




REPUBLIC OF THE PHILIPPINES
METROPOLITAN NAGA WATER DISTRICT
40 J. MIRANDA AVENUE, NAGA CITY

ADMINISTRATIVE SERVICES DEPARTMENT

PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM) (ASDPW04) ADMINISTRATIVE/GENERAL SERVICES

	METROPOLITAN NAGA WATER DISTRICT	Document Code: ASDPW04	
	PROCEDURE	Revision No.:	0
ADMINISTRATIVE/GENERAL SERVICES		Effectivity Date:	March 2017
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Revision Status

This list identifies the revisions made in this section. The date refers to the date this section was made effective and implemented and not to the date the document was signed or printed.

Rev. No.	Pages	Details	Date of Issuance and Effectivity
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Prepared by:	Reviewed by:	Approved by:
Gilbert V. Eleazar Assistant QMS Leader	Vicente Aniceto D. Rubio QMS Leader	Virginia I. Nero Acting General Manager

Metropolitan Naga Water District Quality Management System

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1.PURPOSE

1.1.This document describe the procedures for Administrative/General Services, as one of the support processes of the MNWD.

1.2.The objectives of the Administrative/General Services are:

- 1.2.1. To provide administrative support services necessary for the implementation of the core processes.
- 1.2.2. Ensures that all logistical support is implemented according to schedule of requirements.

2.SCOPE

This procedure shall apply to the MNWD- Quality Management System of one support process which is the Administrative/General Services, which focuses on the:

- 2.1.Maintenance of service vehicles
- 2.2.Building and electrical maintenance
- 2.3.Issuance of trip ticket

3.DEFINITION OF TERMS AND ACRONYMS

Refer to "[Annex A](#)" for the ACRONYMS.


4.RESPONSIBILITIES

4.1.ADMINISTRATIVE/GENERAL SERVICES SECTION

- 4.1.1. Monitor facilities and equipment to ensure that it remains safe, secure, and well maintained.
- 4.1.2. Oversees the maintenance and/or repair of equipment, machineries and electrical system.

5.PROCEDURES

This section describes the procedures involved in one of the support processes of the District which is the Admin/General Services.

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5.1.PROCEDURE DETAILS: ADMINISTRATIVE/GENERAL SERVICES

- 5.1.1. Maintenance Service Request (MSR) VEHICLE ([Figure 1](#))
 - 5.1.1.1.Preparation of MSR by concerned driver.
 - 5.1.1.2.Motorpool personnel checks MSR.
 - 5.1.1.3.Administrative/General Services Chief for recommend MSR.
 - 5.1.1.4.Admin DMA approved MSR.
 - 5.1.1.5.Mechanic performs the approved MSR.
 - 5.1.1.6.Drivers confirms check-up and repair performed by auto mechanic to service vehicle.


- 5.1.2. MSR BUILDING ([Figure 2](#))
 - 5.1.2.1.Employees prepares MSR for building maintenance.
 - 5.1.2.2.Administrative/General Services Chief recommend MSR
 - 5.1.2.3.Admin DMA approved MSR.
 - 5.1.2.4.Carpenters, electricians performs the approved MSR.
 - 5.1.2.5.Employees confirms repair performed by carpenters and electricians.

- 5.1.3. TRIP TICKET ([Figure 3](#))
 - 5.1.3.1.Drivers prepares Trip Ticket.
 - 5.1.3.2.Motorpool personnel check-up vehicle condition.
 - 5.1.3.3.Concerned division request vehicle
 - 5.1.3.4.Motorpool personnel assign driver.
 - 5.1.3.5.Administrative/General Services Chief recommend drivers Trip Ticket.
 - 5.1.3.6.Admin DMA approved Trip Ticket.


