

## 1. Service Name: Motor Pool and Vehicle Maintenance

**Service Information:** CGSD ensures that service vehicles are in good running condition, responsible in the repairs and maintenance, in charge of assigning and scheduling service vehicles with the approved request letter from admin office. Ensures also that all serviceable properties, plant, and Equipment of the City Government are properly covered by Property Insurance Fund (PIF) from GSIS.

<b>Office or Division:</b>	<b>CITY GENERAL SERVICE DEPARTMENT</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All Departments and offices of the City Government of San Juan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Request Letter signed by the requesting department head to be approved by Administrator should be forwarded to CGSD.</li> </ul>		<ul style="list-style-type: none"> <li>Department Office concern</li> <li>Office of the Administrator</li> <li>City General Services Department</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client shall prepare a Request Letter for the use/maintenance of vehicle to be forwarded to City Administrator's Office	1. For approval of City Administrator		15 minutes	City Administrator's Office at 3rd Floor New City Hall
2. All request letter shall be approved by the City Administrator's Office to be forwarded to City General Services Department for evaluation by <b>CGSD Head.</b>	2. Ensures that Service Vehicles are in good running condition, properly insured with GSIS and all service vehicles are available when needed.		10 minutes	City General Services Department at Lower Ground Floor New City Hall
3. Approved request should be forwarded to City General Services Department for preparation of Trip Ticket with control No.	3. To ensure that Trip Ticket will have a Control No. to be assigned by		5 minutes	City General Services Department at Lower Ground Floor New City Hall

	the Motorpool dispatcher/staff			
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**END OF TRANSACTION: Transaction time: 30 minutes**