



**UNIVERSITY OF THE PHILIPPINES**  
**OPES-PMS**  
**CPDMO CMO OCA REFERENCE TABLE**

CODE	FUNCTIONS	OUTPUT KRA	PERFORMANCE INDICATOR	TIME	POINTS	OPERATIONAL DEFINITION
<b>ADMINISTRATIVE SECTION</b>						
ADM-01	To monitor attendance of staff	Log in/out of staff monitored	per staff	10.20	0.17	Checks DTR, prepares summary of absence, tardiness, compensatory time-off etc.
ADM-02	To prepare letters and other correspondence	Letter (for signature of the unit head) drafted and finalized	per letter	45.00	0.75	Prepares draft and finalizes letters and other correspondence for signature of authorized
ADM-03	To prepare request for repair of equipment and fabrication of equipment	Request prepared	per request	4.80	0.08	Prepares Job Order Request (JOR), pre- and post-inspection report, verifies Receipt of Equipment (ARE)
ADM-04	To prepare request for Linen Job Order manufacturing of linens (for PGH)	Request prepared	per linen job order	60.00	1.00	Consolidates RIS by size, color, item; prepares request for Linen Job Order (LJO)
ADM-05	To prepare minutes of meeting of the Personnel Committee (APC)	Minutes prepared	per meeting	60.00	1	Prepares draft and finalizes the minutes of meeting of section heads and SPMO Administrative Personnel Committee (APC)
ADM-06	To prepare monthly report of Official Travel	Report prepared	per report	4.80	0.08	Prepares monthly report of official travel
ADM-07	To prepare Purchase Request (PR), Requisition Issue Slip (RIS), Stock commonly use office supplies Position Sheet (SPS), Letter Order (LO) and other attachments for request of	Request prepared	per request	1.20	0.02	Prepares PR, RIS, SPS, LOs and other attachments
ADM-08	To prepare PR, RIS, SPS, LO and other attachments for request of medical supplies/drugs and medicines, chemicals and reagents	Request prepared	per item	4.80	0.08	Prepares PR, RIS, SPS, LOs and other attachments
ADM-09	To prepare PR, RIS, SPS, LO and other attachments for request of medical and laboratory equipt.	Request prepared	per item	15.00	0.25	Prepares PR, RIS, SPS, LOs and other attachments
ADM-10	To prepare PR, RIS, SPS, LO and other attachments for request of office equipt.	Request prepared	per item	10.20	0.17	Prepares PR, RIS, SPS, LOs and other attachments
ADM-11	To prepare Disbursement Voucher(DV), Budget Utilization Request (BUR), Obligation Request(ObR) and other attachment for request of supplies/ equipt. Or for payment	Request prepared	per document	10.20	0.17	Prepares DV, BUR, ObR and other attachments
ADM-12	To consolidate required attachments for request of supplies/equipt. for payment	Consolidation of request prepared	per request	4.80	0.08	Consolidates all required attachments for preparation of payment
ADM-13	To prepare settlement of cash advances/Summary of Expenses	Cash advance/summary of expenses prepared	per cash advance	1.80	0.03	Prepares settlement of cash advance report
ADM-14	To prepare Cash Disbursement Report	CD report prepared	per report	1.80	0.03	Records purchases to Cash Book
ADM-15	To prepare Petty Cash Replenishment Report	Report prepared	per report	1.80	0.03	Prepares Petty Cash Replenishment Report

ADM-16	To prepare report of Fuel Consumption	Monthly report prepared	per report	1.80	0.03	Prepares and consolidates Report of Fuel Consumption
ADM-17	To prepare Performance Target Report of CPDMO staff	PT report prepared	per PT report	30.00	0.50	Prepares and reviews Performance Target of CPDMO Staff
ADM-18	To prepare Performance Evaluation Report of CPDMO staff	PER prepared	per PER	30.00	0.50	Prepares and evaluates the PR of CPDMO staff
ADM-19	To prepare the Annual Procurement Plan (APP)/Project Procurement Management Plan (PPMP) of CPDMO	APP/PPMP prepared	per plan	1.80	0.03	Prepares PPMP and APP
ADM-20	To prepare CPDMO Accomplishment Report	Accomplishment Report are prepared	per report	960.00	16.00	Prepares draft and finalize CPDMO Accomplishment Report
ADM-21	To register the UP vehicles with LTO	Registration prepared	per vehicle	480.00	8.00	Registers official vehicles to LTOs
ADM-22	To secure vehicle clearance from Philippine National Police (PNP)/Traffic Management Group (TMG)	clearance prepared	per clearance	480.00	8.00	Secures vehicle clearance from PNP/TMG/others
ADM-23	To process accident report/claim for GSIS insurance.	Report/Claim prepared	per report/claim	480.00	8.00	Processes accident report/claim to GSIS
ADM-24	To check the vehicle if in good running condition.	vehicle checked	per vehicle	30.00	0.50	Checks the condition of the vehicle
ADM-25	To maintain orderliness of CPDMO storeroom/office	office cleaned	per office	60.00	1.00	Maintains CPDMO office
ADM-26	To facilitate appointment/ renewal of CPDMO staff	Renewal of CPDMO staff facilitated	per staff	10.20	0.17	Prepares recommendation for renewal of appointment
ADM-27	To acknowledge receipt of cash from Special Disbursing Officer (SDO)	Receipt of cash acknowledged	per cash advance	4.80	0.08	Acknowledges receipt of cash from SDO
ADM-28	To evaluate non-UP funded infrastructure project	Project evaluated	per project	60.00	1	Evaluates Non-UP project infrastructure project
ADM-29	To issue Permit to Construct/ Location of temporary facilities	Permit issued	per permit	30.00	0.5	Issues permit to construct/Location of temporary facilities
ADM-30	To compute Space and Utilities rental	Rental computed	per rental	30.00	0.5	Computes space and utilities rental
ADM-31	To Prepare referral slip for each document for approval and signature of the Head of Unit	Referral slip of each document (for approval and signature of unit head) prepared	per document	15.00	0.25	Prepares referral slip for each document (for signature of unit head)
ADM-32	To prepare request for bacteriological analysis of water	Request prepared	per request	15.00	0.25	Prepares request for bacteriological water analysis
ADM-33	To prepare report of Fuel Consumption	Report prepared	per report	18.00	0.3	Prepares Report of Fuel Consumption
ADM-34	To receive communications, letters, End-User requests, consultant submissions and other documents (herein collectively referred to as received documents)	Documents received	per document	9.00	0.15	Receives documents
ADM-35	To course received documents through other sections of the office	Routing of documents received	per document	9.00	0.15	Route documents received to respective sections of the office
ADM-36	To prepare received documents	documents prepared	per document	15.00	0.25	Prepares documents
ADM-37	To monitor attendance of CPDMO staff	Attendance monitored	per staff	120.00	2	Checks DTR, prepares summary of absence, tardiness, compensatory time-off etc.
ADM-38	To prepare minutes of meeting	Minutes of meeting of section heads and SPMO APC are prepared	per meeting	120.00	2	Prepares draft and finalize the minutes of meeting
ADM-39	To prepare letters and other correspondence	Correspondence/Letter prepared	per letter	120.00	2	Prepares and finalizes letters and other correspondence (for signature of authorized official).

