

4. REPAIR OF LEAKS (MAINLINE OR SERVICE LINE)

Who May Avail of the Service?

1. PWD Registered Concessionaires

Schedule of Availability of Service

- Monday - Friday (Excluding Holidays)
8:00 AM - 5:00 PM (NO NOONBREAK)

What are the requirements?

1. Inform PWD Office (Walk in/phone/text/on site)
2. Give complete details, nature of the leaks, location and other important information

HOW TO AVAIL OF THE SERVICE:

STEP	CLIENT	SERVICE PROVIDER	FEES	DURATION	PERSON RESPONSIBLE
1.	Inform the Customer Services Assistant for the services needed.	<p>Receive/entertain client on the services needed.</p> <p>Evaluate and prepare Work Order to schedule the required repair.</p> <p>Monitor completion and facilitates filing of the completed Work Order for future reference.</p> <p>Perform immediate repair of reported leaks.</p>		<p>2 Minutes</p> <p>5 Minutes</p> <p>Immediately/ If possible within the day from receipt of report or 1st hour of the succeeding working day .</p>	<p>GENEBEB P. SARCOL</p> <p>GENEBEB P. SARCOL</p> <p>TEAM ASSIGNED IN THE AREA</p>
END OF TRANSACTION					