



12. Request for Minor Building Repairs

This service covers the receipt, processing, and completion of requests for minor building repairs in OSG facilities to ensure a safe, functional, and comfortable office space. It includes repairs to electrical systems, plumbing, air-conditioning, and carpentry.

Office or Division:	Security, Ground, Building, and Maintenance Section, Administrative Division, Human Resource Management and Administrative Division
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Service Request Form - One (1) original copy of the Service Request Form	Security, Ground, Building, and Maintenance Section and OSG Intranet (Under Administrative Service)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit service request form at the Administrative Division Front Desk, 6 th Floor, OSG Main Building, Adelantado Wing or 6 th Floor, Supply Room, Convergys Building.	1.1. Receive and record the request in the maintenance logbook. 1.2. Coordinate with the requesting office, if necessary.	None	15 minutes	Carpenter, Plumber, Electrician, Technician Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
2. Provide access to the area requiring repair and coordinate with maintenance personnel during inspection of repair work.	2.1. Conduct an onsite inspection to assess the materials and labor required. 2.2. Prepare cost estimate and request funding for the materials needed.	None None	1 hour 1 day	Carpenter, Plumber, Electrician, Technician Carpenter, Plumber, Electrician, Technician



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Secure the necessary funds from the Petty Cash Custodian, if applicable.	None	20 minutes	Carpenter, Plumber, Electrician, Technician
	2.4. Perform the requested repair work.	None	30 minutes to 1 day	Carpenter, Plumber, Electrician, Technician Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
3. Inspect the repaired area and confirm completion of the repair.	3.1. Verify completion of the repair work and ensure functionality and safety. 3.2. Inform the requesting official or employee of the completion or status of the repair.	None	30 minutes	Carpenter, Plumber, Electrician, Technician Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
TOTAL		None	2 days and 125 minutes	