



TRAFFIC PERMIT FOR MWSI EXCAVATION AND ROAD UPGRADING AND ASPHALT OVERLAY

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Receiving and evaluation of requirements	<ul style="list-style-type: none"> • Grace Kobayashi • Joselito Ronquillo 	10 mins.	Applicants for excavation permit	1. Excavation Permit from City Engineer's Office 2. Traffic Management Plan 3. Sketch 4. Barangay Clearance 5. Proposed re-routing (if necessary) 6. Permit from DPWH/TMMED (for National Roads) 7. Permit from MMDA (for National Roads) 8. Schedule / Phase of Work (date indicated) 9. Proposed signages	No fees required	N/A
2. Evaluate / Ocular inspection	<ul style="list-style-type: none"> • Grace Kobayashi • Joselito Ronquillo 	1-3 days				
3. Preparation of traffic re-routing plan / advisory and signages	<ul style="list-style-type: none"> • Joselito Ronquillo 	1 day				
4. Approval of Permit	<ul style="list-style-type: none"> • Roderick Tongol (OIC-PSTMO) 	10 mins.				
5. Noted by the City Engineer	<ul style="list-style-type: none"> • Engr. Edgardo Yanga (OIC-Engineering) 	1-2 days				
6. Noted by the City Administrator	<ul style="list-style-type: none"> • Engr. Benjamin Villacorta (City Administrator) 	½ to 1 day				
7. Inspection	<ul style="list-style-type: none"> • Joselito Ronquillo • Jose Adrian Loro 	1 day				
8. Releasing of Permit	<ul style="list-style-type: none"> • Grace Kobayashi • Joselito Ronquillo 	5 mins. Maximum of 4-5 days				