



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





ENGINEERING OFFICE

ADMINISTRATIVE SERVICES





3. REQUEST THE PREPARATION OF PLAN AND PROGRAM OF WORKS

The office of the Municipal Engineer is mandated to help the Barangay Officials in the preparation of plan and program of works.

Office or Division:	ENGINEERING OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2G			
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	6 working days	Municipal Engineer
TOTAL:			7 days	