



Equipment Repair and Maintenance Division External Services



A. EQUIPMENT REPAIR AND MAINTENANCE

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

Office/Division	Equipment Repair and Maintenance Division			
Classification	Simple			
Type of Transaction	G2G (Government to Government) G2C (Government to Citizen)			
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 from respective Engineering District Offices of Quezon City		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter-Request / Report through the department's official e-mail address at engineering@quezoncity.gov.ph	1. Verify the requested job order if already inspected, and determine what equipment to be used.	None	3 days	<i>Receiving Clerk/Central Communications Unit Records Section, Administrative Division</i> <i>Division Head, Equipment Repair and Maintenance Division</i>
2. Others: During emergency situation	2. Equipment subject to availability.	None		
	3. All available equipment	None	Standby / Immediate action	
TOTAL		None	3 days	