



## 9. Repairs and Maintenance of Existing Streetlights

Existing streetlights are being maintained by the City Government in order to maintain illumination in the area. The act of repairing/replacing streetlight components is being done when it is non-operational or of being a threat to safety of lives and properties.

<b>OFFICE OR DIVISION:</b>	Task Force Streetlighting			
<b>CLASSIFICATION:</b>	Complex / Highly Technical			
<b>TYPE OF TRANSACTION:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>WHO MAY AVAIL:</b>	Quezon City Government Offices/Departments Elected Officials Homeowners Association QC Constituents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Request letter from requesting parties</li> <li>Walk-in request/ phone calls</li> </ul>			Client	
<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	1.1. Receives letter request	None	5 mins	Task Force Streetlighting Staff
	1.2. Receives phone call request / walk-in	None	5 mins	Task Force Streetlighting Staff
	1.3. Forwards to Dept. Head for approval of route assignment	None	1 day	Task Force Office-In-Charge/Action Officer or Assistant Action Officer
	1.4. For schedule of site inspection / repair  Database input of inspection result (MERALCO & City maintained streetlights)  Note: In case of MERALCO post, the requesting party will be notified that the repair cannot be made due to ownership issues, the	None	1 day	Task Force Streetlighting Inspector



	matter shall be forwarded to the right department/ office/agency			
2. Receives notification of request approval	2.1. Repair of non-operational streetlights & always on/damaged post replacement	None	7 days	Task Force Streetlighting Civil & Electrical Crew
	<b>TOTAL</b>	<b>NONE</b>	<b>9 DAYS 10 MINUTES</b>	