

## FLOW CHART OF THE OFFICE OF THE MUNICIPAL ENGINEER

Type of Transaction	Required Documents	CLIENT	FEES AND CHARGES	TIME	PERSON CONCERNED
<b>A. Barangay Projects</b>					
1 Survey of Barangay Infrastructure Project	Barangay Request/ Resolution duly endorsed by the Local Chief Executive	Barangay Officials or his duly authorized representative	None	1-2 days	Staff
2 Preparation of Program of Work, Engineering Design and Detailed Estimate	Barangay Appropriation	Barangay Officials or his duly authorized representative	None	3-7 days for horizontal project 7-12 days for vertical project	Staff
3 Issuance of Reviewed Program of Work, Engineering Design and Detailed Estimate	None	Barangay Officials or his duly authorized representative	None	3 minutes	Staff
4 Inspection of Completed Project	Request letter from the contractor, as built plan and statement of work accomplished	Contractor or his duly authorized representative	None	1 day for single project 2-3 days for clustered projects	Staff
5 Issuance of Inspection Report	Request letter	Contractor or his duly authorized representative	None	3 minutes	Staff
<b>B. Municipal Projects</b>					
1 Inspection of Completed Project	Request letter from the contractor, as built plan and statement of work accomplished	Contractor or his duly authorized representative	None	1 day for single project 2-3 days for clustered projects	Staff
2 Issuance of Inspection Report	None	Contractor or his duly authorized representative	None	3 minutes	Staff

  
**LEONARD A. MARCOS**  
 Municipal Engineer

**LOCAL GOVERNMENT UNIT - SARBANGAN**  
 HUMAN RESOURCE MANAGEMENT OFFICE  
  
 13 JAN 2022  
 BY: C. BUHAY