



24. ISSUANCE OF JOB ORDER

The Job Order Form is being issued to the requesting offices that need the maintenance service of the department. It is also to monitor that the request for repair of office furniture, equipment and facilities had been acted on effectively and efficiently.

Office or Division:		BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)		
Classification:		Simple / Complex / Highly Technical		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Quezon City Government Offices within Quezon City Hall		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter Request (1 original copy and 2 photocopies) / verbal request thru personal or phone Job Order Form (1 original copy) 			<ul style="list-style-type: none"> Client BGMD 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for repair	1.1. Receives, records & approves Request	None	10 Minutes	Clerical Staff / Section Chiefs / Division Chief BGMD
2. Wait for action taken	2.1. Delegates the Job Order to concerned unit (Aircon, Carpentry, Electrical, Plumbing, Telephone, Janitorial)	None	20 Minutes	Unit Head / Clerical Staff BGMD
	2.2. Initial inspection of area requested for work and assessment if additional spare parts, supplies, tools or equipment (light or heavy) are needed	None	30 minutes	Unit Head / Maintenance personnel
	2.2. Secures needed supplies, tools or equipment from the stockroom	None	30 minutes	Storekeeper BGMD / Unit Head / Maintenance personnel



	2.3. Acts on the request	None	2 hours	Unit Head / Maintenance personnel
3. Signs the Job Order (Acknowledged portion)	3.1. Submits accomplished job order report	None	30 minutes	Unit Head / Maintenance personnel
	TOTAL	None	4 hours	

Note: Processing time is only applicable to simple transactions.

Simple transaction – 4 hours

Complex transaction – 5 hours to 7 days

Highly Technical transaction – 8 to 21 days