

3. SPECIAL STUDIES/ RESEARCHES/ PROJECT PROPOSALS AND EVALUATION

Infrastructure projects Identification / Prioritization

Office or Division:	Land Use and Infra	Division (LLIID)	CDDD		
Classification:	Land Use and Infra Division (LUID), CPDD				
Type of Transaction:	Complex G2C (Government to Citizen)				
Type of Transaction.	G2G (Government to Cluzeri)				
Who may avail:	City Departments/Offices/Operating Units				
vviio iliay avalii.	Barangay Officials				
	Private entities				
	NGO/PO/CSOs				
	QC residents/citize	ns			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Official request letter		Danisat lattanta ha a a a and lata ad ha tha			
or B-1 (Basis 1) Form		Request letter to be accomplished by the		olisned by the	
Photo copy of plans, pre-	rogram of works (if Office of the Secretary to the Mayor		Moyor (P. 1		
applicable)		Office of the Secretary to Form)		the Mayor (b-1	
		1 01111)			
	AGENCY	FEES TO BE	PROCESSIN	PERSON	
CLIENT STEPS	ACTIONS	PAID	G TIME	RESPONSIBLE	
1. Submit official letter	Receives, records	None	5 mins	Project	
request with plans /	request/project			Development	
program of works (if	proposal			Officer III, LUID	
applicable)				•	
, ,					
	Assign and		1 day	Project	
	schedule site		(varies	Development	
	inspection		depending	Officer III,	
			on the site	CPDD	
			location)	<u> </u>	
2. Accompany project	Conduct on-site		2 hours	Project	
inspector (if needed)	inspection,			Development Officer I to III/	
during site inspection and provide	survey, interview on subject			Planning Officer	
necessary information	request/project			I to III, CPDD	
(if necessary) during	proposal			T to III, CFDD	
ocular validation	ргорозаг				
Josia, Talladioli	Identify and		25 mins.	Project	
	map/plot the site			Development	
	using GIS and			Officer III,	
	make official			CPDD	
	request to				
	General Services				
	Department				
	(GSD) and City				
	Assessor's Office				
	for property				
	ownership status		2 dove	Donartmont	
	The GSD and City Assessor's		3 days	Department Head of GSD	
	Office sends back			and City	
	official property			Assessor's	
	record ownership			Office	
	status			J.1100	
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Prepare photos and maps; Evaluate/study the proposal; Accomplish project inspection/validati on 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 mii	ns. Project Development Officer V, Head LUID	
Signing of Infra Form B-2 by Department Head (CPDD)	5 min	is. 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 min	Development Officer III, CPDD	
Total		4 days and 5 hrs.*	

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