**V. LEAKAGES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consumer** | **Service Provider** | **Duration of the Activity** | **Person/s In-Charge** | **Fees** | **Form** |
| 1. Report leaks on the specified area | Attends to the reported leak/s | 2 mins. | Officer of the day |  |  |
|  | Prepares Job Order/s | 1 min. | Officer of the day |  | Job Order Form |
|  | Approves Job Order/s | 1 min. | General Manager |  | Job Order Form |
|  | Repair of leakages if the nature of work is:  a. Repair of service connection line | Depends on the gravity of the damage | Plumbers:  Russel Palaje  Rosellier Noriega  Pedro Allam Ricky Gatan  Paul Paraggua  Choi Kenneth Gannaban | As estimated by the plumbers | Job Order Form |
|  | b. Repair of mainline pipe | Depends on the gravity of the damage | Pedro Allam  Ricky Gatan  Paul Paraggua | As estimated by the plumbers | Job Order Form |
|  | c. Repair of gate valve/s | 1 hr. | Pedro Allam  Ricky Gatan  Paul Paraggua | As estimated by the plumbers | Job Order Form |
| 2. Receives Job Order Personal copy | Repair Leakages |  | Pedro Allam  Ricky Gatan  Paul Paraggua |  | Job Order Form |
| END OF TRANSACTION | | | | | |