ADM-40	To record contractors' billing	Billing recorded	per billing	30.00	0.5	Records contractors billing
ADM-41	To monitor and prepare basic papers for original appointments and renewal of appointments	Basic papers prepared and monitored	per BP	60.00	1	Prepares and monitors the basic paper (Renewal and Original appointment)
ADM-42	To Inventory office supplies	Inventory prepared	per checklist	120.00	2	Prepares inventory of officfe supplies
<b>CENTRAL STOREROOM SECTION</b>				-		
CSS-01	To prepare and update pricelist as basis for the preparation of APP	Pricelist prepared	per list	1.20	0.02	Prepares and updates pricelist
CSS-02	To receive stocks	Stocks received	per stock	4.80	0.08	Receives stocks
CSS-03	To receive stock office/IT equipment	Equipment received	per equipment	10.20	0.17	Receives office stocks/IT equipment
CSS-04	To prepare Inspection and Acceptance Report (IAR) for goods	Report prepared	per report	1.80	0.03	Prepares IAR for goods (either accepted or rejected)
CSS-05	To prepares request for inspection and inspect items delivered	Request prepared/ Items inspected	per request/item	10.20	0.17	Prepares request for inspection and Inspects deliveries (based on specifications stated in the PO/LO)
CSS-06	To record supplies issued in the log book/ Stockcard	Supplies recorded	per supply	1.20	0.02	Record supplies received
CSS-07	To prepare Monthly Report of Supplies) Received and Issue (MRSRI) or Report of Supplies and Materials Issued (RSMI) or summary of manufactured linens issued/cost of laundry for submission to various offices/ward	Report received	per report	1.20	0.02	Prepares MRSRI/RSMI/summary of manufactured linens issued/cost of laundry
CSS-08	To reconcile physical inventory of goods against stock card/database	Inventory reconciled	per goods	1.20	0.02	Reconciles physical inventory of goods against stockcard/database
<b>BID AND AWARD SECTION</b>				-		
BAS-01	To prepare Invitation to Bid (ITB)	Invitation prepared	per invitation	4.80	0.08	Prepares ITB (for posting)
BAS-02	To advertise approved ITB at PhilGEPS, SPMO Website, Bulletin Board and Newspaper (for Goods)	Approved ITB posted (for goods)	per ITB	19.80	0.33	Posts ITB at Philgeps, SPMO Website, Bulletin Board and Newspaper of general circulation (FOR GOODS)
BAS-03	To advertise approved ITB at PhilGEPS, SPMO Website, Bulletin Board and Newspaper (UP PGH)	Approved ITB posted (UP PGH)	per ITB	45.00	0.75	Posts ITB at Philgeps, SPMO Website, Bulletin Board located in conspicuous places and Newspaper of general circulation (UP PGH)
BAS-04	To advertise approved ITB at PhilGEPS, SPMO Website, Bulletin Board and Newspaper (for infra)	Approved ITB posted (for Infra)	per ITB	45.00	0.75	Posts ITB at Philgeps, SPMO Website, Bulletin Board located in conspicuous places and Newspaper of general circulation (for Infra)
BAS-05	To prepare bidding documents	Documents prepared	per document	30.00	0.50	Prepares bidding documents
BAS-06	To prepare bidding agenda and notice of bidding to end-users, BAC members, TWGs and others	Agenda prepared	per agenda	30.00	0.50	Prepares bidding agenda and notice of bidding
BAS-07	To prepare eligibility checklist of requirements for presentation during BAC Meeting	Checklist prepared	per checklist	30.00	0.50	Prepares eligibility checklist of requirements for BAC Meeting
BAS-08	To issue Certificate of Eligibility/ ineligibility and registration to prospective bidders	Certificate issued	per certificate	30.00	0.50	Issues certificate of eligibility/ ineligibity and registration
BAS-09	To prepare bid folders of prospective bidders	Bid folders prepared	per folder	15.00	0.25	Prepares bid folders of prospective bidders
BAS-10	To issue Order of Payment and bidding documents	Documents and payments issued	per document/payment	15.00	0.25	Issues order of payment and bidding documents
BAS-11	To prepare, post and issue bid bulletin (amendment)	bid bulletin prepared	per bulletin	30.00	0.50	Drafts, finalizes, posts and issues bid bulletin (amendment)

BAS-12	To receive bid documents/ quotations from suppliers	Bid documents/quotations received	per document	3.00	0.05	Receives bid documents/quotations
BAS-13	To issue certification for refund of bidders and performance bond	Certification and performance bond issued	per certificate	4.80	0.08	Issues certificate for refund of bidders and performance bonds
BAS-14	To issue notification of bidding result to end-user/supplier	Notification issued	per notification	4.80	0.08	Issues notification of bidding results to end user/supplier
BAS-15	To prepare Notice of Post qualification	Notice prepared	per notice	4.80	0.08	Prepares (drafts, finalizes and issues) Notice of Qualification
BAS-16	To prepare BAC Resolution	BAC resolution prepared	per resolution	15.00	0.25	Prepares (drafts and finalizes) BAC Resolution
BAS-17	To prepare Notice of Award	Notice prepared	per notice	4.80	0.08	Prepares Notice of Award
BAS-18	To prepare Notice of Award (equipment)	Notice prepared (equipment)	per notice	15.00	0.25	Prepares Notice of Award (for equipment)
BAS-19	To prepare minutes of BAC meeting	Minutes prepared	per meeting	60.00	1.00	Prepares minutes of BAC meeting
BAS-20	To prepare Contract for highly technical equipment/ infra/ services	Contract prepared	per contract	60.00	1.00	Prepares (drafts and finalizes) contract for highly technical equipment/ infra/ services
BAS-21	To prepare Notice to Proceed/ Work Order	Notice prepared	per notice	4.80	0.08	Prepares notice to proceed/ work order
BAS-22	To submit documents for pre-audit of COA (infra/services)	Documents submitted	per document	30.00	0.50	Prepares documents for submission to COA (infra/services)
BAS-23	To prepare Request for Authority to Purchase through Alternative Mode	Request prepared	per request	3.00	0.05	Prepares request for authority to purchase through alternative mode
BAS-24	To send request for quotation	Quotation sent	per quotation	3.00	0.05	Sends request for quotations to prospective suppliers
BAS-25	To prepare abstract of prices for submitted quotations	quotations prepared	per quotation	10.20	0.17	Prepares abstract of prices for submitted quotations
<b>ARCHITECTURAL &amp; ENGINEERING SECTION</b>				-		
AES-01	To prepare reports based on site inspection	Report prepared	per inspection	180.00	3	Prepares reports based on site inspection
AES-02	To conduct project deliberation with end-user (data gathering)	Data gathered	per data	120.00	2	Data gathering and coordinates with End-User (per infrastructure project may be more than
AES-03	To prepare request for permit (utilities)	Request prepared (utilities)	per utility	4.80	0.08	Prepares request for permit (utilities)
AES-04	To prepare request for permits (building)	Request prepared (building)	per utility	4.80	0.08	Prepares request for permit (building)
AES-05	To prepare computer-aided schematic drafting,	Drafts prepared	per draft	120.00	2	Prepares computer aided schematic drafting
AES-06	To prepare manual sketches	Sketch prepared	per sketch	120.00	2	Prepares manual sketches
AES-07	To prepare detailed CADD	CADD prepared	per CADD	240.00	4	Prepares detailed CADD
AES-08	To prepare budget estimate	Budget estimate prepared	per budget estimate	60.00	1	Prepares budget estimate
AES-09	To prepare detailed estimate for new construction (500,000 below)	Estimate prepared	per project	480.00	8	Prepares detailed estimate (new construction, 500,000 below)
AES-10	To prepare detailed estimate for new construction (500,000 – 5M)	Estimate prepared	per project	2,400.00	40	Prepares detailed estimate (new construction, 500,000 -5M)
AES-11	To prepare detailed estimate for new construction (5 and above)	Estimate prepared	per project	7,200.00	120	Prepares detailed estimate (new construction, 5 and above)
AES-12	To prepare detailed estimate for renovation (500,000 below)	Estimate prepared	per project	960.00	16	Prepares detailed estimate for renovation (500,000 below)
AES-13	To prepare detailed estimate for renovation (500,000 – 5M)	Estimate prepared	per project	4,800.00	80	Prepares detailed estimate for renovation (500,000-5M)
AES-14	To prepare detailed estimate for renovation (5 and above)	Estimate prepared	per project	14,400.00	240	Prepares detailed estimate for renovation (5 and below)
AES-15	To prepare technical specifications (new)	Specs prepared	per specifications	1,440.00	24	Prepares technical specifications (new)
AES-16	To prepare technical specifications and scope of work (repair & renovation)	Specs prepared	per specifications	1,920.00	32	Prepares technical specifications and scope of work (repair & renovation)
AES-17	To evaluate and prepare Variation Orders	Variation Orders evaluated and prepared	per VO	1,440.00	24	Evaluates and prepares Variation Orders

