



### 13. Request for the Issuance of Pre-repair Inspection Certificate

Request for the issuance of certificate after the conduct of inspection of heavy equipment units/ service vehicle/ motorcycle.

<b>Office or Division:</b>		City Engineers Office - Motorpool Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail:</b>		All Departments of LGU-General Santos City and Other Government Agencies		
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Equipment/Vehicle Logbook 2. Carrying Cost of the Equipment/Vehicle (Original Copy)		1. Client 2. City Accountant's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request for Pre-repair Inspection Certification	1.1. Receive and verify request.	None	15 mins	Receiving Clerk, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Conduct inspection and/or assess parts for replacement.	None	1 hour	Motorpool Supervisor, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Prepare and print Pre-repair Inspection Certification.	None	15 mins	Motorpool Supervisor, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Approve Pre-repair Inspection Certification.	None	30 mins	Clerk, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.5. Concur Pre-repair Inspection Certification.	None	1 hour	Division Chief, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive Certification	1.6. Record and release Pre-repair Inspection Certification	None	1 hour	Admin Aide V, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	<b>TOTAL</b>	<b>None</b>	<b>6 Hours</b>	
<b>END OF TRANSACTION</b>				