

REQUEST FOR RENTAL OF EQUIPMENT

ABOUT THE SERVICE:

Any individual or private entity may rent equipment for different services from the City Government through the Office of the City Engineer.

WHO MAY AVAIL OF THE SERVICE:

- Any individual or private entity

REQUIREMENTS:

- Request Form/Letter and supporting documents if there are any

FEES / CHARGES:

****** Fees or charges are based on Chapter V, Article A., Section 5A.01 of the 2014 Local Revenue Code of the City of Batac

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.	Submit approved letter of request for rental of equipment	Receives and records approved Request Letter	3 mins.	Lorina L. Battulayan Evelyn L. Sagsagat Arvi Jan R. Opelac Chrysler John T. Ulit		Request Form
2.	Guide and assist assigned validators to the inspection site	Conducts ocular inspection and recommend needed equipment for the job	hour - urban 2 hours – rural	Hilarion G. Nalupta Joel F. Estal Jimmy U. Corpuz and assigned operator		NONE
3.	Ask for contract agreement and Order of Payment	Prepare Contract Agreement and Order of Payment (rental documents)	30 minutes	Lorina L. Battulayan Evelyn L. Sagsagat	**	Rental Documents
	Request approval of rental documents	Sign rental documents	5 minutes	Hilarion G. Nalupta		Rental documents

	Pay equipment rental at the Treasury Office	Receive payment and Issue Official Receipt	5 minutes	Wilhelmina Aliazas Ruth Agulay Harold Aguibitin Randy Narciso		Order of Payment
	Submit Official Receipt	Attach OR to rental documents	3 minutes	Lorina L. Battulayan Evelyn L. Sagsagat		NONE
3.	Request Schedule of Equipment	Schedule the rented equipment (depends on the availability of equipment)	10 minutes	Jimmy U. Corpuz Arvi Jan R. Opelac		Rental documents
4.	Request for the issuance of trip ticket	Prepare trip ticket indicating the number of days for the rented equipment	10 minutes	Chrysler John T. Ulit Arvi Jan R. Opelac		RENTAL DOCUMENTS

X-X-X-X- END OF TRANSACTION -X-X-X-X