



Implementation of Preventive and Corrective Maintenance (Corrective Maintenance)

Schedule of Availability of Service

Days : Mondays – Sundays

Hours : 24 hours without noon break

Who May Avail of the Service : Hospital Employees

Documentary Requirements : Job Order Request Form

Processing Period : Variable

How to avail of the Service

STEF	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Submit properly filled up Job Order Request form (Isumite ang kumpletong detalye ng Job Order Request form)	Receives the properly filled up Job Order Request form (Tanggapin ang nasagutang Job Order Request form)	1 minute (1 minuto)	Engineering office staff (kalupunan ng inhinyerong nakadistino sa opisina)	None (Wala)	Job Order Request (kahilingan ipapatrabaho) Job Order Request form with remarks as DONE (Job Order Request form na may marking DONE)
2		Validates the Job Order Request form and perform the corrective actions (Pagsuri ng Job Order Request form at paggawa ng ankop na pamamaraan)	Depends upon the nature of corrective works needed (Nakadepende sa hinihinging gawain) Simple repair (Within 3 working days) (Sa loob ng 3 araw) Complex repair (Within 7 working days hours) (Sa loob ng 7 araw)	Engineering maintenance staff (lupon ng taga kumpuni ng inhinyero)		
4	Sign the Job Order Request form to acknowledge (Pagsang-ayon at pagpirma sa Job Order Request form batay sa angkop ng gawain)	File the Job Order Request with remarks as DONE (Pagsinop ng Job Order Request na may markang DONE)	1 minute (1 minuto)	Engineering office staff (kalupunan ng inhinyerong nakadistino sa opisina)		
			END of TRANSACTION			





Provision of Engineering Support Processes (Linen)

Schedule of Availability of Service

Days : Mondays – Saturday

Hours : 8 hours without noon break

Who May Avail of the Service : Hospital Employees

Documentary Requirements : Job Order Request Form

Processing Period : Variable

How to avail of the Service

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Submit properly filled up Job Order Request form (Isumite ang kumpletong detalye ng Job Order Request form)	Receives the properly filled up Job Order Request form (Tanggapin ang nasagutang Job Order Request form)	1 minute (1 minuto)	Engineering office staff (kalupunan ng inhinyerong nakadistino sa opisina)		
2		Validates the Job Order Request form and perform the necessary actions (Pagsuri ng Job Order Request form at paggawa ng ankop na pamamaraan)	Depends upon the nature of corrective works needed (Nakadepende sa hinihinging gawain) Repair (Within 1 working day) (Sa loob ng 3 araw) Fabrication (Within 3 working days) (Sa loob ng 3 araw)	Linen staff (lupon ng mananahi)	None (Wala)	Job Order Request form
3	Claiming of requested linen (Tanggapin and inirequest na linen)	Releasing of new linen to CSR (Central Supply Room) (Paglabas ng bagong linen sa CSR) Releasing of repaired at Linen office (Paglabas ng kinumpuning linen mula sa Linen Office)	3 minute (3 minuto) of TRANSACTION	CSR staff and Linen staff		





Provision of Engineering Support Processes (Motor pool)

Schedule of Availability of Service

Days : Mondays – Sundays

Hours : 24 hours without noon break

Who May Avail of the Service : Hospital Employees

Documentary Requirements : Trip Ticket Form

Processing Period : Variable

How to avail of the Service

Submit properly filled up Trip ticket form (Isumite ang kumpletong detalye ng Trip Ticket form)	Receives the properly filled up trip ticket form (Tanggapin ang nasagutang Trip ticket form)	1 minute (1 minuto)			
	5			None (Wala)	Trip Ticket form
	Designate driver and affix sign in Trip Ticket form (Magtalaga ng drayber kaalinsabay sa pagpirma ng Trip Ticket form)	5 minutes (5 minuto)	Engineering office staff		
Forward the signed Trip Ticket form to Administrative Office (Ipasa ang Trip Ticket Form na may pirma sa Administrative Office)	Advised requester to secure the Approval and signed trip ticket form by (Imungkahi na papirmahan ang Trip Ticket Form sa kinauukulan) • Chief Administrative Officer during office hours • Senior House Office (SHO) after office hours	1 minute (1 minuto)	inhinyerong nakadistino sa opisina)		
	Transportation of official passenger (Ibiyahe ang opisyal na pasahero)	Depends on the location of trip (Dependes sa lokasyon ng biyahe)	Motor pool staff		
	form to Administrative Office (Ipasa ang Trip Ticket Form na may pirma sa	pagpirma ng Trip Ticket form) Advised requester to secure the Approval and signed trip ticket form by (Imungkahi na papirmahan ang Trip Ticket Form sa kinauukulan) (Ipasa ang Trip Ticket Form na may pirma sa Administrative Office) - Chief Administrative Office during office hours - Senior House Office (SHO) after office hours Transportation of official passenger	Pagpirma ng Trip Ticket form) Advised requester to secure the Approval and signed trip ticket form by (Imungkahi na papirmahan ang Trip Ticket Form sa kinauukulan) 1 minute (1 minuto) 1 minute (1 minuto) Senior House Office (SHO) after office hours Transportation of official passenger (Ibiyahe ang opisyal na pasahero) Depends on the location of trip (Dependes sa lokasyon ng biyahe)	Pagpirma ng Trip Ticket form) Advised requester to secure the Approval and signed trip ticket form by (Imungkahi na papirmahan ang Trip Ticket Form na may pirma sa Administrative Office) - Chief Administrative Office during office hours - Senior House Office (SHO) after office hours - Transportation of official passenger (Ibiyahe ang opisyal na pasahero) - Depends on the location of trip (Dependes sa lokasyon ng biyahe) - Motor pool staff	Pagpirma ng Trip Ticket form) Advised requester to secure the Approval and signed trip ticket form by (Imungkahi na papirmahan ang Trip Ticket Form sa kinauukulan) (Ipasa ang Trip Ticket Form na may pirma sa Administrative Office) Administrative Office) Chief Administrative Office (SHO) after office hours Transportation of official passenger (Ibiyahe ang opisyal na pasahem) Depends on the location of trip (Dependes sa lokasyon ng (Malupunan ng inhinyerong nakadistino sa opisina) None ((Malupunan ng inhinyerong nakadistino sa opisina) Ticket Form sa kinauukulan) 1 minute (1 minuto) Depends on the location of trip (Dependes sa lokasyon ng (Dependes sa lokasyon ng Motor pool staff)



