Highly Technical				
			(Government to Citizen)			
			of Quezon City			
CHECKLIST OF				WHERE TO	SECURE	
1. Letter-Request via official e-mail address, Facebook page, and Department of Engineering's Viber Community with the following information: 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	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.face book.com/Quezo nCityDepartment ofEngineering	1. Letter-Re received Records be route Area Englagencie concerne appropri action.	by the Section d to the gineer s ed for	None	1 day	Receiving Clerk/Central Communications Unit Records Section, Administrative Division Respective Area Engineers Concerned Road, Drainage and Bridges Maintenance Division Facebook Page / Viber Community Administrator/Moderator Electronic Data Section, Administrative Division	
Through the department's						



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



C. ROAD REPAIR

For the maintenance and repair of roads in Quezon City

			inage, and Bridges Maintenance Division			
Classification Highly Tech						
			rnment to Citizen)			
Who may Avail Residents of			of Quezon City			
CHECKLIST OF		ITS		WHERE TO	SECURE	
address, Facebook page, and			Department of Engineering 8 th Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City			
Photos (option	nal) I		FEES TO	PROCESSING	DEDCON	
CLIENTS STEPS	AGENCY AC	TIONS	BE PAID	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.face book.com/Quezo nCityDepartment ofEngineering Through the Department's Viber Community Walk-in		y the ection d to neer / cies for	None	1 day	Receiving Clerk/Central Communications Unit Records Section, Administrative Division Respective Area Engineers Concerned Road, Drainage and Bridges Maintenance Division Facebook Page / Viber Community Administrator/Moderator Electronic Data Section, Administrative Division	
vvain-iii	2. Inspection	, by	None	7 days	Respective Area	
	2. Inspection	ı by	ivone	7 days	Respective Area	



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