



## 16. JOB ORDER (REPAIRS)

The Job Order Form is being issued to the requesting offices that need the maintenance service of the department. It is also to monitor that the request for repair of office furniture, equipment and facilities had been acted on effectively and efficiently.

<b>Office or Division:</b>	<b>BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Q.C. Hall Government Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter Request (1 original copy and 2 photocopies) / verbal / phone request / email</li> <li>Job Order Form (1 original copy)</li> </ul>		<ul style="list-style-type: none"> <li>Client</li> <li>Building and Facilities Maintenance Section -BGMD</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request for repair	1.1. Receives, records & approves Request	None	10 Minutes	Clerical Staff / Section Chiefs / Division Chief BGMD
2. Wait for action taken	2.1. Delegates the Job Order to concerned unit (carpentry, electrical, ACU, plumbing, janitorial)	None	10 Minutes	Unit Head / Clerical Staff BGMD
	2.2. Secures needed supplies and materials from the stockroom	None	30 minutes	Storekeeper BGMD
	2.3. Acts on the request	None	30 minutes	Concerned Unit
3. Signs the Job Order (Acknowledged portion)	3.1. Submits accomplished job order report	None	30 minutes	Concerned Staff
	<b>TOTAL</b>	<b>None</b>	<b>1 hour &amp; 50 minutes</b>	