

#### 4. Queries on Requests/Resolutions

For verification of status of requests/resolutions addressed to the Provincial Engineer's Office (PEO).

<b>Office or Division:</b>	Provincial Engineer's Office (PEO) - Supply Management and Administrative (SMA) 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/Resolution (1 original or duplicate)		Client, citizen or agency 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/Resolution for query.	1.1. Check status of query.	None	5 Minutes	<i>Administrative Aide IV PEO - Supply Management and Administrative Division (SMAD)</i>
	1.2. Guide the client to the PEO Personnel assigned for action.	None	3 Minutes	
	1.3. Explain to the client the status of request.	None	5 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>13 Minutes</b>	