

CITIZEN'S CHARTER
for
Land Preparation, Hauling, Shop Services & Trip Ticket
Heavy Equipment and Light Vehicle Maintenance Unit
General Services Division
Head: MARLON G. BURLAS

Vision: The premier university of science and technology in the visayas

Mission: Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country

1. REQUIRED DOCUMENTS

- a. Filing of Job Request for land preparation for research & production purposes, hauling, shop services

II. PROCEDURE IN PROCESSING OF JOB REQUEST FOR LAND PREPARATION, HAULING, SHOP SERVICES & TRIP TICKET

STEP	Department/ Center Concerned	OFFICE ACTIVITIES	DURATION	PERSON IN-CHARGE
1	Submit Job Request	Receive job request and record in logbook	5 mins.	E. Dargantes
2		Assign operator to do the request	30 mins.	R. M. Sanico
	a. Land Preparation	Operator prepare land for plowing; harrowing; furrowing; and ready for planting (plowing/harrowing 2 times & furrowing once)	Maximum of 3 dys (5 passes)	E. Maranguit; V. Paderes
	b. Hauling	Operator prepares tractor for hauling	30 mins.	J. Caballero; V. Paderes; E. Maranguit
	c. Backhoe/Dump Truck Services	Operator/driver prepares for excavation, & hauling & filling-up	30 mins.	B. Castañas; J. Vecina
	d. Shop services	Person in-charge prepares for vulcanizing & change tires	30 mins. for bicycle, motorcycle/1 hour for buses	M. Lapara; E. Maranguit
		Person in-charge does repair of vehicle	Depending on availability of spare parts	A. Armada C. Albiso R. Muaña
		Person in-charge does fabrication & welding services	Depending on availability of materials needed	N. Manla; E. Orendain
		Person in-charge does electrical repair of vehicle & equipment	Depending on availability of parts needed	R. Oracion
		Person in-charge does machining/fabrication	Depending on availability of materials needed	V. Meliton
3		Prepare billing voucher for fund transfer	45 mins.	E. Dargantes
4		Review computation of billing vouchers	30 mins	R. M. Sanico
5		Sign and approved of voucher	15 mins.	M. G. Burlas

6		Forward billing voucher to dept. concern for signature of OR'S/BUR then to office concern for processing (Admin. Bldg.)	45 mins.	V. P. Asilom
	e. Trip Ticket	Assign number then forward to dispatching head for signature	10 mins.	V. P. Asilom
1		Assign vehicle and driver's to do the travel	30 mins.	M. G. Burlas
2		Approves trip ticket and ready to dispatch	15 mins.	MLP Valenzona

Private client pays the amount for services to GSD or Cash Division at Admin. Bldg.

I. Schedule of Availability of Services

Monday to Friday from 8:00-12:00 & 1:00-5:00

II. CHARGES:

- a) Land Preparation for research & production purposes – P .80/sq.m (5 passes)
- b) Hauling Services:
 1. 4 Wheel TrailerP 250.00/round trip
 2. 2 Wheel Trailer 200.00/round trip
- c) Towing services (within VSU only)..... 750.00/km
- d) Levelling/Scraping works..... 750.00/hour
- e) Backhoe services..... 1,800.00/hour (w/fuel)
800.00/hour (requisitioner provides fuel)
- f) Shop services:
 1. Vulcanizing/Change tires
 - a. 600 x 13/14 tire 40.00/hole & 10/add. H.
 - b. 600 - 700x15/16 60.00/hole & 10/add h.
 - c. 750-900x16/20 320.00/hole & 10/add h.
 - d. Motorcycle 35.00/hole
 - e. Bicycle 25.00/hole
 2. Welding works:
 - a. Arc Welding 35.00/rod
 - b. Oxy-Acetylene 40.00/inches
 3. Battery Charging (Car Battery)..... 60.00/charge
(MC Battery)..... 30.00/charge
 4. Car Washing Services 200.00/hour
 5. Overhauling work 1,600.00/cylinder
 6. Machining/Drilling 150.00/hour
- g) Personnel Services 70.00/hour

For complaints, please call Engr. Marlon G. Burlas (Cell 09176341520) &
Engr. Mario Lilio P. Valenzona (Cell 09176341514)