5. Request for Survey Works, and by the NG/LGU, etc.

DSD is PPA lead surveyor that carry-out an efficient delineation of the Port's metes and bounds and clearly map out the contours of the ground, including the description of the existing features on the surface (natural and man-made) and subsurface (seabed) of the earth and accurately present the existing water depth around the port.

To provide a well-defined survey plan, 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:	G2G-Government to Government
Who may avail:	NG/LGU

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter from NG/LGU, requesting hydrographic and/or Topographic Surveys (1 original copy) 2. Map/location of the requested area (1 original copy)	NG/LGU

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Submit letter request for the survey	1.1 DSD records receipt of request;	None	1 day	DSD - Secretary
	1.2 DSD Manager review the submitted request and instruct PSD to evaluate the request, take necessary action and coordinate with the requesting party, if necessary;	None		DSD Manager
	1.3 PSD, along with the Principal Engr, evaluates the request, work includes research on the proposed site, prevailing	None	6 days	PSD Manager

	weather pattern, assigning of survey team, scheduling, right of way issue, etc.			
	1.4 PSD submits recommendation to the DSD Manager, either for approval or not;	None		PSD Manager
	1.5 If considered, PSD to schedule the survey work and prepares travel documents and needed equipment;	None		PSD Manager
	1.6 PSD to prepare reply letter to the Requesting Office informing the schedule of the requested survey and to be signed by the DSD Manager	None		PSD Manager
2. Confirms thru letter, phone call, 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 PSD to prepare reply letter to the Requesting Office informing the schedule of the requested survey and to be signed by the DSD Manager;	None	5 days	PSD Survey Team Leader
	2.2 Conduct survey work: - Reconnaissance survey of area of concern; - Preparation of survey	None		PSD Survey Team

	equipment and materials; - Establishment / verification of control points; - Survey proper; - Review / evaluation of raw data; - If inconsistency was found in the raw data; re-survey the affected area;			
	2.3 Processing of survey data: - Consolidation and processing of survey data; - Plotting; - Submission of survey plan;	None	5 days	PSD Survey Team
	2.4 Signing of survey plan;	None	3 days	PSD and DSD Manager
	2.5 Dissemination of survey plan	None		DSD Manager
	TOTAL:	**None**	**20 days (working days)**	