



### 63. INSTALLATION OF NEW SERVICE CONNECTION

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

<b>Office or Division:</b>	Construction and Maintenance Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G - Government to Government			
<b>Who may avail:</b>	Construction and Maintenance Division			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Maintenance Order (1pc, Original)			Customer Service Officer	
2. Requisition Issuance Slip (RIS) (1pc, Original)			Storekeeper	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	2.1 The Construction and Maintenance Division Head gives the Maintenance Order to the Maintenance Personnel to install it within 5 days upon receipt. 2.2 The Maintenance Personnel forwards the Maintenance Order to Storekeeper with RIS then release the materials.	None	5 minutes  5 minutes	Maintenance Division Head /  Maintenance Personnel /  Storekeeper
3. None	3. Maintenance Personnel goes to site to install New Service Connection. Then go back to the office to forward the Accomplished Maintenance Order to the Construction and Maintenance Division Head.	None	1 day	Maintenance Division Head/  Water Maintenance Personnel
4. None	4. The Construction and Maintenance Division Head received the accomplished maintenance Order from the Maintenance Personnel and then log it to the computer..	None	5 minutes	Maintenance Division Head /  Maintenance Personnel
<b>Total:</b>		None	1 day and 20 minutes	