

7. ACCOMPLISHING MAINTENANCE ORDER FOR LOW PRESSURE

Process of providing services to restore adequate pressure to the supplied water to the concessionaires.

Office or Division:	Water Resources D	ivision				
Classification:	Simple					
Type of Transaction:	G2C – Government to Citizen,					
	G2G – Government to Government					
Who may avail:	Water Resources D	ivision				
CHECKLIST OF REQUIREMENTS WHERE TO SECURE						
1. Maintenance Orde	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	Maricel L. De Asis (Customer Service Asst. A) Armin R. Cabrera (Utilities/Customer Service D)		
	2. The Water Resources Division Head will give the Maintenance Oder to the Water Resources personnel to accomplish it within 2 days upon receipt of the maintenance order.	None	5 minutes	Edzel L. Lintag (Division Manager B) Renato L. Rueda, Jose Nilo Alex M. Ongoco (Water Utilities Management Officer A) Crisanto D. Evangelista, Francisco D. Javier Jr., Ronald L. Niepes (Water Resources Facilities Operator Foreman) Eduardo M. San Blas (Customer Service Assistant B) Argie E. Galiste, Jayson D. Mercado (Water Resources Facilities Operator A) Robert A. Manalaotao (Water Resources Facilities Operator B) Arnold P. Acerbo (Water Resources		



		I		The SITY BAL
				Facilities Tender B)
3. None	3. Water Resources	None	2 days	Renato L. Rueda,
	Personnel goes to			Jose Nilo Alex M.
	the site to inspect			Ongoco
	the area and perform			(Water Utilities
	certain actions to			Management Officer
	restore adequate			A)
	pressure to the			Crisanto D.
	supplied water.			Evangelista,
	Then, go back to the			Francisco D. Javier
	office to report and			Jr., Ronald L. Niepes
	pass the			(Water Resources
	accomplished			Facilities Operator
	maintenance order			Foreman)
	to the Water			Eduardo M. San Blas
	Resources Division			(Customer Service
	Head.			Assistant B)
				Argie E. Galiste,
				Jayson D. Mercado
				(Water Resources
				Facilities Operator A)
				Robert A.
				Manalaotao
				(Water Resources
				Facilities Operator B) Arnold P. Acerbo
				(Water Resources
4 None	4 The Weter	Nono	5 minutes	Facilities Tender B)
4. None	4. The Water	None	5 minutes	Edzel L. Lintag
	Resources Division			(Division Manager B)
	Head received the			Renato L. Rueda,
	accomplished maintenance Order			Jose Nilo Alex M.
	from the Water			
	Resources			Ongoco (Water Utilities
	Personnel and then			Management Officer
	log it to the			A)
	computer.			Crisanto D.
	computer.			Evangelista,
				Francisco D. Javier
				Jr., Ronald L. Niepes
				(Water Resources
				Facilities Operator
				Foreman)
				Eduardo M. San Blas
				(Customer Service
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			9.
			Assistant B)
			Argie E. Galiste,
			Jayson D. Mercado
			(Water Resources
			Facilities Operator A)
			Robert A.
			Manalaotao
			(Water Resources
			Facilities Operator B)
			Arnold P. Acerbo
			(Water Resources
			Facilities Tender B)
Total:	None	2 days and	,
		15 minutes	