



## **Technical Management Division External Services**



## A. ADVANCE PAYMENT OF INFRASTRUCTURE PROJECT

<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. Payment request letter		Applicant/Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Payment Request Letter	1.1 Receive and record payment request letter	None	Two (2) Hours	<i>Administrative Officer V (Records Officer III)</i> Administrative Division
	1.2 Prepare and Evaluate billing documents.	None	Four (4) Hours	<i>Billing Engineer</i> Project Management Section Technical Management Division
	1.3 Approve billing documents.	None	One (1) Day	<i>City Government Department Head III</i> Quezon City Department of Engineering
	1.4 Record and scan approved billing documents.	None	Four (4) Hours	<i>Billing Engineer</i> Project Management Section Technical Management Division
	1.5 Release approved billing documents to City Accounting Department.	None	Two (2) Hours	<i>Administrative Officer V (Records Officer III)</i> Administrative Division
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days and 4 Hours</b>	



## B. FIRST PARTIAL PAYMENT OR PROGRESS PAYMENT OF INFRASTRUCTURE PROJECT

<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. Payment request letter		Provided by the client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit payment request letter.	1.1 Receive and record payment request letter	None	Two (2) Hours	<i>Administrative Officer V (Records Officer III)</i> Records Section, Administrative Division
	1.2 Prepare contract documents	None	Four (4) Hours	<i>Section Head (Engineer III)</i> Project Management Section Technical Management Division
	1.3 Prepare billing documents.	None	Four (4) Days	<i>Division Head (Engineer V)</i> Project Supervision Division
	1.4 Evaluate billing documents.	None	One (1) Day	<i>Section Head (Engineer III)</i> Project Management Section Technical Management Division  <i>Acting Division Head Administrative Officer V (Administrative Officer III)</i> Technical Management Division
	1.5 Approve billing documents	None	One (1) Day	<i>City Engineer (Department Head III)</i> Office of the City Engineer



	1.6 Record and scan approved billing documents.	None	Four (4) Hours	<i>Section Head</i> (Engineer III) Project Management Section Technical Management Division
	1.7 Release approved billing documents to City Accounting Department.	None	Two (2) Hours	<i>Administrative Officer V</i> (Records Officer III) Records Section, Administrative Division
<b>TOTAL:</b>		<b>None</b>	<b>7 Days and 4 Hours</b>	



## C. INFRASTRUCTURE PROJECT TURNOVER AND FINAL PAYMENT OF INFRASTRUCTURE PROJECT

<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. Payment request letter		Provided by the client		
2. As-Built Plans		Provided by the client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit payment request letter and As-Built Plans.	1.1 Receive and record payment request letter and As-Built Plans.	None	Two (2) Hours	<i>Administrative Officer V (Records Officer III)</i> Records Section, Administrative Division
	1.2 Prepare contract documents.	None	Four (4) Hours	<i>Section Head (Engineer III)</i> Project Management Section Technical Management Division
	1.3 Prepare billing documents.	None	Four (4) Days	<i>Division Head (Engineer V)</i> Project Supervision Division
	1.4 Evaluate billing documents.	None	One (1) Day	<i>Section Head (Engineer III)</i> Project Management Section Technical Management Division  <i>Acting Division Head</i> <i>Administrative Officer V (Administrative Officer III)</i> Technical Management Division
	1.5 Approve billing documents	None	One (1) Day	<i>City Engineer (Department Head III)</i> Office of the City Engineer



	1.6 Record and scan approved billing documents.	None	Four (4) Hours	Section Head (Engineer III) Project Management Section Technical Management Division
	1.7 Release approved billing documents to City General Services Department.	None	Two (2) Hours	Administrative Officer V (Records Officer III) Records Section, Administrative Division
	1.8 Record approved billing documents and prepare final disbursement voucher.	None	Three (3) Days	City General Services Department
	1.9 Receive Approved Billing Documents with Final Disbursement Voucher.	None	Two (2) Hours	Administrative Officer V (Records Officer III) Records Section, Administrative Division
	1.10 Evaluate final disbursement voucher with billing documents.	None	Two (2) Hours	Section Head (Engineer III) Project Management Section Technical Management Division
	1.11 Approve final disbursement voucher with billing documents.	None	One (1) Day	City Engineer (Department Head III) Office of the City Engineer
	1.12 Record and scan approved final disbursement voucher.	None	Four (4) Hours	Section Head (Engineer III) Project Management Section Technical Management Division
	1.13 Release approved billing documents to Office of the Secretary to the Mayor	None	Two (2) Hours	Administrative Officer V (Records Officer III) Records Section, Administrative Division
<b>TOTAL:</b>		<b>None</b>	<b>12 Days and 6 Hours</b>	



