

## 96. REQUEST FOR REPAIR AND MAINTENANCE OF BARANGAY STREETLIGHTS

### ***DESCRIPTION of the SERVICE :***

Part of the infrastructure program of the City Government is the repair and maintenance of streetlights.

### ***REQUIREMENTS :***

- \* Barangay Resolution/ Request Letter

### ***FEE:***

- \* No fee

### ***PROCEDURE :***

<b>STEPS</b>	<b>PROCESSING/ RESPONSE TIME</b>	<b>PERSON-IN- CHARGE</b>
1. Receives barangay resolution/ letter request	15 minutes	EVELYN MAGALING <i>Administrative Assistant II</i>
2. Conducts site inspection	2 hours	FERNANDO SABADERA EMILIO MARQUEZ <i>Electrician II</i>
3. Prepares and submits inspection report to the Division Chief	7 hours	FERNANDO SABADERA <i>Electrician II</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
4. Prepares estimate of electrical materials stated in the request	1 hour	SAMSON ROSITA <i>Instructor</i> <i>(detailed at the CEO)</i> VIRGILIO ACEPCION <i>Engineer IV</i>
5. Prepares schedule and work assignment of the division personnel	5 minutes	VIRGILIO ACEPCION <i>Engineer IV</i>
6. Repairs, maintains and installs street lighting materials	3 hours	FERNANDO SABADERA BENIGNO SAMANIEGO RAMIEL LLANES EMILIO MARQUEZ <i>Electrician II</i>
7. Monitors/supervises the maintenance of street lighting	3 hours	VIRGILIO ACEPCION <i>Engineer IV</i>
8. Reports accomplished work to the division Chief	10 minutes	FERNANDO SABADERA BENIGNO SAMANIEGO RAMIEL LLANES EMILIO MARQUEZ <i>Electrician II</i>