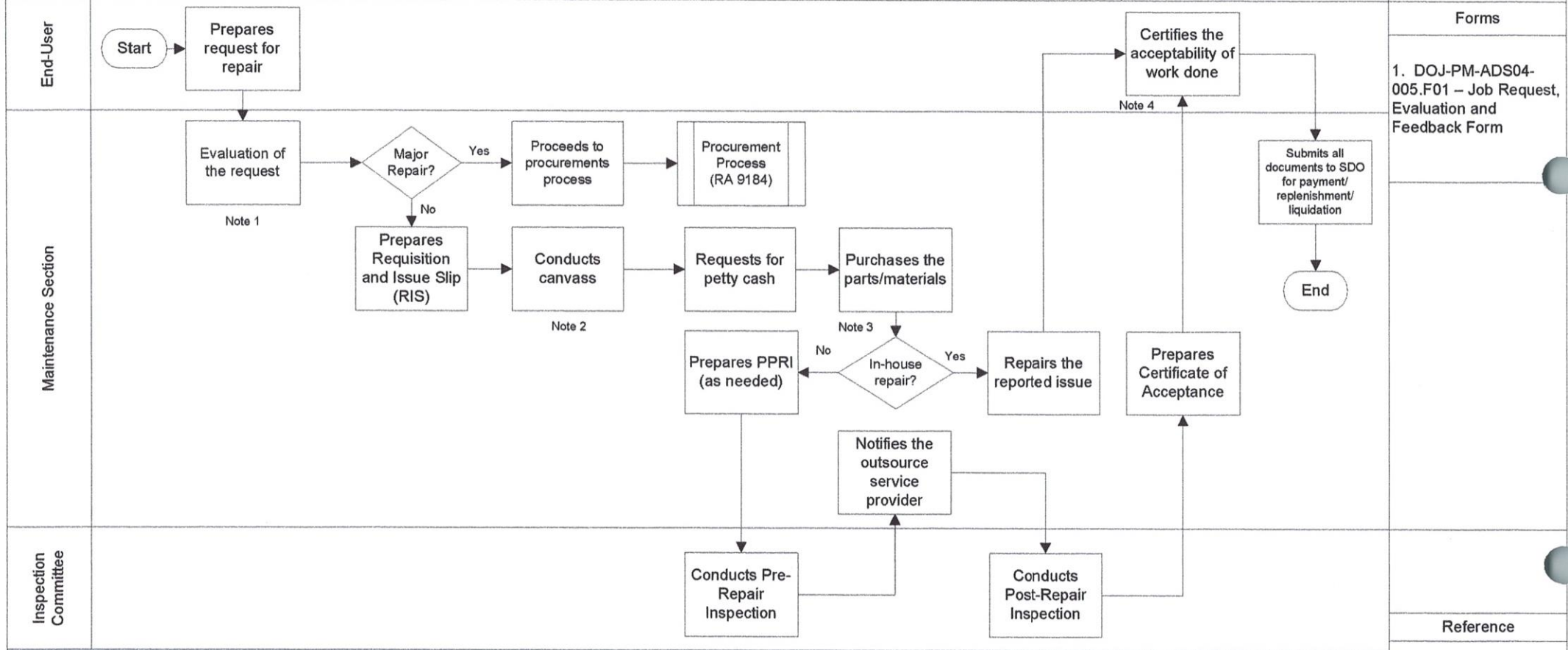




Process Title	Repair and Maintenance of Building and Facilities	Document Number	DOJ-PM-ADS04-005	Page 1 of 1
Objective	To clarify the process of Repair of Building and Facilities.	Revision	1	
		Effective Date	5 November 2018	



- Forms
- DOJ-PM-ADS04-005.F01 – Job Request, Evaluation and Feedback Form

- Reference
- Requisition and Issuance Slip (RIS)
  - Request for Quotation (RFQ)
  - Abstract of Canvass (AC)
  - Pre and Post-Repair Inspection (PPRI)

WORK INSTRUCTIONS

Note 1 Evaluation of the request:

- Determine the scope of work to be done based on the complaints;
- Prepares lay-out plan and corresponding budgetary cost;

Note 2. For materials/supplies amounting to P1,000 and above, conduct canvass in at least three (3) accredited suppliers:

- Prepare Request for Quotation (RFQ)
- Prepare Abstract of Canvass and determine the supplier with lowest quotation;

Note 3. The materials purchased shall be inspected by the Inspection Committee based on Official Receipt.

Note 4. For in-house repair, the end-user affix his/her signature over printed name in the "complete" portion of the call slip in completion/acceptance of work done.

Prepared by:  GEORGE C. PINALOSA, JR. Head, Maintenance Section	Verified by/Reviewed by:  RODOLFO C. FLORENTIN Director, Administrative Service	Approved by:  ADRIAN FERDINAND S. SUGAY Undersecretary
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