



**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, 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) 		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 engineering@quezoncity.gov.ph Through the department's Facebook page at https://www.facebook.com/QuezonCityDepartmentofEngineering Through the department's Viber Community Walk-in	1.1 Letter-Request received by the Records Section and routed to the Area Engineer / other agencies concerned for appropriate action.	None	1 day	<i>Administrative Officer V (Records Officer III)</i> Quezon City Department of Engineering <i>Engineer IV</i> Quezon City Department of Engineering <i>Senior Administrative Assistant II (Computer Operator IV)</i> Quezon City Department of Engineering <i>Administrative Officer V (Records Officer III)</i>



				Quezon City 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	<i>Engineer IV</i> Quezon City Department of Engineering <i>Administrative Officer V (Supply Officer III)</i> 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, 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 		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 engineering@quezoncity.gov.ph Through the department's Facebook page at https://www.facebook.com/QuezonCityDepartmentofEngineering	1.1 Letter-Request received by the Records Section and routed to the Area Engineer /agencies concerned for appropriate action.	None	1 day	<i>Administrative Officer V (Records Officer III)</i> Quezon City Department of Engineering <i>Engineer IV</i> Quezon City Department of Engineering <i>Senior Administrative Assistant II (Computer Operator IV)</i> Quezon City Department of Engineering <i>Administrative Officer V</i>



Through the department's Viber Community Walk-in				(Records Officer III) Quezon City Department of Engineering
	1.2 Inspection by District Engineer and evaluation of reported area /site involved. 1.2.1 Preparation of Program of Works.	None	7 days	Engineer IV 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	15 days	Engineer IV Quezon City Department of Engineering Administrative Officer V (Supply Officer III) Quezon City Department of Engineering
TOTAL:		None	23 days	



Through the department's Viber Community Walk-in				Administrative Officer V <i>(Records Officer III)</i> Quezon City Department of Engineering
	1.2 Inspection by District Engineer 1.2.1 Evaluation of reported area/site involved. 1.2.2 Preparation of Program of Works.	None	7 days	Engineer IV 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	With available materials - 7 days If materials are unavailable - variable	Engineer IV Quezon City Department of Engineering Administrative Officer V <i>(Supply Officer III)</i> Quezon City Department of Engineering
TOTAL:		None	15 days (with available materials Variable (if materials are unavailable))	