



58. ACCOMPLISHING MAINTENANCE ORDER FOR DIRTY WATER

Process of providing services to restore clean and potable water.

Office or Division:	Water Resources Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2G - Government to Government			
Who may avail:	Water Resources 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 Water Resources Division Head.	None	5 minutes	Customer Service Officer
2. None	2. The Water Resources Division Head will give the Maintenance Order to the Water Resources personnel to accomplish it within 2 days upon receipt of the maintenance order.	None	5 minutes	Water Resources Division Head Water Utilities Management / Development Officer B
3. None	3. Water Resources Personnel goes to the site to inspect the area and conduct flushing to restore clean and potable water. Then, go back to the office to report and pass the accomplished maintenance order to the Water Resources Division Head.	None	2 days	Water Utilities Management / Development Officer B
4. None	4. The Water Resources Division Head received the accomplished maintenance Order from the Water	None	5 minutes	Water Resources Division Head Water Utilities Management /



	Resources Personnel and then log it to the computer.			Development Officer B
	Total:	None	<i>2 days and 15 minutes</i>	