AES-18	To prepare project accomplishment/ status report /acceptance/ progress billing per project inspection conducted	Report prepared	per project	1,440.00	24	Prepares project accomplishment/ status report/ acceptance/ progress billing per project inspection conducted
<b>PROJECT MANAGEMENT SECTION</b>						
PMS-01	To prepare Notices of Extension, Suspension and Resumption of projects as a result of any recommendations for work changes and/or time extensions	Notices prepared	per project	1,440.00	24	Prepares Notices of Extension, suspension of resumption of projects
PMS-02	To prepare Certificates of Completion	Certificate prepared	per certificate	720.00	12	Prepares certificate of completion
<b>SANITATION AND WATER UTILITIES SECTION (SWUS)</b>						
SWU-01	To collect about 10 cu. meters of solid waste daily	Waste collected	per cu. m.	30.00	0.5	Collects solid waste daily
SWU-02	To cover residual waste (600 sq.m.) at the disposal site	Disposal site sanitized	per sq. m.	30.00	0.5	Sanitizes residual waste (600 sq.m.) at the disposal site
SWU-03	To dispose toxic waste by encapsulation	Toxic waste disposed /encapsulated	per cu. m.	60.00	1	Disposes toxic waste by encapsulation
SWU-04	To maintain waste stabilization pond (2600 sq. m. area)	Stabilization pond maintained	per sq. m.	30.00	0.5	Maintain waste stabilization pond (2600 sq. m. area)
SWU-05	To operate Water Treatment Plant and maintain cleanliness of the plant facilities as follows Rapid Sand Filter, Storage Basin Collector Well NOTE: 365 working days in a year	Treatment maintained	per cu. m.	15.00	0.25	Operates water treatment plant and maintains cleanliness of the plant facilities
SWU-06	To repair and maintain the main and secondary distribution pipelines for water in the university	Pipelines repaired and maintained	per job basis	120.00	2	Repairs and maintains main and secondary distribution of pipeliness for water in the university
<b>CARPENTRY</b>						
<b>Preventive</b>						
CAR-1	To Inspect wood sidings for repair(such for loose,broken, boards,warped,paints deterioration,termite infestation)	Repair inspected	per unit	5	0.083333333	Inspects repair for wood sidings
CAR-2	To Inspect office tables,chairs,& furniture for repair	Repair inspected	per unit	3	0.05	Inspects repair of office tables, chairs and furnitures
CAR-3	To Inspect cracks on floors & walls on bldgs of different units and colleges	Cracks inspected	per sq.m.	2	0.033333333	Inspects cracks (floors and walls) in buildings of different units and colleges
CAR-4	To Inspect asphalt walks & driveways(search for cracks,settling, spalling,hazards)	Asphalted areas inspected	per sq.m.	3	0.05	Inspects asphalted walks & driveways (for hazards)
CAR-5	To Inspect concrete paved areas of sports facilities such as basketball & tennis court (search for cracks, settling,hazards)	Concrete areas inspected	per sq.m.	3	0.05	Inspects hazardous areas in concrete paved areas of sports faicilities(basketball & tennis court)
CAR-6	To Inspect fences for repair(search for loose joints,cracks,broken portion settlings)	Repair inspected	per sq.m	3	0.05	Inspects fences for repair
CAR-7	To Inspect catch basins for repair(search for cracks & leaks)	Repair inspected	per location	5	0.083333333	Inspects catch basins for repair
CAR-8	To Inspect riprapping works for open canals (search for cracks & settlements)	Riprapping works inspected	per sq.m.	5	0.083333333	Inspects and searches for cracks and settlements in open canals
<b>Corrective Maintenance</b>						
CAR-9	To replace existing doorknob (mh/set)	Doorknobs replaced	per set	96	1.6	Replaces existing doorknob
CAR-10	To modify existing flush door (alteration)	Alteration modified	per piece	240	4	Modifies and alters exiswtnq flush door

CAR-11	To repair bulletin board (alteration without finishing/paint)	Board repaired/altered	per sq.ft.	3.75	0.0625	Repairs and alters bulletin board (without finishing/paint)
CAR-12	To modify bulletin board (alteration without finishing/paint)	Bulletin board modified	per sq.ft.	5.62	0.093666667	Modifies bulletin board (alteration without finishing/paint)
CAR-13	To repair flush/panel door (Replacement of the side, nailers etc)	Doors repaired	per piece	120	2	Repairs flush/panel door
CAR-14	To repair blackboard	Blackboard repaired	per sq.ft.	7.5	0.125	Repairs blackboard
<b>New Construction</b>						
CAR-15	To Install new doorknob including boring	Knobs installed	per set	90	1.5	Installs doorknobs including boring
CAR-16	To fabricate new flush door	Doors fabricated	per piece	240	4	Fabricates new flush door
CAR-17	To fabricate bulletin board with glass	Bulletin board fabricated	per sq.ft.	15	0.25	Fabricates bulletin board with glass
CAR-18	To fabricate blackboard	Blackboard fabricated	per sq.ft.	7.5	0.125	Fabricates blackboard
CAR-19	To remove and replace door closer	Door closer replaced	per piece	60	1	Replaces door closer
CAR-20	To install door closer	Door closer installed	per set	60	1	Installs door closer
CAR-21	To install moulding	Moulding installed	per linear meter	20	0.333333333	Installs moulding
CAR-22	To replace cornice	Cornice replaced	per linear meter	30	0.5	Replaces cornice
CAR-23	To dismantle ceiling without electrical fixtures	Ceiling dismantled (w/o electrical fixtures)	per sq.m.	10	0.166666667	Dismantles ceiling (without electrical fixtures)
CAR-24	To dismantle ceiling with electrical fixtures	Ceiling dismantled (w/ elect. Fixtured)	per sq.m.	30	0.5	Dismantles ceiling (with electrical fixtures)
CAR-25	To replace ceiling without electrical fixtures	Ceiling replaced (w/o electrical fixtures)	per sq.m.	15	0.25	Replaces ceiling (without electrical fixtures)
CAR-26	To replace ceiling with electrical fixtures	Ceiling replaced (with electrical fixtures)	per sq.m.	30	0.5	Replaces ceiling (with electrical fixtures)
CAR-27	To repair/replace fascia board	Fascia Board repaired/replaced	per bd. ft.	12	0.2	Repairs and replaces fascia board
CAR-28	To replace door jamb (includes removal of old door jamb)	Door jamb replaced	per set	120	2	Replaces door jamb
CAR-29	To install new door jamb (mh/bf)	New door jamb installed	per bd. ft.	19.8	0.33	Installs new door jamb
CAR-30	To replace door hinges (includes removal of door)	Door hinges replaced	per set	120	2	Replaces door hinges (includes removal of door)
CAR-31	To replace cabinet door	Cabinet door replaced	per sq. inch	12	0.2	Replaces cabinet door
CAR-32	To replace drawer lock	Drawer lock replaced	per set	30	0.5	Replaces drawer lock
CAR-33	To install new drawer lock	New drawer lock installed	per set	60	1	Installs new drawer lock
CAR-34	To repair office/computer table	Office/computer tables repaired	per unit	180	3	Repairs office/computer table
CAR-35	To fabricate office table	Office table fabricated	per unit	1440	24	Fabricates office table
CAR-36	To fabricate cabinet	Cabinet fabricated	per unit	960	16	Fabricates cabinet
CAR-37	To fabricate computer table (simple/ intricate designs)	Computer table fabricated (simple/intricate designs)	per bd. ft.	3	0.05	Fabricates computer table (simple / intricate designs)
CAR-38	To modify computer table (simple/ intricate designs)	Computer table modified (simple/ intricate designs)	per bd. ft.	4	0.066666667	Modifies computer table (simple/ intricate designs)
CAR-39	To fabricate bookshelf (simple/ intricate designs)	Bookshelf fabricated (simple/ intricate designs)	per bd. ft.	2.74	0.045666667	Fabricates bookshelf (simple/ intricate designs)
CAR-40	To repair bookshelf	Bookshelf repaired	per bd. ft.	14.4	0.24	Repairs bookshelf
CAR-41	To replace wall partition (mh/sq.m)	Wall partition replaced	Per sq.m.	30	0.5	Replaces wall partition
CAR-42	To construct dry wall partition	Dry wall partition constructed	per sq.m.	180	3	Constructs dry wall partition
CAR-43	To construct cubicle partition	cubicle partition constructed	per 4 sq.m.	240	4	Construct cubicle partition
CAR-44	To Install 2"x3"purlins	2"x3"purlins installed	per bd. ft.	6	0.1	Installs 2"x3"purlins
CAR-45	To install glass panel	Glass panel installed	per 8 sq. ft	90	1.5	Installs glass panel
CAR-46	To install friction catches	Friction catches installed	per 4 pieces	60	1	Installs friction catches
CAR-47	To install cabinet handle	Cabinet handle installed	per 6 pieces	60	1	Installs cabinet handle

