



## **29. REPAIRS / MAINTENANCE OF CITY-OWNED MOTOR VEHICLE (UNDER CGSD AND OTHER CITY OFFICES/DEPARTMENTS)**

Repair & maintenance is extended to all city-owned motor vehicles to retain and/or restore it to serviceability in order to extend its useful life and maximum utilization shall be attained.

<b>Office or Division:</b>	<b>MOTORPOOL DIVISION (MD)</b>			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All Quezon City Government Offices/Departments (End-user)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter request for repair/maintenance of vehicle (1 original and 2 photocopies)</li> <li>Job Order (2 original copies)</li> </ul>		Client  Motorpool Division (MD)		
<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 letter through: <ul style="list-style-type: none"> <li>Personal (submit at Records Management &amp; Control Division)</li> <li>E-mail (send to <a href="mailto:gsd@quezoncity.gov.ph">gsd@quezoncity.gov.ph</a>)</li> </ul>	1.1 Receives letter request / Forwards letter request to the Department Head	None	5 Minutes	Receiving Staff Records Management & Control Division (RMCD)
2. None	2.1. Receives letter request from Chief, CGSD (with instructions)	None	5 Minutes	Receiving Clerk Motorpool Division
	2.2. Instructs the Special Operations Officer III	None	5 Minutes	Chief, Motorpool Division, Special Operations Officer V



	2.3. Instructs the SOO II / Mechanic II / III	None	5 Minutes	Special Operations Officer III, MD
3. Witness repair of vehicle	3.1. Start repair of vehicle (transmission , under chassis) (engine overhaul)	None	2 - 3 days 2 Weeks	Special Operations Officer II, Mechanic II/III, MD
4. Acceptance / Release of Vehicle to the end user	4.1. Acknowledges receipt and signs the Job Order	None	10 Minutes	Special Operations Officer III/ V, MD
	<b>TOTAL</b>	<b>None</b>	<b>2 weeks, 3 days &amp; 30 minutes (actual repair period depends on the condition of the vehicle)</b>	