



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





# **ENGINEERING OFFICE**

## ADMINISTRATIVE SERVICES





4. REQUEST STREETLIGHT MAINTENANCE

The Office of the Municipal Engineer is mandated for the maintenance of streetlights within the Municipality of Tubigon.

Office or Division:	ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the service needed		- From the requesting person		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Engineer together with the letter request	Received the letter	None	5 mins.	Municipal Engineer
2. Act the request	Perform the requested services	None	3 working days	Municipal Engineer
TOTAL:			3 days & 5 minutes	