



8. New Installation of Streetlights

New streetlights are to be installed in the requested area to increase the illumination in the city in order to augment safety and security of the community. Prior to the installation, an inspection will be conducted first to determine whether installation is feasible or not.

OFFICE OR DIVISION:	Task Force Streetlighting			
CLASSIFICATION:	Highly Technical			
TYPE OF TRANSACTION:	G2C – Government to Citizen G2G – Government to Government			
WHO MAY AVAIL:	Quezon City Government Offices/Departments Elected Officials Homeowners Association QC Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Request letter from requesting parties 			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter	1.1. Receives letter request	None	5 mins.	Task Force Streetlighting Staff
	1.2. Forwards to Dept. Head for approval of route assignment	None	1 day	Task Force Chairman / Task Force Office-In-Charge/Action Officer
	1.3. For inspection if feasible or not If feasible: Prioritization & finalization of layout plan for approval <i>(Depends on number of incoming request letters)</i> If not feasible: Requesting party will be notified that the installation is not feasible due to a certain reason through formal letter	None	2 days	Task Force Streetlighting Inspector



2. Receives notification of request approval	2.1. Streetlight installation (Civil, Electrical works) <i>(Depends on number of incoming request letters)</i> a.) Tap to existing b.) New Application meter <i>(excluding the approval of CA & processing of MERALCO meter application)</i>	None	7 days	Task Force Streetlighting Civil and Electrical Crew
	TOTAL	NONE	10 DAYS 5 MINUTES (EXCLUDING THE APPROVAL OF CA & PROCESSING OF MERALCO METER APPLICATION)	