

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



## A. ASPHALT PATCHING

Pothole and road damage maintenance in Quezon City, prioritized for public safety and efficiency.

Office/Division		Road, Drainad	e. and Bridges	s Maintenance Div	vision	
Classification		Highly Technical				
Type of Transaction		G2C (Government to Citizen)				
		Residents of Q	nts of Quezon City			
CHECKLIST OF REQUIREMENTS				WHERE TO SE	CURE	
<ol> <li>Letter-Request via official e-mail address, Facebook page, Viber Community with the following information:         <ul> <li>Name of requestor</li> <li>Exact location of the reported area/site involved</li> <li>Contact number</li> <li>Photos (optional)</li> </ul> </li> </ol>		Community	Applicant/Client			
CLIENTS STEPS		Y 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@quez oncity.gov.ph Through the department's Facebook page at <u>https://www.facebo ok.com/QuezonCity</u> <u>DepartmentofEngin</u> eering Through the department's Viber Community Walk-in	AGENCY ACTIONS 1.1 Letter-Request received by the Records Section and routed to the Area Engineer / other agencies concerned for appropriate action.		None	1 day	Administrative Officer V (Records Officer III) Quezon City Department of Engineering Engineer IV Quezon City Department of Engineering Senior Administrative Assistant II (Computer Operator IV) Quezon City Department of Engineering Administrative Officer V (Records Officer III)	



	1		S PUSON CTT
			Department of Engineering
1.2 Inspection by Area Engineer. 1.2.1. Evaluation of Reported area/site involved. 1.2.2. Preparation of Program of Works.	None	7 days	<i>Engineer IV</i> Quezon City Department of Engineering
1.3 Inform the client of the inspection's status. 1.3.1. Approval of project is subject to availability of materials.	None <i>Wala</i>	With available materials - 7 days If materials are unavailable - variable	Engineer IV Quezon City Department of Engineering Administrative Officer V (Supply Officer III) Quezon City Department of Engineering
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 Drain	and Bridge	s Maintenance Div	vision	
Classification		Road, Drainage, and Bridges Maintenance Division Highly Technical				
Type of Transaction		G2C (Government to Citizen)				
			Residents of Quezon City			
CHECKLIST OF REQUIREMENTS				WHERE TO SE	CURE	
<ol> <li>Letter-Request via official e-mail addres</li> <li>Facebook page, and Department of</li> <li>Engineering's Viber Community with the following information:         <ul> <li>Name of requestor</li> <li>Exact location of reported area/site involved</li> <li>Contact number</li> <li>Photos</li> </ul> </li> </ol>		of with the	Applicant/Client			
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 <u>engineering@</u> <u>quezoncity.gov. ph</u>	1.1 Letter-F received by Records Se routed to th Engineer /a concerned appropriate	v the ection and le Area agencies for	None	1 day	Administrative Officer V (Records Officer III) Quezon City Department of Engineering <i>Engineer IV</i> Quezon City Department of Engineering	
Through the department's Facebook page at <u>https://www.facebo</u> <u>ok.com/QuezonCity</u> <u>DepartmentofEngin</u> <u>eering</u>					Senior Administrative Assistant II (Computer Operator IV) Quezon City Department of Engineering Administrative	
DepartmentofEngin						



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Through the				(Records Officer III)
department's Viber				Quezon City
Community				Department of
				Engineering
Walk-in				5 5
	1.2 Inspection by	None	7 days	Engineer IV
	District Engineer and		,	Quezon City
	evaluation of reported			Department of
	area /site involved.			Engineering
	1.2.1Preparation of			
	Program of Works.			
	1.3 Inform the client of	None	15 days	Engineer IV
	the inspection's status.			Quezon City
	1.3.1. Approval of			Department of
	project is subject to			Engineering
	availability of materials.			
	availability of materialo.			Administrative
				Officer V
				(Supply Officer III)
				Quezon City
				Department of
				Engineering
	TOTAL:	None	23 days	



## C. ROAD REPAIR

For the maintenance and repair of roads in Quezon City.

Office/Division		Road, Drain	age, and Bridges	Maintenance Divi	sion	
		Highly Technical				
Type of Transaction G2C (Gover		nment to Citizen)				
		f Quezon City				
CHECKLIST OF	REQUIREN	IENTS	١	WHERE TO SEC	URE	
		Applicant/Client				
CLIENTS STEPS		ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the Letter-Request / Report through the department's official e-mail address at <u>engineering@</u> <u>quezoncity.gov.ph</u> Through the department's Facebook page at <u>https://www.facebo</u> <u>ok.com/QuezonCity</u> <u>DepartmentofEngin</u> <u>eering</u>	1.1 Letter-F received by Records So route to Ard Engineer / agencies c for appropr action.	y the ection and ea other oncerned	None	1 day	Administrative Officer V (Records Officer III) Quezon City Department of Engineering Engineer IV Quezon City Department of Engineering Senior Administrative Assistant II (Computer Operator IV) Quezon City Department of Engineering	



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Through the				Administrative
department's Viber				Officer V
Community				(Records Officer III)
				Quezon City
Walk-in				Department of
				Engineering
	1.2 Inspection by	None	7 days	Engineer IV
	District Engineer			Quezon City
	1.2.1 Evaluation of			Department of
	reported area/site			Engineering
	involved.			
	1.2.2 Preparation of			
	Program of Works.			
	1.3 Inform the client	None	With available	Engineer IV
	of the inspection's		materials -	Quezon City
	status.		7 days	Department of
	1.3.1 Approval of			Engineering
	project is subject to		If materials are	
	availability of		unavailable -	Administrative
	materials		variable	Officer V
				(Supply Officer III)
				Quezon City
				Department of
				Engineering
	TOTAL:	None	15 days (with	
			available	
			materials	
			Variable (if	
			materials are	
			unavailable)	