

CITIZEN'S CHARTER
ELECTRICAL INFRASTRUCTURE SECTION
(ENGINEERING DEPARTMENT)

INFRASTRUCTURE PROJECTS (ELECTRICAL, MECHANICAL AND AUXILLIARY SYSTEM)

To provide the following services for the Infrastructure Projects:

- Inspection
- Design
- Estimate
- Supervision

Office or Division	Engineering Department - Planning, Programming and Construction Division (PPCD) – Electrical Infrastructure Section
Classification	Highly Technical
Type of Transaction	G2C - Government to Citizen G2G - Government to Government G2B – Government to Business Entity (Supplier/Contractor/Bidder)
Who may avail	

CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
1. Formal Request for Projects	- Requesting Party (Citizen, Government Offices and Agencies)
2. Approved Floor Plan	- Architectural Office
3. Cost of Materials and Equipment	- Suppliers, Distributors, Manufacturer and Fabricators

NO.	CLIENT STEPS	OFFICE ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	Streetlights Projects			
1	Approved Formal Request	Conduct inspection/survey for the proposed project request	1 day	Electrical Infrastructure Section
2	Preparation of Electrical Design and Estimates	Designing and Autocad, Canvassing (Manufacturer, Distributor, Fabricator, Supplier) and Preparation of Program of Works	3 days	Electrical Infrastructure Section
3	Printing of Plans and Program of Works	Printing and Signing of Plans and Program of Works	1 day	Engineering Department (OIC, Chief of Division and Section, Project-in Charge)

NO.	CLIENT STEPS	OFFICE ACTION	PROCESSING TIME	PERSON RESPONSIBLE
Ordinary Two Storey Multi-Purpose Building (without basketball court)				
1	Approved Floor Plan and Location	Conduct inspection/survey for the proposed project and locate the nearest utility power supply	1 day	Electrical Infrastructure Section
2	Preparation of Electrical, Mechanical and Auxiliary Systems Design and Estimates	Designing and Autocad, Canvassing (Manufacturer, Distributor, Fabricator, Supplier) and Preparation of Program of Works	7 days	Electrical Infrastructure Section
3	Printing of Plans and Program of Works	Printing and Signing of Plans and Program of Works	1 day	Engineering Department (OIC, Chief of Division and Section, Project-in Charge)

NO.	CLIENT STEPS	OFFICE ACTION	PROCESSING TIME	PERSON RESPONSIBLE
Two Storey Multi-Purpose Building (with basketball court)				
1	Approved Floor Plan and Location	Conduct inspection/survey for the proposed project and locate the nearest utility power supply	1 day	Electrical Infrastructure Section
2	Preparation of Electrical, Mechanical and Auxiliary Systems Design and Estimates	Designing and Autocad, Canvassing (Manufacturer, Distributor, Fabricator, Supplier) and Preparation of Program of Works	7 days	Electrical Infrastructure Section
3	Printing of Plans and Program of Works	Printing and Signing of Plans and Program of Works	1 day	Engineering Department (OIC, Chief of Division and Section, Project-in Charge)

NO.	CLIENT STEPS	OFFICE ACTION	PROCESSING TIME	PERSON RESPONSIBLE
MRB Housing Projects				
1	Approved Floor Plan and Location	Conduct inspection/survey for the proposed project and locate the nearest utility power supply	1 day	Electrical Infrastructure Section
2	Preparation of Electrical, Mechanical and Auxiliary Systems Design and Estimates	Designing and Autocad, Canvassing (Manufacturer, Distributor, Fabricator, Supplier) and Preparation of Program of Works	40 days	Electrical Infrastructure Section
3	Printing of Plans and Program of Works	Printing and Signing of Plans and Program of Works	1 day	Engineering Department (OIC, Chief of Division and Section, Project-in Charge)

NO.	CLIENT STEPS	OFFICE ACTION	PROCESSING TIME	PERSON RESPONSIBLE
Special Projects (Ordinary Three to Four Storey Multi-Purpose Building)				
1	Approved Floor Plan and Location	Conduct inspection/survey for the proposed project and locate the nearest utility power supply	1 day	Electrical Infrastructure Section
2	Preparation of Electrical, Mechanical and Auxiliary Systems Design and Estimates	Designing and Autocad, Canvassing (Manufacturer, Distributor, Fabricator, Supplier) and Preparation of Program of Works	8 days	Electrical Infrastructure Section
3	Printing of Plans and Program of Works	Printing and Signing of Plans and Program of Works	1 day	Engineering Department (OIC, Chief of Division and Section, Project-in Charge)

NO.	CLIENT STEPS	OFFICE ACTION	PROCESSING TIME	PERSON RESPONSIBLE
School Building (New Building) Four to Six Storey Building				
1	Approved Floor Plan and Location	Conduct inspection/survey for the proposed project and locate the nearest utility power supply	1 day	Electrical Infrastructure Section
2	Preparation of Electrical, Mechanical and Auxiliary Systems Design and Estimates	Designing and Autocad, Canvassing (Manufacturer, Distributor, Fabricator, Supplier) and Preparation of Program of Works	15 days	Electrical Infrastructure Section
3	Printing of Plans and Program of Works	Printing and Signing of Plans and Program of Works	1 day	Engineering Department (OIC, Chief of Division and Section, Project-in Charge)

NO.	CLIENT STEPS	OFFICE ACTION	PROCESSING TIME	PERSON RESPONSIBLE
Upgrading of Electrical System (Schools)				
1	Approved Floor Plan and Location	Conduct inspection/survey for the proposed project and locate the nearest utility power supply	1 day	Electrical Infrastructure Section
2	Preparation of Electrical, Mechanical and Auxiliary Systems Design and Estimates	Designing and Autocad, Canvassing (Manufacturer, Distributor, Fabricator, Supplier) and Preparation of Program of Works	15 days	Electrical Infrastructure Section
3	Printing of Plans and Program of Works	Printing and Signing of Plans and Program of Works	1 day	Engineering Department (OIC, Chief of Division and Section, Project-in Charge)

NO.	CLIENT STEPS	OFFICE ACTION	PROCESSING TIME	PERSON RESPONSIBLE
Special Projects (Rehabilitation of Electrical, Mechanical and Auxiliary Systems)				
1	Approved Floor Plan and Location	Conduct inspection/survey for the proposed project and locate the nearest utility power supply	1 day	Electrical Infrastructure Section
2	Preparation of Electrical, Mechanical and Auxiliary Systems Design and Estimates	Designing and Autocad, Canvassing (Manufacturer, Distributor, Fabricator, Supplier) and Preparation of Program of Works	25 days	Electrical Infrastructure Section
3	Printing of Plans and Program of Works	Printing and Signing of Plans and Program of Works	1 day	Engineering Department (OIC, Chief of Division and Section, Project-in Charge)

Prepared By:

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