CAR-48	To repair drawer	drawer repaired	per piece	60	1	Repairs drawer
CAR-49	To fabricate conference table	Conference table fabricated	per piece (40" x 96")	1920	32	Fabricates conference table
CAR-50	To fabricate stool(chair)	Stool(chair) fabricated	per piece (12" x 12" x 18")	300	5	Fabricates stool(chair)
CAR-51	To fabricate signboard and signages	Signboard and signages fabricated	per piece (48" x 48" x 72")	120	2	Fabricates signboard and signages
CAR-52	To fabricate file rack	File rack fabricated	per piece (9" x 14" x 16")	180	3	Fabricates file rack
CAR-53	To fabricate pigeon hole	Pigeon hole fabricated	per piece (24" x 16" x 48")	240	4	Fabricates pigeon hole
CAR-54	To install picture frame	Picture Frame installed	per piece			Installs picture frame
CAR-55	To repair pigeon hole	Pigeon hole repaired	per piece (16" x 24" x 48")	180	3	Repairs pigeon hole
CAR-56	To install formica on table top	Formica (table top) installed	per piece (48" x 96") per 2 persons	120	2	Installs formica on table top
	To perform physical arrangement for the regular activities of the university:					Performs physical arrangement for the regular activities of the university:
CAR-57	a) To set up railings and buntings	Railings/buntings set up	per linear meters (per 8 persons)	360	6	Sets up railings and buntings
CAR-58	b) To set up decorations and sign boards	Decorations and sing boards set up	per signboards/per 8 persons	180	3	Sets up decorations and sign boards
CAR-59	c) To set up photographer stands (8 persons)	Photographer stand set up	per piece (8'0 x 20'0 x 4'0)/per 8 persons	420	7	Sets up photographer stands
CAR-60	To fabricate and install hanging cabinet with door	Hanging cabinet with door fabricated and installed	per bd. ft.	3.65	0.060833333	Fabricates and insalls hanging cabinet with door
CAR-61	To fabricate hang-in bookshelves	Hang-in bookshelves fabricated	per bd. ft.	6.4	0.106666667	Fabricates hang-in bookshelves
CAR-62	To install baseboard	Baseboard installed	per 8 Linear meter	60	1	Installs baseboard
CAR-63	To install platform (8 persons)	Platform installed	per 120 sq.m. /per 8 persons	720	12	Installs platform
CAR-64	To install barrel bolt	Barrel bolt installed	per 2 pieces	60	1	Installs barrel bolt
CAR-65	To fabricate bench	Bench fabricated	per bd. ft.	4.8	0.08	Fabricates ebnch
CAR-66	To install venetian blinds	Venetian blinds installed	per piece (48"x 72")	120	2	Installs venetian blinds
CAR-67	To fabricate CD rack	CD rack fabricated	per bd. ft.	2.75	0.045833333	Fabricates CD rack
CAR-68	To install cabinet sliding glass door	Cabinet sliding glass door installed	per piece (48"x 48")	120	2	Installs cabinet sliding galsss door
CAR-69	To replace wood flooring	Wood flooring replaced	per sq. m.	120	2	Replaces wood flooring
CAR-70	To fabricate picture frame	Picture Frame fabricated	per sq. in.	5.33	0.088833333	Fabricates picture frame
CAR-71	To install projector screen (2 persons)	Projector screen installed	per piece (48"x 72")/per 2 persons	120	2	Installs projector screen
CAR-72	To fabricate column forms (mh/sq.m.)	Column forms fabricated	per sq.m.	141	2.35	Fabricates column forms
CAR-73	To demolish:	Demolished:				Demolishes:
CAR-74	a. roofing	a. roofing	per sq.m.	30	0.5	a. roofing
CAR-75	b. wood flooring	b. wood flooring	per sq.m.	20	0.333333333	b. wood flooring
CAR-76	c. ceiling	c. ceiling	per sq.m.	10	0.166666667	c. ceiling
CAR-77	d. wood partition	d. wood partition	per sq.m.	20	0.333333333	d. wood partition
CAR-78	e. built in cabinet	e. built in cabinet	per bd. ft.	30	0.5	e. built in cabinet
CAR-79	f. trusses	f. trusses	per linear meter	60	1	f. trusses
CAR-80	To replace broken window glass	Broken window glass replaced	per sq. m.	120	2	Replaces broken window lass
CAR-81	To fabricates dust pan	Dust pan fabricated	per piece	60	1	Fabricates dust pan

