

REQUEST FOR MINOR MAINTENANCE REPAIR

ABOUT THE SERVICE:

Barangay Officials or any other government offices may request assistance in the rehabilitation, repair and improvement of drainage systems, wall protection, roads and bridges, public buildings and other public facilities and prepare Program of Work (POW) with detailed plans as guide in project implementation.

WHO MAY AVAIL OF THE SERVICE:

- Barangay Officials, Other Government Offices

WHAT ARE THE REQUIREMENTS:

- Request Letter or verbal request from source
- Photos of the existing structure that needs repair/improvement

FEES / CHARGES:

- None

SCHEDULE OF AVAILABILITY OF SERVICE

- Mondays to Fridays
- 8:00 a.m. to 5:00 p.m.

HOW TO AVAIL OF THE SERVICE:

STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	Person IN Charge/Responsible	Fees/Charges	FORMS
1.	Submits verbal or written request on the degree of impending or damage of infra	Receives and records approved Request Letter	5 mins.	Hilarion G. Nalupta Joel F. Estal Lorina L. Battulayan Evelyn L. Sagsagat Arvi Jan R. Opelac Chrysler John T. Ulit	NONE	Request Form
2.	Guide and assist assigned engineer/s to the site	Conducts survey and ocular inspection of the proposed	1 hour - urban 2 hours – rural	Hilarion G. Nalupta Joel F. Estal James A. Espiritu	NONE	NONE
		Prepares Plan and	1 day	Hilarion G. Nalupta Joel F. Estal James A. Espiritu	NONE	NONE

		Program of Work				
		Review and Recommends plan & program of work for approval	30 minutes	Hilarion G. Nalupta Joel F. Estal	NONE	NONE
		Approves Plan & Program Of Work	1 hour	Mayor Albert D. Chua	NONE	NONE
3.	Receives POW	Releases and Record POW	5 minutes	Lorina L. Battulayan Evelyn L. Sagsagat Arvi Jan R. Opelac	NONE	NONE
X-X-X-X- END OF TRANSACTION -X-X-X-X						