



3. Rental of Water Quality Checker

The multi-parameter water quality checker of PG-ENRO can be borrowed and used for a limited time for research purposes

Office or Division: Office of the Provincial Government - Environment and Natural Resources Officer / Environmental Management Section

Classification: Simple

Type of Transaction: G2C - Government to Citizen

Who may avail: Teachers/Faculty; Researchers; Students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter addressed to: EnP. RAPHAEL C. DE LEON OIC - PG-ENRO Capitol, Balanga City, Bataan (1 copy. If request is made thru e-mail [pgenro@bataan.gov.ph], contact details must be provided.)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits or sends request letter	1.1 Receives and logs request letter (if walk-in) / Sends acknowledgement, prints and logs request letter (if e-mail)	None	5 minutes (walk-in) / 10 minutes (e-mail)	<i>Administrative Assistant I Environmental Management Section</i>
	1.2 Attaches tracking slip and endorses request letter to Department Head	None	2 minutes	<i>Administrative Aide II Environmental Management Section</i>
	1.3 Reviews and approves request 1.3a If approved, proceed to step 2. 1.3b If disapproved, inform client of the reason why the request cannot be accommodated	None	5 minutes	<i>Department Head</i>
	1.6 Prepares order of payment	None	2 minute	<i>Community Development Assistant I Environmental Management Section</i>
	1.7 Reviews and signs order of payment	None	4 minutes	<i>Senior Environmental Management Specialist Environmental Management Section</i>
	1.8 Issues order of payment	None	1 minute	<i>Community Development Assistant I Environmental Management Section</i>



2. Receives order of payment and pays corresponding fee	2.Processes payment and issues O.R.	Rental Fee PHP 500 / use		<i>Provincial Treasurer's Office Staff</i>
3. Presents O.R.	3.1 Calibrates equipment	None	20 minutes	<i>Community Development Assistant I Environmental Management Section</i>
	3.2 Photocopies O.R. and logs O.R. number	None	5 minutes	<i>Community Development Assistant I Environmental Management Section</i>
4. Receives equipment, logs in logbook, and listens to tutorial	4. Issues equipment and provides tutorial on equipment operation	None	15 minutes	<i>Senior Environmental Management Specialist Environmental Management Section</i>
5. Returns equipment on schedule	5. Receives, checks condition, logs and stores equipment	None	5 minutes	<i>Community Development Assistant I Environmental Management Section</i>
TOTAL for Walk-in Request (exclusive of transaction time at PTO)		PHP 500	1 hour , 4 minutes	
TOTAL for Email Request (exclusive of transaction time at PTO)		PHP 500	1 hour ,9 minutes	