CAR-82	To cut/saw lumber (2 persons)	Lumber cut/sawn	per 50 bd ft per 2 persons	60	1	Cuts/saw lumber
CAR-83	To plane lumber (2 persons)	Lumber planed	per 80 bd ft per 2 persons	60	1	Planes lumber
CAR-84	To construct GI fence (2 persons)	GI fence constructed	per sq.m. Per 2 persons	60	1	Constructs GI fence
CAR-85	To remove and install window frame/screen	window frame/screen removed and installed	per sq. ft.	6	0.1	Removes and installs window frame/screen
CAR-86	To clean/sweep the shop	Shop cleaned and swept	per shop	60	1	Cleans/sweeps the shop
CAR-87	To haul and transfer chairs, platforms, tables, and lecterns to the place of activity	Chairs/platforms, tables and lecterns hauled and transferred	per truck load	240	4	Hauls and transfers chairs, platforms, tables, and lecterns to the place of activity
CAR-88	To check, remove, replace leaking roof	Leaking roof checked, removed and replaced	per piece	30	0.5	Checks, removes and replaces leaking roof
CAR-89	To prepare and install vinyl tiles	Vinyl tiles prepared and installed	per piece	10	0.166666667	Prepares and installs vinyl tiles
CAR-90	a. To remove vinyl tiles	Vinyl tiles removed	per sq.m.	60	1	Removes vinyl tiles
CAR-91	b. To replace old (new) vinyl tiles	Old (new) vinyl tiles replaced	per sq.m.	108	1.8	Replaces old (new) vinyl tiles
CAR-92	To fabricate gutters	Gutters fabricated	per piece	60	1	Fabricates gutters
CAR-93	To de-clog/clean roof gutters and downspouts	Roof gutters and downspouts de-clogged /cleaned	per gutter (8 ft)	30	0.5	De-clogs/cleans roof gutters and downspouts
CAR-94	To repair and reupholster sofa, chair, loose cushion and long john	Sofa chair, loose cushion and long john repaired and reupholstered	per piece	360	6	Repairs and reupholsters sofa, chair, loose cushion and long john
CAR-95	To upholster newly fabricated sofa and chair	Newly fabricated sofa and chair upholstered	per piece	360	6	Upholsters newly fabricated sofa and chair
CAR-96	To pick up and deliver the reupholstered furniture to the requesting party	Furniture (reupholstered) picked-up and delivered to the requesting party	per 4 pieces	120	2	Picks up and delivers the reupholstered furniture to the requesting party
CAR-97	To sew cloth tapeta / table cloth	cloth tapeta/table cloth sewn	per 10 pieces	360	6	Sew cloth tapeta / table cloth
CAR-98	To fabricate and install ridge rolls	Ridge rolls fabricated and installed	per piece	60	1	Fabricates and installs ridge rolls
CAR-99	To post directional signages	Directional signages posted	per piece	15	0.25	Posts directional signages
CAR-100	To haul and install tents	Tents hauled and installed	per tent	60	1	Hauls and installs tents
<b>PAINTING</b>						
<b>Preventive Maintenance</b>						
PTG-1	To inspect office tables, chairs, & furniture for repainting or revar-nishing	Office tables, chairs & furnitures inspected for repainting and revarnishing	per unit	60	1	Inspects office tables, chairs, & furniture for repainting or revar-nishing
PTG-2	To paint curb and gutter	Curb and gutter painted	per sq.m.	3	0.05	Paints curb and gutter
PTG-3	To paint baseboard	Baseboard painted	per linear meter	8	0.133333333	Paints baseboard
<b>Corrective Maintenance</b>						
PTG-4	To repaint wall (sanding, patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating):	Wall (sanding, patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating) repainted	per sq.m.	12	0.2	To have repainted wall (sanding, patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating):
PTG-5	To repaint ceiling (patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating):	Ceiling (patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating) repainted	per sq.m.	16	0.266666667	Repaints ceiling (patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating)
PTG-6	To revarnish furniture	Furniture revarnished	per bd. ft.	28	0.466666667	Revarnishes furniture
PTG-7	To paint street humps	Street humps painted	per sq.m.	60	1	Paints street humps
PTG-8	To paint pedestrian lane	Pedestrian lane painted	per sq.m.	60	1	Paints pedestrian lane
PTG-9	To paint text on sign boards	text on sign boards painted	per sq.ft.	4	0.066666667	Paints text on sign boards



PTG-10	To repaint signboard with stencil	Signboard with stencil repainted	per sq.ft.	15	0.25	Repaints signboard with stencil
	To repaint:	Repainted:				Repaints:
PTG-11	a. Plant boxes	Plant boxes	per piece	240	4	b. Plant boxes
PTG-12	b. G. I. roof	G.I. roof	per 25 sq.m.	240	4	e. G. I. roof
PTG-13	c. Downspout	Downspout	per linear meter	14	0.233333333	f. Downspout
PTG-14	d. Lamp post and cover	Lamp post and cover	per piece	150	2.5	g. Lamp post and cover
<b>New Construction</b>						
PTG-15	To paint newly constructed wall (sanding, patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating):	Newly constructed wall (sanding, patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating) painted	per sq.m.	12	0.2	Paints newly constructed wall (sanding, patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating):
PTG-16	To paint newly constructed ceiling (sanding, patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating)::	Newly constructed ceiling (sanding, patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating) painted	per sq.m.	16	0.266666667	Paints newly constructed ceiling (sanding, patching, 1 <sup>st</sup> coating, 2 <sup>nd</sup> coating)
PTG-17	To varnish newly fabricated furniture	Newly fabricated furniture varnished	per piece (8"x 3"x16")	1020	17	Varnishes newly fabricated furniture
PTG-18	To paint newly fabricated signboard w/ stencil (4 x 4)	Newly fabricated signboard w/ stencil (4 x 4) painted	per piece	60	1	Paints newly fabricated signboard w/ stencil (4 x 4)
PTG-19	To paint newly fabricated iron fence	Newly fabricated iron fence painted	per sq.m.	80.4	1.34	Paints newly fabricated iron fence
PTG-20	To cut out of stencil for signages	Stencil for signages cut-out	per piece (4 x 4)	300	5	Cuts out of stencil for signages
PTG-21	To repaints iron fence	Iron fence repainted	per sq.m.	30	0.5	Repaints iron fence
PTG-22	To repaint photographer's stand	Photographer stand repainted	per unit	720	12	Repaints photographer's stand
<b>ELECTRICAL</b>						
<b>Preventive Maintenance</b>						
ELT-1	To service, repair & clean electrical fixtures & diffusers	Electrical Fixtures & diffusers are serviced, repaired & cleaned	per item	30	0.5	Services,repairs & cleans
ELT-2	To inspect electrical panels(i.e.MDP,circuit breakers)of different units & colleges	Electrical panels(i.e.MDP,circuit breakers)of different units & colleges inspected	per panel	120	2	Inspects electrical panels(i.e.MDP,circuit breakers)of different units & colleges
ELT-3	To inspect & repair of electrical wiring installations	Electrical wiring inspected, repaired and installed	per branch circuit	180	3	Inspects & repairs electrical wiring installations
ELT-4	To check up & inspect of bldg. arrester & ground	Building arrester and ground checked-up and inspected	per set	180	3	Checks up & inspectis of bldg. arrester & ground
<b>Corrective Maintenance</b>						
ELT-5	To undertake kilowatt-hr meter reading and water meter reading	kilowatt-hr meter reading and water meter reading undertaken	per electric (kw-hr) meter	10	0.166666667	Undertakes kilowatt-hr meter reading and water meter reading
ELT-6	To replace busted bulb/ receptacle	Busted bulb/receptacle replaced	per piece	15	0.25	Replaces busted bulb/receptacle
ELT-7	To replace ballast, single open type fixture	Ballast, single open type fixture replaced	per piece	60	1	Replaces ballast, single open type fixture
ELT-8	To replace ballast, closed type fixtures with louvers (double)	Ballast, single open type fixture with louvers (double) replaced	per set	90	1.5	Replaces ballast, closed type fixtures with louvers (double)
ELT-9	To troubleshoot/repair defective circuit breakers	Defective circuit breakers troubleshooted / repaired	per circuit	180	3	Troubleshoots/repairs defective circuit breakers