## D. EXCAVATION PERMIT

<b>Office/Division</b>		Technical Management Division		
<b>Classification</b>		Complex		
<b>Type of Transaction</b>		G2B (Government to Business)		
<b>Who may Avail</b>		Water Concessionaire/Representative and Contractors		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request/Notice to Proceed 2. Barangay Clearance 3. Plans 4. Contact Person/Details 5. Location Pictures 6. Certificate of Coordination (if project is to be implemented by other government agency)		1. Provided by the Client 2. At the respective barangay where the project is located 3. Provided by the Client 4. Provided by the Client 5. Provided by the Client 6. Apply Certificate of Coordination at the Infrastructure Committee Office, 12th Floor High Rise Building, QC Hall Compound		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter/ Indorsement.	1.1 Receive and record request letter.	None	Two (2) Hours	<i>Administrative Officer V (Records Officer III)</i> Records Section, Administrative Division
	1.2 Inspect project site.	None	One (1) Day	<i>Section Head (Engineer III)</i> Project Support Section Technical Management Division
	1.3 Prepare Site Inspection Report, Excavation Permit, and Other Supporting Documents	None	One (1) Day	<i>Section Head (Engineer III)</i> Project Support Section Technical Management Division
	1.4 Approve excavation clearance/permit.	None	One (1) Day	<i>City Engineer (Department Head III)</i> Office of the City Engineer
	1.5 Record and Scan Approved Excavation Permit.	None	Four (4) Hours	<i>Section Head (Engineer III)</i> Project Support Section Technical Management Division
	1.6 Release approved excavation permit.	None	Two (2) Hours	<i>Administrative Officer V (Records Officer III)</i>



				Records Section, Administrative Division
	<b>TOTAL:</b>	<b>None</b>	<b>4 Days</b>	





## E. EXCAVATION CLEARANCE

<b>Office/Division</b>		Technical Management Division		
<b>Classification</b>		Complex		
<b>Type of Transaction</b>		G2B (Government to Business)		
<b>Who may Avail</b>		Water Concessionaire/Representative, Contractors and House/Building Owners.		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Indorsement from the Department of the Building Official. 2. Barangay Clearance. 3. Plans. 4. Contact Person/Details. 5. Location Pictures.			1. Apply excavation permit at the Department of The Building Official, ground floor civic center building D. 2. At the respective barangay where the project is located. 3. Provided by the Client. 4. Provided by the Client. 5. Provided by the Client.	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter/ Indorsement.	1.1 Receive and record request letter.	None	Two (2) Hours	<i>Administrative Officer V (Records Officer III)</i> Records Section, Administrative Division
	1.2 Inspect project site.	None	One (1) Day	<i>Section Head (Engineer III)</i> Project Support Section Technical Management Division
	1.3 Prepare Site Inspection Report, Excavation Permit, and Other Supporting Documents	None	One (1) Day	<i>Section Head (Engineer III)</i> Project Support Section Technical Management Division
	1.4 Approve excavation clearance/permit.	None	One (1) Day	<i>City Engineer (Department Head III)</i> Office of the City Engineer
	1.5 Record and Scan Approved Excavation Permit.	None	Four (4) Hours	<i>Section Head (Engineer III)</i> Project Support Section Technical Management Division
	1.6 Release approved excavation permit.	None	Two (2) Hours	<i>Administrative Officer V (Records Officer III)</i>



				Records Section, Administrative Division
	<b>TOTAL:</b>	<b>None</b>	<b>4 Days</b>	