

## 8. Issuance of Infrastructure Plan

Provision of infrastructure plan for other purposes as per request duly approved by the Provincial Engineer (PE).

<b>Office or Division:</b>	Provincial Engineer's Office (PEO) – Planning, Designing, Programming and Monitoring (PDPM) Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government-to-Business, G2C - Government-to-Client, G2G - Government-to-Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request (1 original)		Client requesting		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Letter Request.	1.1. Record Letter Request and 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. Present noted Letter Request.	2.1. Verify letter, identify the needed Infrastructure Plan and issue Order of Payment. * Request from other government agencies will not need Order of Payment.	None	5 Minutes	<i>Admin. Assistant III</i> PEO - Planning, Designing, Programming and Monitoring (PDPM) Division

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Present Order of Payment and pay to the Cashier.	3.1. Process payment and issue Official Receipt (O.R.). *Request from other government agencies will not require payment of fee.	Computer-generated Plans 500mm x 1000mm Blue/White Printed - PHP 300.00	10 Minutes	Cashier Window 1 - Provincial Treasurer's Office
4. Present O.R..	Photocopy/print needed plan.	None	5 Minutes	Admin. Assistant III PEO - PDPM Division
5. Receive requested plan.				Admin. Assistant III PEO - PDPM Division
		<b>TOTAL:</b> Computer-generated Plans 500mm x 1000mm Blue/White Printed - PHP 300.00 *Other government agencies will not require payment of fee	<b>30 Minutes</b>	