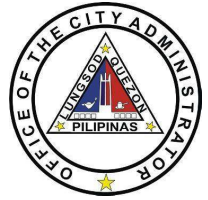


6. Repairs and Maintenance of Existing Streetlights

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

Office or Division:	Task Force Street Lighting			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Quezon City Government Offices/Departments Elected Officials Homeowners Association QC Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter from requesting parties			Client	
2. Walk-in request/ phone calls				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request	1.1. Receives letter request, records the same, and forwards to Officer-in-Charge/ Action Officer	None	5 Min.	<i>Task Force Street Lighting Staff</i>
	1.2. Receives phone call request/ walk-in, records the same, and forwards for job order		5 Min.	<i>Task Force Street Lighting Staff</i>
	1.3. Forwarded letter is for Officer-in-Charge / Action Officer's review, evaluation and personnel assignment.		1 Day	<i>Task Force Office-In-Charge/ Action Officer or Assistant Action Officer</i>
	1.4. Personnel assignment		1 Day	<i>Task Force Street Lighting Inspector</i>
	1.5 For schedule of site inspection / repair Database input of inspection result (MERALCO & City maintained streetlights) Note: In case of MERALCO post or other streetlights not maintained by the City, the		2 Days	



	requesting party will be notified that the repair cannot be made due to ownership issues, the matter shall be forwarded to the right department/ office/ agency			
	1.6 Action Officer signs Endorsement letter to the right department / office /agency		5 Min.	
2. Receives notification of request approval	2. Repair of non-operational streetlights & always on/damaged post replacement		7 Days	<i>Task Force Street lighting Civil & Electrical Crew</i>
TOTAL:		None	10 Days and 20 Min.	

Note: Electrical repair can be done within 1-2 days depending on the nature of repair and the number of requests. 7 days indicated above is for those street lights which need total replacement such as damaged or dilapidated streetlights