

How to avail of the service in **Service Connection Leak Repair**

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Request for leak repair of service connection personally or through phone, emissary or representative	Acknowledge & record complains of client in the record book and immediately prepares service request and forward it to the Engineering & Construction Division.	3 minutes	Maria Toribio Catherine Uechi Gretchen San Pedro		Service Request
2		Acknowledges/receives service request and assign plumber to undertake repairs.	2 minutes	Maria Ana M. Toribio Oscar Wesley G. Rivero		Service Request
3	Signs service request	Conduct repairs (Major) Conduct repairs (Minor)	1 day 1 – 3 hrs.	Romeo Aguilar Noel S. Alvarez Ronaldo Baccay Francisco Yuzon		Accomplished and signed service request
<i>End of Transaction</i>						