



### 15. Request for Periodic and/or Corrective Maintenance

Request received to conduct periodic and or corrective maintenance of heavy and light equipment.

<b>Office or Division:</b>		City Engineers Office - Motorpool Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G		
<b>Who may avail:</b>		All Departments of LGU-General Santos City		
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Complaint Form 2. Job Order Request 3. PMS Schedule Form		1. Client 2. Motorpool Division 3. Motorpool Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit: > Duly Accomplished Complaint Form > Equipment subject for periodic maintenance and/or corrective maintenance	1.1. Receive duly accomplished form and verify the subject vehicle as against the form	None	15 mins	Receiving Clerk, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Prepare & issuance of job order request	None	15 mins	Division Chief, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Perform periodic and/or corrective maintenance	None	1 day	Clerk, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Test and observe equipment performance	None	1 hour	Division Chief, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive the certification and the equipment	1.5. Record and release of the certification along with the equipment	None	15 mins	Clerk, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	<b>TOTAL</b>	<b>None</b>	<b>1 Day, 1 Hour and 45 mins</b>	
<b>END OF TRANSACTION</b>				