



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





ENGINEERING OFFICE

ADMINISTRATIVE SERVICES





5. REQUEST DRAINAGE MAINTENANCE

The Office of the Municipal Engineer is mandated in the maintenance of drainage system 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	