



## **Technical Management Division External Services**



## A. INFRASTRUCTURE BILLING CYCLE

### Accomplishment Billing

<b>Office/Division</b>		Technical Management Division		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		G2B (Government to Business)		
<b>Who may Avail</b>		Contractors		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter-Request for billing addressed to the City Engineer		1. Provided by the contractor (signed by duly authorized representative)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter-request	1. Letter from Contractor received by Records Section, Administrative Division	None	Realtime	<i>Receiving Clerk</i> Records Section, Administrative Division
	2. Route to Technical Management Division 2.1 Course of action 2.1.1. Mobilization 2.1.1.1. Preparation of Disbursement Voucher 2.1.2. Progress Billing 2.1.2.1. Preparation of Billing Statement and Disbursement Voucher 2.1.3. Final Billing 2.1.3.1. Preparation of Billing Statement	None	1 day	<i>Assigned Staff</i> Records Section, Administrative Division  <i>Billing Officer</i> Technical Management Division  <i>Admin Support Staff</i> Technical Management Division
	3. Route to Project Supervision Division 3.1. Mobilization 3.1.1. For attachment of Pre-	None	1 day	<i>Chief, Implementing Division</i>  <i>Head, Quality Control Unit</i>



	<p>Construction Report and Photos</p> <p>3.2. Progress Billing</p> <p>3.2.1. For Validation and Signature of Work Accomplished</p> <p>3.3. Final Billing</p> <p>3.3.1. For Validation and Signature of Statement of Work Accomplished and Certification of Completion</p> <p>3.3.2. For Signature of As-Built Plans</p>			
	<p>4. Route to the City Engineer</p> <p>4.1. Mobilization</p> <p>4.1.1. Complete Documents</p> <p>4.1.1.1. City Engineer to sign Disbursement Voucher</p> <p>4.1.1.2. Indorsement to Accounting Department</p> <p>4.2. Progress Billing</p>	None	1 day	<i>City Engineer</i>
	<p>4.2.1. Complete Documents/ Validated Accomplishment</p> <p>4.2.1.1. City Engineer to sign Billing Statement and Disbursement Voucher</p> <p>4.2.1.2. Indorsement to Accounting Department</p>			



	<p>4.3. Final Billing</p> <p>4.3.1. Complete Documents/ Validated Accomplishment</p> <p>4.3.1.1. City Engineer to Sign Billing Statement, Certificate of Completion and As-built Plans</p> <p>4.3.1.2. Indorsement to General Services Department for Voucher preparation</p>			
	<b>TOTAL</b>	<b>None</b>	3 days	



## B. EXCAVATION CLEARANCE PROCESSING

Excavation clearance processing.

<b>Office/Division</b>		Waterworks Project Monitoring & Excavation Section, Technical Management Division		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2C (Government to Citizen)		
<b>Who may Avail</b>		Water Concessionaire/Representative, Contractors and House/Building Owners		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Completely filled-up Application Form for Excavation, Sewer Connection, Tapping of Drainage and Pole/Attachment clearance. Form is available at the Department of Building Official		Application Form is available at the Department of Building Official		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Fill up Excavation and submit Application at the Department of Building Official to be endorsed to Excavation Section, Engineering Department	1. Check / Evaluate all documents submitted by the applicant to the Department of Building Official	None	variable	<i>Evaluator</i> Department of Building Official
2.The inspector will contact the client with party guidance.	2. Subject to Inspection and Recommendation for Approval / Issuance of Clearance by the City Engineer	None	3 days	<i>Head, Excavation Section</i> Technical Management Division  <i>City Engineer</i>
3.Claim the Excavation Permit at the Department of Building Official.	3. Release clearance and endorse to the Department of Building Official for Excavation Permit.	None		<i>Releasing Clerk</i> Records Section, Administrative Division
<b>TOTAL</b>		None	3 days	