

REQUEST FOR UTILIZATION OF HEAVY EQUIPMENT AND VEHICLES

ABOUT THE SERVICE:

Barangay Constituents or any government offices may request for the use of any government equipment to be used in the implementation of various barangay projects and any interested parties who needs to utilize government vehicles.

WHO MAY AVAIL OF THE SERVICE:

- Barangay Constituents; Other Government Offices

REQUIREMENTS:

- Request Form/Letter approved by the mayor and supporting documents if there are any
- For emergency situation, phone calls or radio communication is recognized

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.	Submit Request Form/Letter Request approved by the mayor	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 inspection site (for utilization of heavy equipment only)	Conducts ocular inspection and recommend needed equipment for the job	1 hour - urban 2 hours – rural	Hilarion G. Nalupta Joel F. Estal Jimmy U. Corpuz and assigned operator	NONE	NONE
3.	Ask for the schedule of the equipment / vehicle	Schedules the availability of equipment	20 minutes	Hilarion G. Nalupta Jimmy U. Corpuz Arvi Jan R. Opelac	NONE	NONE
X-X-X-X- END OF TRANSACTION –X-X-X-X						