6 FORMS

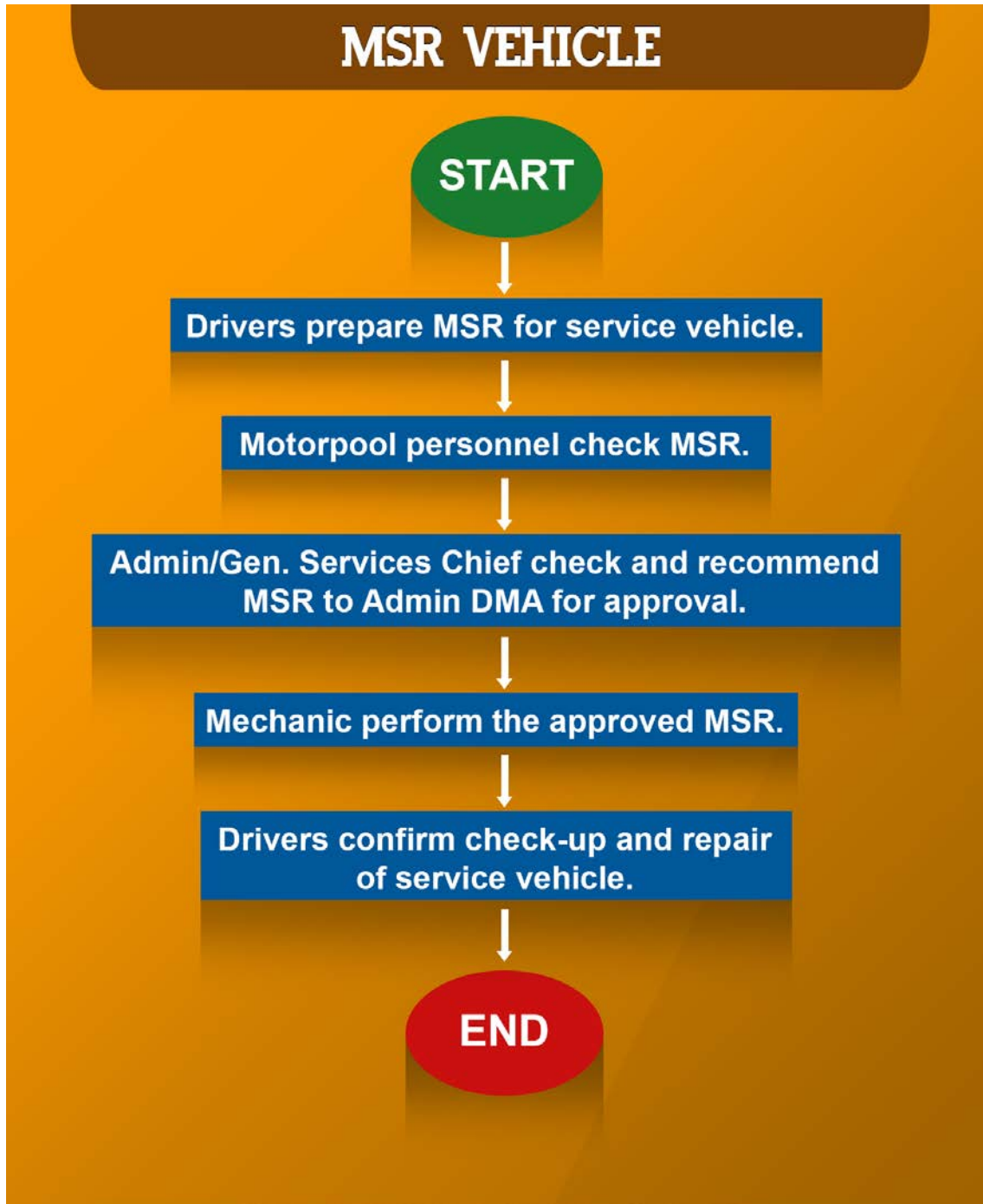
6.1 ADMINISTRATIVE/GENERAL SERVICES


- 6.1.1 Maintenance Service Request (MSR) - “[ASDF16](#)”
- 6.1.2 Maintenance Service Request (Building) – “[ASDF17](#)”
- 6.1.3 Driver’s Trip Ticket - “[ASDF18](#)”

