



6. ACCOMPLISHING MAINTENANCE ORDER FOR NO WATER

Process of providing services to restore water supply to the concessionaires with no 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	Maricel L. De Asis (Customer Service Asst. A) Armin R. Cabrera (Utilities/Customer Service D)
2. None	2. The Water Resources Division Head will give the Maintenance Order to the Water Resources personnel to accomplish it within 24 hours 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



				Facilities Tender B)
3. None	3. Water Resources Personnel goes to the site to inspect the area and perform certain actions to restore the water supply. Then, go back to the office to report and pass the accomplished maintenance order to the Water Resources Division Head.	None	1 day	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 Facilities Tender B)
4. None	4. The Water Resources Division Head received the accomplished maintenance Order from the Water Resources Personnel and then log it to the computer.	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 Facilities Tender B)
Total:		None	<i>1 day and 15 minutes</i>	