

5. Issuance of Certification Re: Provincial Road

Certification for properties affected by improvements along and within Provincial Roads.

Office or Division:	Provincial Engineer's Office (PEO) - Supply Management and Administrative (SMA) Division			
Classification:	Complex			
Type of Transaction:	G2C - Government-to-Client			
Who may avail:	Citizens/companies whose property/ies is/are traversed by provincial road/s within Davao del Norte Province			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request for Issuance of Certification (1 original)		Client or citizen or agency requesting		
Sketch Plan of the Subject Road (1 original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request for Issuance of Certification and Sketch Plan of Subject Road.	1.1. Receive documents submit to Provincial Engineer (P.E.) for action.	None	3 Minutes	<i>Administrative Aide IV</i> PEO - Supply Management and Administrative Division (SMAD)
	1.2. Act on the Letter Request.	None	7 Minutes	<i>Provincial Engineer or Authorized Representative</i> PEO - SMAD
2. Submit Letter Request with note from P.E..	2.1. Evaluate and issue Order of Payment.	None	10 Minutes	<i>Admin. Assistant III</i> PEO - Planning, Designing, Programming and Monitoring (PDPM) Division
3. Present Official Receipt and wait for the Certification.	3.1. Verify road section, and conduct site inspection/validation and GIS Mapping.	None	3 Days	<i>Survey Team</i> PEO - PDPM Division
	3.2. Prepare Certification and road plan.	None	2 Days	<i>Engineer II</i> PEO - PDPM Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claim Certification and sign duplicate copy.				<i>Admin. Assistant /// PEO - PDPM Division</i>
TOTAL:		None	5 Days, 30 Minutes	