

**CITIZEN CHARTER
ENGINEERING DEPARTMENT
Structural Section**

NAME OF SERVICE:

Preparation: of Structural design; plan of infrastructure projects of LGU inspection approval of pouring permit of concrete pouring infection/ recommendation of structural Stability of all Gov Buildings Monitoring of Structural Integrity / Stability of All Existing Gov Buildings.

Office or Division:	Department of Engineering Planning and programming construction Division Structural Section
Classification:	Technical
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	Resident of Pasig City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Letter Request	
Endorsement Letter different Office of LGU Pasig	

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Letter Request From Barangay: school Head; Dept Head	Verification Inspection recommendation plan	N/A	1 Day	Engr NOEL SD BADONG Engr SINFOROSO B. DOMINGO Engr DONALYN V. GUZMAN
2	Engineering Department	Structural Analysis Disenyo (Detalye) Medium Scale 3-4 Storey Large Scale (5- Above)	N/A N/A	5 Days 10 Days	Engr NOEL SD BADONG Engr SINFOROSO B. DOMINGO Engr DONALYN V. GUZMAN
TOTAL:				6 – 11 Days	

Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Email: Structuralsectionpasigcity@gmail.com
How feedback is processed	Email: Structuralsectionpasigcity@gmail.com
How to file a complaint	Email: Structuralsectionpasigcity@gmail.com
How complaints are processed	Email: Structuralsectionpasigcity@gmail.com
Contact Information	Email: Structuralsectionpasigcity@gmail.com