

HOW TO AVAIL THE SERVICES OF

ENGINEERING AND CONSTRUCTION SECTION SERVICES

III. ESTIMATE OF MATERIALS & LABOR FOR NEW SERVICE CONNECTION

Schedule of Availability of Service:

- 8:00 A.M. to 12:00 NN and 1:00 – 5:00 P.M., Mondays to Fridays (except on Holidays). Installation within 10 calendar days after payment of all obligations and submission of all necessary requirements.

Who May Avail of the Service:

- Residents of Midsayap & Libungan including transient renting and doing business in Midsayap & Libungan who complied the requirements for New Service Connection (APPLICANTS)

What are the Requirements:

- Service Request/Bill of Materials & Cost of Labor Estimates

Duration: 30 Minutes

No	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (Under normal circumstances per transaction	PERSON IN-CHARGE	FEES	FORMS
1.	Gives the details and completes information regarding Plumbing Designs	<p>Conducts inspection and estimate for Labor & Materials</p> <p>Advises the Client to go to the office for payment of Labor and Materials</p>	30 Minutes	Engr. Brian V. Rodriguez/ Philip James Petalino	None	Service Request/ Bill of Materials and Cost of Estimates
AFTER ESTIMATE/COMMERCIAL SERVICES SECTION						
2.	Gets Priority Service Number (PSN) from the Guard-On-Duty	Gives Client the PSN	30 Seconds	Guard-On-Duty	None	PSN
3	Proceeds to the Commercial Section and Waits for the Priority Number to be called. Submits PSN	Calls the Priority Number and gets the PSN. Return Slip & duplicate copy of estimate of labor and materials	10 Minutes	Engr. Darwin A. Dispo / Jesiebelle D. Taroy/ Federico B. Ventanilla	<p>Application Fee: P3,755.00</p> <p>Guarantee Deposit: P800.00 (Residential) / P1,500.00 (Semi-Commercial and Pure Commercial) plus additional Estimated Labor and Materials</p>	<p>Cost of Materials, Labor Estimates</p> <p>Billing Statement</p>

4		<p>Checks the ff:</p> <ul style="list-style-type: none"> -Material Estimate (qty. & cost) -Labor Cost -Double check with original estimate -Compute total cost -Advises client to pay to the Cashier and return with his/her Official Receipt 			
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- END OF TRANSACTION -

