



## 65. INSPECTION OF NEW SERVICE CONNECTION

Procedure of inspection 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	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Maintenance Order	1. The Customer Service Officer forward the Maintenance Order to the Construction and Maintenance Division Head.	None	5 minutes	Customer Service Officer/ Maintenance Division Head
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	1 hour	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
<b>Total:</b>		None	1 hour and 15 minutes	