



Motorpool Division External Services



A. MOTORPOOL DIVISION

To provide heavy equipment services in support to Engineering District activities and to different Departments and Agencies of Quezon City.

Office/Division		Motorpool Division		
Classification		Simple		
Type of Transaction		G2G/G2C		
Who may Avail		Government Offices / Residents of Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request 2. Thru Phone Request 3. SMS		Standard request form is requested is from respective Engineering District Offices of Quezon City		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request.	1. Verify the requested job order if already inspected, and if what equipment is applicable to be used.	None	3 days	<i>City Government Assistant Department Head III Engineering Department Engineer V Engineering Department</i>
2. Report the concern thru phone call 3. Report the concern thru SMS	2. Equipment is subjected to availability.	None		
4. Others: During emergency situation	3. All available equipment	None	Standby / Immediate action	
TOTAL		None	3 days	