ELT-10	To assess and recommend report for the entire electrical system experiencing low voltage	Report for the entire electrical system experiencing low voltage assessed and recommended	per office	180	3	Assess and recommends report for the entire electrical system experiencing low voltage
ELT-11	To troubleshoot/repair grounded electrical system of single unit	Grounded electrical system of single unit troubleshooted /repaired	per house unit	180	3	Troubleshoots/repairs grounded electrical system of single unit
ELT-12	To troubleshoot/repair service entrance	Service entrance troubleshooted/repaired	per unit	120	2	Troubleshoots/repairs service entrance
ELT-13	To repair office equipment	Office equipment repaired	per unit	180	3	Repairs office equipment
ELT-14	To install flush type outlet (additional) with utility box and cover (moulding PVC wiring system)	Flush type outlet (additional) with utility box and cover (moulding PVC wiring system) installed	per unit	240	4	Installs flush type outlet (additional) with utility box and cover (moulding PVC wiring system)
ELT-15	To inspect security lights and prepare monitoring report	Security lights inspected and monitoring report prepared	per activity	60	1	To inspect security lights and prepare monitoring report
<b>New Construction</b>						
ELT-16	To rewire and install new lighting fixtures with stem canopy	New lighting fixtures with stem canopy rewired and installed	per set	180	3	Rewires and installs new lighting fixtures with stem canopy
ELT-17	To rewire new acu's feeder line in PVC pipe	New acu's feeder line in PVC pipe rewired	per unit	360	6	Rewires new acu's feeder line in PVC pipe
ELT-18	To install additional outlet for exhaust fan	Additional outlet for exhaust fan installed	per unit	360	6	Installs additional outlet for exhaust fan
ELT-19	To install outlets / switch	Outlets / switch installed	per piece	30	0.5	Installs outlets / switch
ELT-20	To install and replace panel board	panel board installed and replaced	per unit	960	16	Installs and replaces panel board
ELT-21	To conduct underground wiring in PVC pipe for new lamp post including erection of post (one PVC pipe only)	Underground wiring in PVC pipe for new lamp post including erection of post (one PVC pipe only) conducted	per unit	420	7	Conducts underground wiring in PVC pipe for new lamp post including erection of post (one PVC pipe only)
ELT-22	To install additional lighting fixture near existing lights in PVC moulding (excavation, etc. not included)	Additional lighting fixture near existing lights in PVC moulding (excavation, etc. not included) installed	per unit	240	4	Installs additional lighting fixture near existing lights in PVC moulding (excavation, etc. not included)
ELT-23	To install new flood lights (temporary lay out)	New flood lights (temporary lay out) installed	per unit	240	4	Installs new flood lights (temporary lay out)
ELT-24	To install and lay-out temporary series of outlet for special purpose	Temporary series of outlet for special purpose installed and laid-out	per 10 outlets	240	4	Installs and lays-out temporary series of outlet for special purpose
ELT-25	To install temporary outlet powered by GENSET (including pullout)	Outlet powered by GENSET (including pullout) installed	per 2 outlet	240	4	Installs temporary outlet powered by GENSET (including pullout)
ELT-26	To install temporary feeder line with circuit breaker for special purpose	Temporary feeder line with circuit breaker for special purpose installed	per main line	180	3	Installs temporary feeder line with circuit breaker for special purpose
ELT-27	To rewire underground electrical system	Underground electrical system rewired	per span	240	4	Rewires underground electrical system
ELT-28	To install Christmas lights & décor (once a year)	Christmas lights & décor (once a year) installed	per 1000 set Christmas lights at 1500 bulb, 10 sets breaker	2400	40	Installs Christmas lights & décor (once a year)
ELT-29	To install new ceiling fan in PVC moulding	New ceiling fan in PVC moulding installed	per unit	180	3	Installs new ceiling fan in PVC moulding

ELT-30	To install magnetic contactor and circuit breaker for any type of motors	Magnetic contactor and circuit breaker for any type of motors installed	per unit control system	480	8	Installs magnetic contactor and circuit breaker for any type of motors
ELT-31	To troubleshoot / replace serviceable parts (includes busted light bulbs, starters, switches, outlets, circuit breakers, fuses, etc)	Equipment are checked and serviceable parts are replaced	per piece / part	30	0.5	Troubleshoots / replaces serviceable parts (includes busted light bulbs, starters, switches, outlets, circuit breakers, fuses, etc)
<b>ELECTRONICS AND COMMUNICATION</b>						
<b>Preventive Maintenance</b>						
ECE-1	To inspect fire alarm system(i.e. back up battery,alarm bells & pull stations)of different units & colleges	Fire alarm system inspected	per system	240	4	Inspects fire alarm system(i.e. back up battery,alarm bells & pull stations)of different units & colleges
ECE-2	To inspect telephone handsets	telephone handset inspected	per unit	30	0.5	Inspects telephone handsets
ECE-3	To Inspect/check up intercom system	Intercom system inspected/checked up	per station	30	0.5	Inspects/checks up intercom system
ECE-4	To inspect telephone terminals(i.e. Distribution points and frames)	Telephone terminals (i.e. distribution points and frames) Inspected	per terminal	20	0.33333333	Inspects telephone terminals(i.e.distribution points and frames)
<b>Corrective Maintenance</b>						
	To conduct minor repair on:	Minor repair conducted:				Conducts minor repair:
ECE-5	a.telephone unit	a.telephone unit	per unit	60	1	a.telephone unit
ECE-6	b.facsimile unit	b.facsimile unit	per unit	60	1	b.facsimile unit
ECE-7	c.intercom	c.intercom	per unit	60	1	c.intercom
ECE-8	d.paper shredder	d.paper shredder	per unit	120	2	d.paper shredder
ECE-9	e.audio equipments & accessories	e.audio equipments & accessories	per unit	120	2	e.audio equipments & accessories
	To troubleshoot / repair:	Troubleshooted / repaired:				Troubleshoots/repairs:
ECE-10	a.telephone (local & land) lines	a.telephone (local & land) lines	per line	120	2	a.telephone(local & land) lines
ECE-11	b.intercom system	b.intercom system	per station	60	1	b.intercom system
ECE-12	c.extension lines	c.extension lines	per line	60	1	c.extension lines
<b>New Construction</b>						
ECE-13	a.extension lines	a.extension lines	per linear	3	0.05	a.extension lines
ECE-14	b.intercom system	b.intercom system	per linear	3	0.05	b.intercom system
ECE-15	c.local line	c.local line	per linear	3	0.05	c.local line
<b>WELDING WORKS</b>						
<b>Preventive Maintenance</b>						
WLD-1	To inspect fire exits(search for rusted, broken stair & door parts)	Fire exits(search for rusted, broken stair & door parts) inspected	per floor	60	1	Inspects fire exits(search for rusted, broken stair & door parts)
WLD-2	To inspect fences for loose,sagging & broken portions of wire mesh	Fences for loose,sagging & broken portions of wire mesh inspected	per sq.m.	4	0.066666667	Inspects fences for loose,sagging & broken portions of wire mesh
<b>Corrective Maintenance</b>						
WLD-3	To repair acu frames with protective grills	Acu frames with protective grills repaired	per unit	180	3	Repairs acu frames with protective grills
WLD-4	To repair window grills	window grill repaired	per unit	180	3	Repairs window grills
WLD-5	To repair signages	Singages repaired	per unit	180	3	Rrepairs signage
WLD-6	To repair steel canopy structure	Steel canopy structure repaired	per unit	960	16	Repairs steel canopy structure
WLD-7	To repair steel swing gate	Steel wing swing gate repaired	per unit	480	8	Repairs steel swing gate

