

PREPARATION OF PROGRAM OF WORK

A. ABOUT THE SERVICE:

Prepare and furnishing program of works for various projects of the city, different barangays and other organization.

B. WHO MAY AVAIL OF THE SERVICE:

City government of batac, different barangays, various organization.

C. WHAT ARE THE REQUIRMENTS:

Desired design of the project

D. FEES/CHARGES: NONE

E. SCHEDULE OF AVAILABILITY OF THE SERVICE:

8:00 AM-5:00 PM
Mondays to Fridays

F. HOW TO AVAIL OF THE SERVICE:

STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE/RESPONSIBLE	FEES/CHARGES	FORMS
1	Presents the design and other important details of the project	Receive and assess the design and other requests of the requestor	30 MINS	NORIEL BENSON R. TABUNAN MICHAEL JOHN D. TADIFA	N/A	Desired design of the project
		Furnish a hard copy of the requested POW for signature of Dept. Head, requesting Punong Barangay and the CPDC	1 hour	MICHAEL JOHN D. TADIFA	N/A	
X-X-X-X-X- END OF TRANSACTION-X-X-X-X-X						