

7. Provision of Other Support Services

Office or Division:

Assistance is provided to different city departments/offices, government agencies, barangays and homeowners in other tasks and activities like tree trimming; installation of tarpaulins, lanterns and Christmas decorations; CCTV rectification; dangling wires operation; debris removal and emergency rescue during typhoons or other calamities.

Office of the City Administrator - Task Force Street lighting

Classifications		Light Technical							
Classification:		Highly Technical							
Type of Transaction:		G2C – Government to Citizen							
		G2G – Government to Government							
Who may avail:		Quezon City Government Offices/Departments							
		Government Agencies							
		Barangays							
		Homeowners Association							
		QC Constituents							
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE						
Request letter from requesting parties			Client						
2. Walk-in re			<u> </u>						
CLIENT			FEES TO	PROCESSING	PERSON				
STEPS	AGEN	ICY ACTIONS	BE PAID		RESPONSIBLE				
TREE TRIMMING									
1. Letter		ive letters and/or	None	5 Min.	Assigned Staff				
Request or	phone calls, records the				, i.e.i.g.i.e.a. eta.i.				
Phone Call		d forward to							
1	Action Officer								
	1.2. Request review,			1 Day	Assigned Officer				
	evaluation, and personnel			Luy	7 looigirod omoor				
	assignment								
	1.3.Personnel Assignment			5 Min	OIC for				
	1.0.1 Croomici / Goiginnent			0 101111	Operations				
	1.4. Evaluate request and			1 Day	Action Officer				
		schedule of		1 Day	7 totion omoor				
trimming		onedale of							
		mplish Job		5 Min.	Assigned Officer				
	Order	inplian Job		J Willia	OIC for				
				5 Min.	Operations				
		ove Job Order and coordinate		15 Min					
		esting party on		15 WIIII					
	1								
schedule		TOTAL:	None	2 Days s	⊔ ınd 35 Min.				
			NOHE		Team Leader with				
	1.8 Tree	_		Depends on the number and size	Electrical Crew				
	Impleme	וומנוטוו		of trees to be	Electrical Crew				
TRIBUTE A SSISTANCE FOR TARRALII INSCLANITERNS (DECORS (CCTV									
PROVIDE ASSISTANCE FOR TARPAULINS/ LANTERNS/ DECORS/ CCTV									
1. Letter	LILIKECE	ive letter request.	None	5 Min	Assigned Staff				



request with	Records the same, and			
details of	forwards to Action Officer			
installation and	1.2. Request review		1 Day	Action Officer
complete	evaluation, and personnel		,	
materials	assignment			
	1,3, Personnel		5 Min.	OIC for
	assignment			Operations
	l accediment			Assigned Officer
	1.4 Coordinate to		30 Min.	Action Officer
	requesting party and		00 1/1111	71011011 01111001
	prepare schedule based			
	on given time frame			
	1.5.Accomplish Job Order		5 Min.	Assigned Officer
	1.6 Approve Job Order		5 Min.	OIC for
	1.0 Approve 300 Order		J WIIII,	Operations
	TOTAL:	None	1 Day or	
		None		nd 45 Min.
	1.7 Installation of		Depends on the	Team Leader with
	tarpaulins/banners		number of	Civil and/or
			tarpaulins to be	Electrical crew
			installed and the	
			distances in	
			between	
			locations	
EMERGENCY R	î		T	
1. Phone call	1.1 Receive phone call	None	15 Min.	Assigned Officer
(request for	and gather data			
boom truck,	1.2. Organize emergency		30 Min.	
driver and	response team			
operator only)	TOTAL:	None	45 Min.	
	1.3. Emergency response		Depends on the	Team Leader and
	activity		nature of work	Electrical Crew
			and the distance	
			of the location	
PROVIDE ASSIS	STANCE TO BARANGAY, NA	ATIONAL, C	OR LOCAL GOVER	NMENT OFFICES
1. Letter	1.1 Receive letter request,	None	5 Min.	Assigned Staff
Request				
Nequest	records the same, and			
rtequest	records the same, and forwards to Action Officer			
request	forwards to Action Officer		1 Day	Assigned Officer
rtequest	forwards to Action Officer 1.2 Request review,		1 Day	Assigned Officer
rtequest	forwards to Action Officer 1.2 Request review, evaluation, and personnel		1 Day	Assigned Officer
rtequest	forwards to Action Officer 1.2 Request review, evaluation, and personnel assignment		1 Day 5 Min.	Assigned Officer OIC for
rtequest	forwards to Action Officer 1.2 Request review, evaluation, and personnel			OIC for
rtequest	forwards to Action Officer 1.2 Request review, evaluation, and personnel assignment			OIC for Operations
rtequest	forwards to Action Officer 1.2 Request review, evaluation, and personnel assignment 1.3 Personnel assignment		5 Min.	OIC for Operations Assigned Officer
rtequest	forwards to Action Officer 1.2 Request review, evaluation, and personnel assignment 1.3 Personnel assignment 1.4 Coordinate request			OIC for Operations
rtequest	forwards to Action Officer 1.2 Request review, evaluation, and personnel assignment 1.3 Personnel assignment 1.4 Coordinate request and prepare schedule		5 Min. 1 Day	OIC for Operations Assigned Officer Assigned Officer
request	forwards to Action Officer 1.2 Request review, evaluation, and personnel assignment 1.3 Personnel assignment 1.4 Coordinate request and prepare schedule 1.5 Accomplish Job Order		5 Min. 1 Day 5 Min.	OIC for Operations Assigned Officer Assigned Officer Assigned Officer
rrequest	forwards to Action Officer 1.2 Request review, evaluation, and personnel assignment 1.3 Personnel assignment 1.4 Coordinate request and prepare schedule		5 Min. 1 Day	OIC for Operations Assigned Officer Assigned Officer



TOTAL:	None	2 Days and 20 Min.	
1.7 Assist other offices		Depends on the	Team Leader with
(Barangay, National, or		nature or work	Civil and/or
Local Offices)			Electrical crew