

CITIZEN CHARTER

OFFICE SECTION

NAME OF SERVICE

Office or Division	Genset Maintenance Section
Classification	Simple
Type of Transaction	G2G - Government to Government
Who may avail :	

REQUIREMENTS	WHERE TO SECURE

No.	CLIENTS STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Request Letter addressed to the City Mayor of Pasig.	Forward the letter to the Chief of office for Checking & Review	N/A	3 minutes	Secretary
2.	Accompany staff during survey	Ocular inspection of the Site Location	N/A	4 hours	Staff
3.	Preparation of inspection /recommendation based on the actual findings	Prepare inspection/recommendation report	N/A	24 hours	Section Chief
4.	Submission of inspection/recommendation report to end user	Submitting inspection/recommendation report to end user	N/A	1 hour	Staff
5.	Maintenance	Maintaining generator sets	N/A	8 hour	Staff

