

Technical Management Division External Services

A. ADVANCE PAYMENT OF INFRASTRUCTURE PROJECT

Office/Division Techni		Technica	echnical Management Division				
Classification		Highly Technical					
Type of Transaction		G2B (Government to Business)					
Who may Avail			Contractors				
CHECKLIST	OF REQUIREMEN	NTS		WHERE TO	SECURE		
1. Payment request	t letter		Applicant/Client				
CLIENTS STEPS	AGENCY AC	TIONS	FEES TO	PROCESSING	PERSON		
			BE PAID	TIME	RESPONSIBLE		
1. Submit	1.1 Receive and		None	Two (2) Hours	Administrative Officer V		
Payment	payment request	letter			(Records Officer III)		
Request Letter					Administrative Division		
	1.2 Prepare and		None	Four (4) Hours	Billing Engineer		
	billing documents	S.			Project Management		
					Section		
					Technical Management		
1.3 Approve billing documents.					Division		
		ng	None	One (1) Day	City Government		
					Department Head III		
					Quezon City		
					Department of		
					Engineering		
	1.4 Record and s	scan	None	Four (4) Hours	Billing Engineer		
	approved billing				Project Management		
documents. 1.5 Release approve					Section		
					Technical Management		
					Division		
			None	Two (2) Hours	Administrative Officer V		
billing documents		•			(Records Officer III)		
	Accounting Department.				Administrative Division		
			None	2 Days and 4			
				Hours			

B. FIRST PARTIAL PAYMENT OR PROGRESS PAYMENT O INFRASTRUCTURE PROJECT

Office/Division		Technical Management Division						
Classification			Highly Technical					
			overnment t	o Business)				
Who may Avail		Contrac						
CHECKLIST OF		<u>NTS</u>	D : 1 11	WHERE TO	SECURE			
1. Payment request	letter		Provided by		DEBOON			
CLIENTS STEPS	AGENCY AC	TIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
Submit payment request letter.	1.1 Receive and record payment request letter		None	Two (2) Hours	Administrative Officer V (Records Officer III) Records Section, Administrative Division			
	1.2 Prepare contract documents		None	Four (4) Hours	Section Head (Engineer III) Project Management Section Technical Management Division			
	1.3 Prepare billing documents.		None	Four (4) Days	Division Head (Engineer V) Project Supervision Division			
	1.4 Evaluate billing documents.		None	One (1) Day	Section Head (Engineer III) Project Management Section Technical Management Division Acting Division Head Administrative Officer V (Administrative Officer III) Technical Management Division			
	1.5 Approve I documents	oilling	None	One (1) Day	City Engineer (Department Head III) Office of the City Engineer			

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

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

Office/Division Technic		cal Management Division						
Classification			Highly Technical					
Type of Transaction G		G2B (G	G2B (Government to Business)					
Who may Avail		Contrac	ctors	,				
CHECKLIST OF	REQUIREME	NTS		WHERE TO	SECURE			
1. Payment reques	t letter		Provided b	y the client				
2. As-Built Plans			Provided b					
CLIENTS STEPS	AGENCY AC	TIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
Submit payment request letter and As-Built Plans.	1.1 Receive and record payment request letter and As-Built Plans.		None	Two (2) Hours	Administrative Officer V (Records Officer III) Records Section, Administrative Division			
	1.2 Prepare contract documents.		None	Four (4) Hours	Section Head (Engineer III) Project Management Section Technical Management Division			
	1.3 Prepare billing documents.		None	Four (4) Days	Division Head (Engineer V) Project Supervision Division			
	1.4 Evaluate billing documents.		None	One (1) Day	Section Head (Engineer III) Project Management Section Technical Management Division Acting Division Head Administrative Officer V (Administrative Officer III) Technical Management			
	1.5 Approve I documents	oilling	None	One (1) Day	Division City Engineer (Department Head III) Office of the City Engineer			

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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
TOTAL:	None	12 Days and 6 Hours	



D. EXCAVATION PERMIT

Office/Division		Technica	Technical Management Division				
Classification		Complex					
Type of Transaction	G2B (Go	G2B (Government to Business)					
Who may Avail		Water Co	ncessionair	e/Representative			
CHECKLIST	OF REQUIREMEN	NTS		WHERE TO	SECURE		
 Letter Request/Notice to Proceed Barangay Clearance Plans Contact Person/Details Location Pictures Certificate of Coordination (if project be implemented by other governmentagency) 			nt 6. Apply Certificate of Coordination at the Infrastructure Committee Office, 12th Floor High Rise Building, QC Hall Compound				
CLIENTS STEPS	AGENCY AC	TIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit Request Letter/ Indorsement.	1.1 Receive and record request letter.		None	Two (2) Hours One (1) Day	Administrative Officer V (Records Officer III) Records Section, Administrative Division Section Head		
	1.2 Inspect project sit		None	One (1) Day	(Engineer III) Project Support Section Technical Management Division		
1.3 Prepare Site Inspection Report, Excavation Permit, a Other Supporting Documents 1.4 Approve excavat clearance/permit. 1.5 Record and Scar Approved Excavation Permit.		nit, and	None	One (1) Day	Section Head (Engineer III) Project Support Section Technical Management Division		
			None	One (1) Day	City Engineer (Department Head III) Office of the City Engineer		
			None	Four (4) Hours	Section Head (Engineer III) Project Support Section Technical Management Division		
	1.6 Release applex excavation perm		None	Two (2) Hours	Administrative Officer V (Records Officer III)		

TOTAL:	None	4 Days	
			Administrative Division
			Records Section,



E. EXCAVATION CLEARANCE

Office/Division		Technical Management Division					
Classification		Complex					
			vernment to		_		
Who may Avail			Water Concessionaire/Representative, Contractors and				
			uilding Owne				
	OF REQUIREMEN			WHERE TO			
 Indorsement from the Department of the Building Official. Barangay Clearance. Plans. Contact Person/Details. 			Building Official, ground floor civic center building D. 2. At the respective barangay where the project is located.				
5. Location Picture	S.			d by the Client. d by the Client.			
				d by the Client.			
			FEES TO	PROCESSING	PERSON		
CLIENTS STEPS	AGENCY AC	TIONS	BE PAID	TIME	RESPONSIBLE		
Submit Request Letter/ Indorsement.	1.1 Receive and request letter.	record	None	Two (2) Hours	Administrative Officer V (Records Officer III) Records Section, Administrative Division		
	1.2 Inspect proje	ct site.	None	One (1) Day	Section Head (Engineer III) Project Support Section Technical Management Division		
	1.3 Prepare Site Inspection Reportion Perm Other Supporting Documents	it, and	None	One (1) Day	Section Head (Engineer III) Project Support Section Technical Management Division		
	1.4 Approve exc clearance/permi		None	One (1) Day	City Engineer (Department Head III) Office of the City Engineer		
	1.5 Record and a Approved Excav Permit.	ration	None	Four (4) Hours	Section Head (Engineer III) Project Support Section Technical Management Division		
	1.6 Release app excavation perm		None	Two (2) Hours	Administrative Officer V (Records Officer III)		

TOTAL:	None	4 Days	
			Administrative Division
			Records Section,
			2 Production