WLD-8	To repair wheelbarrow / buggy carrier	Wheelbarrow / buggy carrier repaired	per unit	120	2	Repairs wheelbarrow / buggy carrier
WLD-9	To repair steel railings	Steel railings repaired	per piece	360	6	repairs steel railings
WLD-10	To repair steel chairs	Steel chairs repaired	per piece	120	2	repairs steel chairs
WLD-11	To repair benches	Benches repaired	per piece	180	3	repairs benches
WLD-12	To repair Steel table	Steel table repaired	per piece	180	3	repairs Steel table
WLD-13	To repair/weld hole of leaking water	Hole of leaking water repaired welded	per piece			Repairs/welds hole of leaking water
WLD-14	To repair tank (including draining)	Tank repaired	per unit	480	8	repairs tank (including draining)
WLD-15	To repair billboard frames and stand	Billboard frames and stand repaired	per unit	360	6	Repairs billboard frames and stand
<b>New Construction</b>						
WLD-16	To fabricate window grills	Window grills fabricated	per unit (1.22m x 1.83m)	480	8	Fabricates window grills
WLD-17	To fabricate acu frames with protective grills	Acu frames with protective grills fabricated	per unit (26¼" x 22" x 17")	360	6	Fabricates acu frames with protective grills
WLD-18	To fabricate and install activity billboard frames with stand structure	Billboard frames with stand structure fabricated and installed	per unit (2.60m x 1.50m per 250m)	3360	56	Fabricates and installs activity billboard frames with stand structure
WLD-19	To fabricate signages	Signages fabricated	per unit (1.22m x 2.44m)	480	8	Fabricates signages
WLD-20	To fabricate wheel barrow/ buggy carrier	Wheel barrow / buggy carrier fabricated	per unit	960	16	Fabricates wheel barrow / buggy carrier
<b>REFRIGERATION AND AIRCONDITIONING</b>						
<b>Preventive Maintenance</b>						
RAC-1	To perform general cleaning of ACU	General cleaning of ACU performed	per unit	240	4	Performs general cleaning of ACU
RAC-2	To check up of fire extinguishers	Fire extinguishers checked-up	per unit	2	0.03333333	Checks up of fire extinguishers
<b>Corrective Maintenance</b>						
RAC-3	To conduct minor repair on water pump, water cooler	Minor repair on water pump, water cooler conducted	per unit	240	4	Conducts minor repair on water pump, water cooler
	To conduct minor repair on ACU and refrigerator	Minor repair on ACU and refrigerator conducted				Conducts minor repair on ACU and refrigerator
RAC-4	a. To repair refrigerant leaks	a. Refrigerant leaks repaired	per unit	240	4	a.repairs refrigerant leaks
RAC-5	b. To replace filter drier	b. Filter drier replaced	per unit	120	2	b.replaces filter drier
RAC-6	c. To replace fan/ blower motor	c. Fan/ blower motor replaced	per unit	240	4	c.replaces fan/ blower motor
RAC-7	d. To replace capillary tube	d. Capillary tube replaced	per unit	180	3	d.replaces capillary tube
RAC-8	e. To repair/replace ACU switches	e. ACU switches repaired/replaced	per unit	120	2	e.repairs/replaces ACU switches
RAC-9	f. To dehydrate and vacuum ACU	f. ACU dehydrated and vacuumed	per unit	60	1	f.dehydrates and vacuums ACU
RAC-10	g. To re-charge refrigerant gas(freon)	g. Refrigerant gas(freon) recharged	per unit	120	2	g. re-charges refrigerant gas(freon)
RAC-11	h. To test and re-commission	h. Tested and re-commissioned	per unit	60	1	h.tests and re-commissions
RAC-12	To conduct major repair on ACU & Refrigerators	Major repair on ACU & Refrigerators conducted		240	4	Conducts major repair on ACU & Refrigerators
RAC-13	a. To replace motor compressors(new)	a. Motor compressors(new) replaced	per unit	480	8	a.replaces motor compressors(new)

RAC-14	b. To repair/fabricate/repaint ACU & refrigerator body	b. ACU & refrigerator body repaired, fabricated and repainted	per unit	960	16	b.repairs/fabricates/repaints ACU & refrigerator body
RAC-15	c. To replace fan motors on fan & condensing unit for split and centralized ACU	c. Fan motors on fan & condensing unit for split and centralized ACU replaced	per unit	480	8	c.Replaces fan motors on fan & condensing unit for split and centralized ACU
RAC-16	d. To replace refrigerant filter element on centralized ACU	d. Refrigerant filter element on centralized ACU repalced	per unit	360	6	d.Replaces refrigerant filter element on centralized ACU
RAC-17	e. To repair/overhaul motor compressors on centralized ACU	e. Motor compressors on centralized ACU repaired/overhauled	per unit	2160	36	e.repairs/overhauls motor compressors on centralized ACU
RAC-18	f. To repair/replace centralized ACU control (main control panel)	f. Centralized ACU control (main control panel) repaired, replaced	per unit	480	8	f.repairs/replaces centralized ACU control (main control panel)
RAC-19	To clean electric fan	electric fan cleaned	per unit	120	2	cleans electric fan
RAC-20	To check and install aircon unit	Aircon unit checked and installed	per unit	360	6	Checks and installs aircon unit
<b>PLUMBING</b>						
<b>Preventive Maintenance</b>						
PLM-1	To check up fire sprinkler system	Fire sprinkler system checked up	per unit	3	0.05	Checks up fire sprinkler system
PLM-2	To inspect indoor water storage tanks for repair & cleaning	Indoor water storage tanks for repair & cleaning inspected	per tank	15	0.25	Inspects indoor water storage tanks for repair & cleaning
PLM-3	To inspect outdoor water storage tanks for repair & cleaning	Outdoor water storage tanks for repair & cleaning inspected	per tank	15	0.25	Inspects outdoor water storage tanks for repair & cleaning
PLM-4	To inspect & check up of G.I./ PVC downspouts & hangers for repair, replacement & declogging (search for loose, detached missing portions)	G.I./PVC downspouts & hangers for repair, replacement & declogging (search for loose, detached missing portions) inspected and checked-up	per unit	3	0.05	Inspects & checks up G.I./ PVC downspouts & hangers for repair ,rep-lacement & declogging (search for loose, det-ached missing portions)
PLM-5	To inspect sanitary & drainage system for declogging, cleaning & repair.	Sanitary & drainage system for declogging, cleaning & repair inspected	per linear meter	3	0.05	Inspects sanitary & drainage system for declogging,cleaning & repair.
<b>Corrective Maintenance</b>						
	To re-pipe / re-place old GI pipes/ PVC/PPR:	Old GI pipes/ PVC/PPR: repiped /replaced				Re-pipes / Re-places old GI pipes/ PVC/PPR:
PLM-6	a) new line without excavation/chipping works (6 meters GI pipe)	a) new line without excavation/chipping works (6 meters GI pipe)	per piece	240	4	a) new line without excavation/chipping works (6 meters GI pipe)
PLM-7	b) new line with excavation/chipping works (6 meters GI pipe)	b) new line with excavation/chipping works (6 meters GI pipe)	per piece	480	8	b) new line with excavation/chipping works (6 meters GI pipe)
	To remove, repair and replace:	Removed, repair and replaced:				Removes, repairs and replaces:
PLM-8	a) angle valve (all kinds / standard)	a) angle valve (all kinds / standard)	per piece	30	0.5	a) angle valve (all kinds / standard)
PLM-9	b) check valve (all kinds / standard)	b) check valve (all kinds / standard)	per piece	120	2	b) check valve (all kinds / standard)
PLM-10	c) flexible hose (all kinds / standard)	c) flexible hose (all kinds / standard)	per piece	15	0.25	c) flexible hose (all kinds / standard)
PLM-11	d) float valve (all kinds / standard)	d) float valve (all kinds / standard)	per piece	60	1	d) float valve (all kinds / standard)

