



Internal/External

2. SERVICENAME: PREVENTIVE MAINTENANCE SERVICES

Description of the Service: The GSO shall establish and implement an effective preventive maintenance program aimed at minimizing equipment downtime, reducing repair costs, and prolonging the operational life assets, thereby ensuring optimal reliability and performance.

Office or Division:	City General Services Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	End users of government vehicles			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Legal Documents (if any)		Other Local and National Agencies (if applicable)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Establish Annual Preventive Schedule	The GSO Personnel shall establish an Annual Preventive Maintenance Schedule to define regular inspections on the properties of the City Government that needs to undergo Preventive Maintenance.	None	1 Day	Herwin Tolentino



2. Review	The Administrator shall review the Annual Preventive Maintenance Schedule.	None	2 Hours	Herwin Tolentino
3. Approval	The Department Head shall approve Annual Preventive Maintenance.	None	1 Hour	GSO
4. Monitoring	The Requesting Dept. shall monitor the preventive maintenance schedule of each vehicle based on planned maintenance schedule using Annual Preventive Maintenance Schedule.	None	From time to time	Herwin Tolentiono
5. Preparing Request	The Concerned PM in-charge shall prepare and request the needed preventive maintenance based on the Annual Preventive	None	1 Hour	Herwin Tolentino



	<p>Maintenance Schedule.</p> <p>Note: The process of request and procurement of maintenance service shall be in accordance with the Procurement Control Procedure.</p>			
6. Verifying	<p>The GSO shall verify the preventive maintenance activity if it is in accordance with the preventive maintenance plan.</p> <p>Note: if the maintenance activities are in accordance with the planned preventive maintenance, a service report shall be required to be submitted by the concerned department.</p>	None	1 Hour	Herwin Tolentino



7. Updating	The GSO shall update the Annual Preventive Maintenance Plan to reflect preventive maintenance activities.	None	From time to time	Herwin Tolentino
8. Recording	The GSO Dept. shall record the PM conducted in case there are replacement of parts or major repair done.	None	1 hour after repair done.	Herwin Tolentino
TOTAL		None	1 day and 6 hours	