1. Joint Hydrographic Survey/Conduct of Joint Hydrographic Survey

Contractor's Letter request for either pre, progress and post dredging joint hydrographic survey to determine the actual volume of silts to be removed or accomplished;

With the instruction of the DSD Manager, DMD to evaluate the request and PSD to determine the availability of Survey Team;

Survey works includes field work, gathering and processing of data and plotting of survey output.

Office/Division:	Dredging and Survey Department- PSD and DMD
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Contractor

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
2. Letter from Contractor, requesting joint hydrographic survey to determine the actual volume of silts to be removed or accomplished (1 original copy or 1 scan copy)	Contractor

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Submit letter request for the joint hydrographic survey	1.1 DSD records receipt of Contractor's request;	None	2 days	DSD - Secretary
	1.2 DSD Manager review the submitted request and instruct DMD / PSD to evaluate the request;	None		DSD Manager
	1.3 DMD, along with the Project Manager, evaluates the Contractor's request and/or the present dredging accomplishment;	None	5 days	DMD Manager / Project Manager

	1.4 DMD Manager or Project Manager confers with the PSD concerning the Contractor's request to determine the availability of DSD Survey Team;	None		DMD and PSD Managers and Survey Section Chief
	1.5 Checks compliance with requirements (test results of the billed items,insurances)	None		PSD Manager /Section Chief
	1.6 Advise contractor with regards to lacking documents (if any)	None		Survey Team DMD Manager / Project Manager
2. Confirms thru letter, email or text the schedule for the conduct of joint hydrographic survey, and send representative/s at the project site on the agreed date of joint survey	2.1 Courtesy call / coordinate with concerned PMO Official regarding the purpose of the survey works;	None	5 days	DMD Project Manager and PSD Survey Team
	2.2 Conduct survey work: - Reconnaissance survey of area of concern; - Preparation of survey equipment and materials; - Establishment / verification of control points; - Survey proper; - Review / evaluation of raw data; - If inconsistency was found in the raw data; re-	None		PSD Survey Team / Contractor

	survey the affected area;			
	2.3 Processing of survey data: - Consolidation and processing of survey data; - Plotting; - Submission of survey plan;	None	6 days	PSD Survey Team
	2.4 Signing of survey plan;	None	3 days	PSD, Contractor and DSD Manager
	2.5 Dissemination of survey plan (DMD and Contractor)	None		DMD / Signed by DSD Manager
	TOTAL:	**None**	**20 days (working days)**	