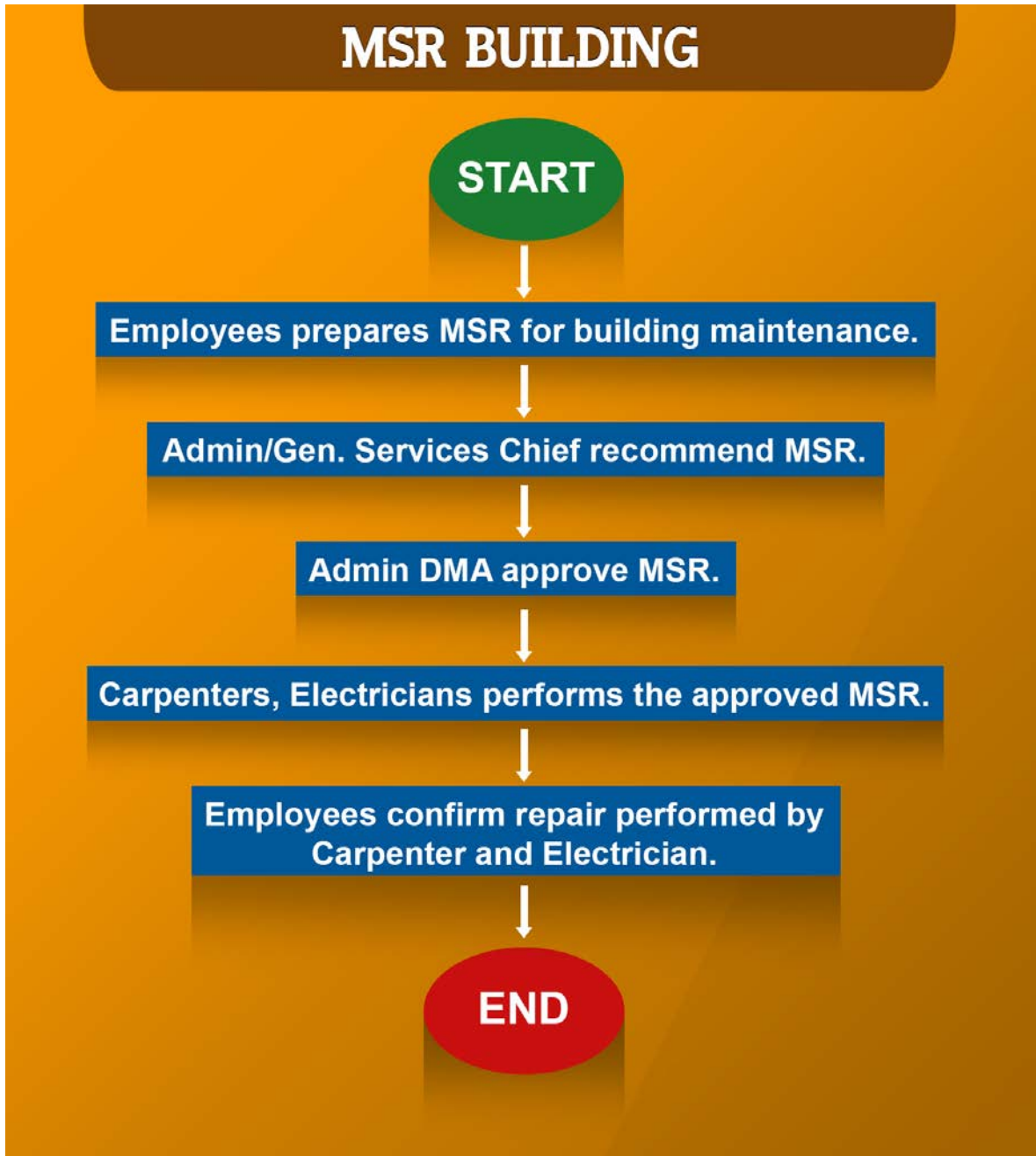
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	ANNEX A	Revision No.:	0
	ACRONYMS	Effectivity Date:	March 2017
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ACRONYM	DEFINITION
MNWD	METROPOLITAN NAGA WATER DISTRICT
MSR	MAINTENANCE SERVICE REQUEST
DMA	DIVISION MANAGER A

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