

**CITIZEN CHARTER**  
**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.**

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

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

<b>#</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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:					

## Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Email: <a href="mailto:Structuralsectionpasigcity@gmail.com">Structuralsectionpasigcity@gmail.com</a>
How feedback is processed	Email: <a href="mailto:Structuralsectionpasigcity@gmail.com">Structuralsectionpasigcity@gmail.com</a>
How to file a complaint	Email: <a href="mailto:Structuralsectionpasigcity@gmail.com">Structuralsectionpasigcity@gmail.com</a>
How complaints are processed	Email: <a href="mailto:Structuralsectionpasigcity@gmail.com">Structuralsectionpasigcity@gmail.com</a>
Contact Information	Email: <a href="mailto:Structuralsectionpasigcity@gmail.com">Structuralsectionpasigcity@gmail.com</a>