



## 28. REPAIRS / MAINTENANCE OF CITY-OWNED MOTOR VEHICLE (UNDER CGSD AND OTHER CITY OFFICES/DEPARTMENTS)

Repair & maintenance is extended to all city-owned motor vehicles to retain and/or restore it to serviceability in order to extend its useful life and maximum utilization shall be attained.

<b>Office or Division:</b>	<b>MOTORPOOL DIVISION (MD)</b>			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All Quezon City Government Offices/Departments (End-user)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Request form for repair/maintenance of vehicle (1 original copy)</li> <li>Job Order (2 copies)</li> </ul>		<ul style="list-style-type: none"> <li>Motorpool Division (MD)</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filling up & Submits request form to :  <ul style="list-style-type: none"> <li>Personal (Motorpool Division)</li> </ul>	1.1 Receives, records and forwards request form to approving official/s	None	5 Minutes	Mechanical Foreman
2. None	2.1. Approves, Disapproves & Instructs the Special Operations Officer III for implementation	None	5 Minutes	Chief. Motorpool Division
	2.2. Determines & recommends the repairs to be made and instructs the Mechanical foreman for scheduling	None	5 Minutes	Special Operations Officer III
	2.3 Prepares Job order & schedules of repair and instructs Mechanic III & II and monitor	None	5 Minutes	Mechanical Foreman



	the actual conduct of repair			
3. Witness repair of vehicle	3.1. Start repair of vehicle (e.g. 1. transmission , under chassis 2. engine overhaul)	None	2 - 3 days  2 Weeks	Mechanical Foreman Mechanic II/III,
4. Acceptance/ Release of Vehicle	4.1. Acknowledges receipt and signs the Job Order form	None	5 Minutes	Mechanic II & III
	<b>TOTAL</b>	<b>None</b>	<b>2 weeks, 3 days &amp; 25 minutes (actual repair period depends on the condition of the vehicle)</b>	