



6. INSPECTION 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			
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		
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. 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	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) Earl Chester D. Ramos



				(Senior Water Maintenance Man B) Genarro G. Mendoza, Bienvenido A. Morfe Jr., Jayson M. Diuco, Danilo A. De Mesa Jr., Reynaldo L. Niepes (Water Maintenance Man A) 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)
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 accomplish Maintenance Order to the Construction and Maintenance Division Head.	None	1 hour	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>
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	<p>Marklie M. Paguio (Water Maintenance General Foreman)</p> <p>Editha J. Gozon (Division Manager B / Customer Accounts)</p> <p>Maria Victoria G. Tungol (Supervising</p>



				Customer Service)
	Total:	None	<i>1 hour and 15 minutes</i>	