13.c Engineering and Technical Services- Request for Infrastructure Project (Program of Works)

PEO provides engineering and technical services by preparing program of works (POW) for the requested infrastructure projects.Barangay and public schools within Bataan tends to request infrastructure projects that will be beneficial to the community. Request of infrastructure projects are subjected for feasibility checking and for funding allocation. Only approved funded infrastructure projects will proceed to its implementation.

Office or Division:	Provincial Engineer's Office / Planning and Programming Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	Barangays and Public Schools within the Province of Bataan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved CAD Plans and Specifications (1 Photocopy)	PEO - Planning and Programming Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RE-SPONSIBLE
1. None	1. Forwards approved CAD plans and specifications and designate programmer to prepare Program of Works (POW)	None	45 Minutes	*Engineer IV* Planning and Programming Division
2. None	2. Prepares and signs four (4) copies of prepared Program of Works (POW) (including Estimated Cost, Approved Budget Contract, Back-Up Computation, Cost. Method and Supporting Documents) (Infra Classification: (a) horizontal; (b) vertical; or (c) special project) and forward to Planning and Programming Division Head for review and signature	None	17 days, 2 Hours	*Architect II/ Architect I/ Engineer II/ Engineer I/ Draftsman II/ Draftsman I/ Engineering Assistant* Planning and Programming Division
3. None	3. Reviews and signs prepared Program of Works (POW) (including Estimated Cost, Approved Budget Contract, Back-Up Computation, Cost. Method and Supporting Documents) and hand over to PEO - Frontdesk Officer for Provincial Engineer's signature and/or comment	None	2 Hours	*Engineer IV* Planning and Programming Division
4. None	4. Gives comment/s and/or approves Program of Works (POW) (including Estimated Cost, Approved Budget Contract, Back-Up Computation, Cost. Method and Supporting Documents)	None	3 Hours	*Provincial Engineer*
5. None	5. Logs out approved Program of Works (POW) (including Estimated Cost, Approved Budget Contract, Back-Up Computation, Cost. Method and Supporting Documents) and forwards to Planning and Programming Division Staff	None	15 Minutes	*Computer Operator I* Planning and Programming Division
6. None	6. Files copy of approved Program of Works (POW) (including Estimated Cost, Approved Budget Contract, Back-Up Computation, Cost. Method and Supporting Documents) and coordinate with requesting entity	None	1 Day	*Architect II/ Architect I/ Engineer II/ Engineer I/ Draftsman II/ Draftsman I/ Engineering Assistant* Planning and Programming Division

"ENGINEERING AND TECHNICAL SERVICES - REQUEST FOR INFRASTRUCTURE PROJECT (SITE INSPECTION) qualified for multi-stage processing."

7. Secures copy of approved Detailed Engineering Design (CAD Plans and Specification and Program of Works)	7. Provides photocopy of Detailed Engineering Design (CAD Plans and Specification and Program of Works) if the project is approved and subject for implementation	None	1 day	*Engineer II/ Engineer I/ Engineering Assistant* Planning and Programming Division
	TOTAL:	**None**	**20 days**	