



61. INSPECTION OF NEW SERVICE CONNECTION

Procedure of inspection of new service connection to ensure that all applications for new service connections are installed.

Office or Division:	Construction and Maintenance Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G - Government to Government			
Who may avail:	Construction and Maintenance Division			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Maintenance Order (1pc, Original)		Customer Service Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Maintenance Order	1. The Customer Service Officer forward the Maintenance Order to the Construction and Maintenance Division Head.	None	5 minutes	Customer Service Officer
2. None	2. The Construction and Maintenance Division Head gives the Maintenance Order to the Maintenance Personnel to conduct site inspection within 2 days upon receipt.	None	5 minutes	Maintenance Division Head / Maintenance Personnel /
3. None	3. The Water Maintenance Personnel conduct site inspection to determine the needed materials for new application. Then go back to the office to forward the accomplished Maintenance Order to the Construction and Maintenance Division Head.	None	2 days	Water Maintenance Personnel
4. None	4. The Construction and Maintenance Division Head received the accomplished Maintenance Order from Water Maintenance Personnel then log it to the computer.	None	5 minutes	Maintenance Division Head / Admin Personnel
Total:		None	2 days and 15 minutes	