


Procedure No:	ADM-PROC-AUX-0001
Procedure Title:	Request for Repair and Renovation
Related Policy:	ADM-POL-AUX-0001 Repair and Renovation Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Auxiliary Services Office
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to systematize the application, evaluation and approval of all requests for repair and renovation.
Areas of Responsibility:	Auxiliary Services Office
Procedure Details:	<p>Initiated by an Office</p> <p>Step 1. Offices that need repair and renovation in their work location and facilities should submit an accomplished Service Requisition Form to the Auxiliary Services Office.</p> <p>Step 2. The assigned Auxiliary Services Office personnel conducts an evaluation on the reported complaint.</p> <p>Step 3. Remedial measures are implemented by the Office. In case, a repair or renovation activity is required, the Auxiliary Services Office submits a request for renovation to the Vice President for Financial Affairs Division.</p> <p>Step 4. The Vice President for Financial Affairs will decide on whether to push through with the repair or renovation.</p> <p>Initiated by the Auxiliary Services Office</p> <p>Step 1. The Auxiliary Services Office submits a report, containing the buildings and facilities that need to be repaired, to the Vice President for Financial Affairs.</p> <p>Step 2. The Vice President for Financial Affairs will decide on whether to push through with the repair or renovation.</p>
Procedure Approval Authority:	Director of the Auxiliary Services Office
References:	Service Requisition Form
Definition:	
Help Page:	Auxiliary Services Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 <u>Mr. Roberto Aguba</u>
Date of Approval:	