



### 3. MINOR REPAIR AND MAINTENANCE OF FACILITIES

Receiving the request for minor repair and maintenance of office equipment & facility

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	Department/Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written/Verbal request		Department/Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sending Request	1.1. Check the availability of technician/carpenter	None	3 minutes	<b>Glen Edrick Cabrera</b> Clerk <b>Ashley G. Oganía</b> Clerk
	1.2. Secure approval			
	1.3. Approval by the GSO	None	2 minutes	<b>Maximo O. Luna, Jr.</b> GSO-Designate <b>Alberto Talavera</b> Carpenter <b>Dionisio Angulo</b> Electrician <b>Simon Cantillana</b> Utility Worker
	1.4. Perform the requested works  <i>(minor repair &amp; maintenance only like: cabinets, roof, wall, installation of aircon-window type, electrical wirings. Time: it depends on what type of works they want to)</i>		4-8 hours	
<b>TOTAL</b>		<b>NONE</b>	<b>4-8 hours &amp; 5 minutes</b>	