



5. INSTALLATION OF NEW SERVICE CONNECTION

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

Office or Division:	Construction and Maintenance Division			
Classification:	Simple, Complex, Highly Technical			
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	
2. Requisition Issuance Slip (RIS) (1pc, Original)			Storekeeper	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Maintenance Order	1. The Customer Service Officer forward the Maintenance Order to the Construction and Maintenance Division Head.	None	5 minutes	Maricel L. De Asis (Customer Service Asst. A) Marklie M. Paguio (Water Maintenance General Foreman)
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	Marklie M. Paguio (Water Maintenance General Foreman) Rolando L. Niepes (Water Maintenance General Foreman) Noel D. Evangelista (Water Maintenance Head) Fernando D. Javier (Senior Water Maintenance Man A)



				<p>Earl Chester D. Ramos (Senior Water Maintenance Man B)</p> <p>Genarro G. Mendoza, Bienvenido A. Morfe Jr., Jayson M. Diuco, Danilo A. De Mesa Jr., Reynaldo L. Niepes (Water Maintenance Man A)</p> <p>Froilan D. Javier, Hernan A. Lopez, Edson P. Velasco, Lee S. Sevilla, Wilfredo A. Mendoza (Water Maintenance Man B)</p> <p>Albert S. Tuazon, Clifford S. Santiago (Water Maintenance Man C)</p> <p>Luisito G. Sioson, Marcelo R. Rojero, Juanito S. Bernardo (Utility Worker II)</p> <p>Louie S. Sevilla (Water Maintenance Man A)</p>
3. None	<p>3 a.) Simple (simple installation, no heavy equipment needed) Maintenance Personnel goes on site to install New Service Connection. Then go back to the office to forward the Accomplished Maintenance Order to the Construction</p>	None	3 hrs	<p>Marklie M. Paguio (Water Maintenance General Foreman)</p> <p>Rolando L. Niepes</p>



	and Maintenance Division Head.			(Water Maintenance General Foreman) Noel D. Evangelista (Water Maintenance Head) Fernando D. Javier (Senior Water Maintenance Man A) Earl Chester D. Ramos (Senior Water Maintenance Man B)
	b). Complex (complex installation that requires concrete cutting and jack hammer) Maintenance Personnel goes on 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	Genarro G. Mendoza, Bienvenido A. Morfe Jr., Jayson M. Diuco, Danilo A. De Mesa Jr., Reynaldo L. Niepes (Water Maintenance Man A)
	c). Highly Technical (highly technical installation that requires concrete cutting and jack hammer on areas with at least 1m thickness of concrete for demolition) Maintenance Personnel goes on 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	2 days	Froilan D. Javier, Hernan A. Lopez, Edson P. Velasco, Lee S. Sevilla, Wilfredo A. Mendoza (Water Maintenance Man B) Albert S. Tuazon, Clifford S. Santiago (Water Maintenance Man C) Luisito G. Sioson, Marcelo R. Rojero, Juanito S. Bernardo (Utility Worker II)
4. None	4. The Construction and Maintenance Division Head receives the accomplished maintenance Order from the Maintenance Personnel and then logs it to the computer.	None	5 minutes	



Total in Simple Classification:	None	3 hours, 20 mins	
Total in Complex Classification:	None	1 day, 20 minutes	
Total in Highly Technical Classification:	None	2 days, 20 minutes	