PLM-12	e) flush valve (all kinds / standard)	e) flush valve (all kinds / standard)	per piece	30	0.5	e) flush valve (all kinds / standard)
PLM-13	f) foot valve (all kinds / standard)	f) foot valve (all kinds / standard)	per piece	60	1	f) foot valve (all kinds / standard)
PLM-14	g) gate valve (all kinds / standard)	g) gate valve (all kinds / standard)	per piece	120	2	g) gate valve (all kinds / standard)
PLM-15	h) lavatory faucet (all kinds / standard)	h) lavatory faucet (all kinds / standard)	per piece	60	1	h) lavatory faucet (all kinds / standard)
PLM-16	i.lavatory p-trap (all kinds / standard)	i.lavatory p-trap (all kinds / standard)	per set	120	2	i.lavatory p-trap (all kinds / standard)
PLM-17	j. lavatory (all kinds / standard)	j. lavatory (all kinds / standard)	per piece	180	3	j. lavatory (all kinds / standard)
PLM-18	k. tank mechanism (all kinds / standard)	k. tank mechanism (all kinds / standard)	per set	120	2	k. tank mechanism (all kinds / standard)
PLM-19	l. water closet (all kinds / standard)	l. water closet (all kinds / standard)	per set	180	3	l. water closet (all kinds / standard)
PLM-20	m. urinal flush valve (all kinds / standard)	m. urinal flush valve (all kinds / standard)	per set	60	1	m. urinal flush valve (all kinds / standard)
PLM-21	n. water meter (all kinds / standard)	n. water meter (all kinds / standard)	per piece	60	1	n. water meter (all kinds / standard)
PLM-22	To de-clog drainage (motorized auger) from sewer line to main street line	Drainage (motorized auger) from sewer line to main street line de-clogged	per linear meter	180	3	De-clogs drainage (motorized auger) from sewer line to main street line
PLM-23	To de-clog drainage (manual) from sewer line to the main street line	Drainage (manual) from sewer line to the main street line de clogged	per linear meter	240	4	De-clogs drainage (manual) from sewer line to the main street line
PLM-24	To drain and clean the water supply system	To drain and clean the water supply system	per tank	480	8	To drain and clean the water supply system
PLM-25	To inspect water tank system	Water tank system inspected	per tank	15	0.25	inspect water tank system
PLM-26	declogged kitchen sink or lavatory sink	Kitchen sink or lavatory sink declogged	per piece	120	2	Declogs kitchen sink or lavatory sink
<b>New Construction</b>						
	To install new:	Installed (New):				Installs (New):
PLM-27	a) Drainage pipe line with excavation and chipping	a) Drainage pipe line with excavation and chipping	per unit	240	4	a) Drainage pipe line with excavation and chipping
PLM-28	b) water supply with excavation and chipping	b) water supply with excavation and chipping	per unit	240	4	b) water supply with excavation and chipping
PLM-29	c) floor drain (all sizes/standard)	c) floor drain (all sizes/standard)	per unit	30	0.5	c) floor drain (all sizes/standard)
PLM-30	d) pressure tank	d) pressure tank	per set	180	3	d) pressure tank
PLM-31	e) motor pump	e) motor pump	per set	180	3	e) motor pump
PLM-32	f) lavatory sink	f) lavatory sink	per set	480	8	f) lavatory sink
PLM-33	g) kitchen sink	g) kitchen sink	per set	120	2	g) kitchen sink
PLM-34	h) water heater	h) water heater	per set	120	2	h) water heater
PLM-35	i. water closet	i. water closet	per set	720	12	i. water closet
PLM-36	j. urinal bowl	j. urinal bowl	per set	120	2	j. urinal bowl
PLM-37	k. toilet seat cover	k. toilet seat cover	per set	30	0.5	k. toilet seat cover
PLM-38	l. toilet bidet	l. toilet bidet	per set	60	1	l. toilet bidet
PLM-39	m. shower head	m. shower head	per set	120	2	m. shower head
PLM-40	To operate water supply system	fully functioning water supply system	per operation	5	0.083333333	operates water supply system
PLM-41	To clean the pump house	cleaned pump house	per pump house	15	0.25	cleans pump house

<b>FUMIGATION WORK</b>						
FUM-1	To treat rooms with termites	Rooms with termites treated	per sq.m.	10	0.166666667	treats room with termites
FUM-2	To remove materials/things inside the room, cabinets, etc.	Materials/things inside the room, cabinets, etc. removed	per item	5	0.083333333	Removes materials/things inside the room, cabinets, etc.
FUM-3	To apply/ spray chemicals	Chemicals applied and sprayed	per sq.m.	15	0.25	Applies/sprays chemicals
FUM-4	To mix water and chemicals	Water and chemicals mixed	per drum	15	0.25	Mxes water and chemicals
FUM-5	To clean the surrounding and other equipment after operation (spraying)	Sorroundingsand other equipment after operation (spraying)cleaned	per activity	20	0.333333333	Cleans the surroundings and other equipment after operation (spraying)
FUM-6	To apply / spray chemicals into the ceiling	Chemicals into the ceiling applied/sprayed	per sq. m.	15	0.25	Applies / sprays chemicals into the ceiling
FUM-7	To check / inspect rooms for possible termite infection	Rooms for possible termite infection checked/inspected	per sq.m.	60	1	Checks / inspects rooms for possible termite infection
FUM-8	To drill or made a hole into the floor	A hole was made and drilled into the floor	per sq.m.	10	0.166666667	Drills or makes a hole into the floor
FUM-9	To apply chemicals into the drilled floor	Chemicals into the drilled floor was applied	per sq.m.	10	0.166666667	Applies chemicals into the drilled floor
FUM-10	To remove ant hill (punso)	Ant hill (punso) removed	per piece	240	4	Removes ant hill (punso)
FUM-11	to clean the area	Area cleaned	per shop	60	1	cleans the area
<b>WATER PUMP HOUSE OPERATION</b>						
WPH-1	To operate pump house	Pump house operated	per pump house	20	0.333333333	Operates pump house
WPH-2	To remove/replace/alignment of electric motors	Electric motors removed/replaced/aligned	per electric motor	120	2	Removes/replaces/aligns electric motors
WPH-3	To lubricate bearings for pump and motors	Bearings for pump and motors lubricated	per set of pump / motors	20	0.333333333	Lubricates bearings for ;pump and motors
WPH-4	To replace bearings for pump and motors	Bearings for pump and motors replaced	per set of pump / motors	120	2	Replaces bearings for pump and motors
WPH-5	To pull-out and re-install deepwell pump	Deepwell pump puuled-out and re-installed	per set of pump / motors	240	4	Pulls-out and re-installs deepwell pump
WPH-6	To repair busted main water lines incl. Excavation	Busted main water lines repaired	per busted water line	120	2	Repairs busted main water lines
<b>PLANT NURSERY AND ARBORETUM SECTION</b>						
	To propagate plant:	plant propagated:				propagates plant:
PNA-1	a. cutting of plants	a. cutting of plants	per 30 pcs. Of plants	60	1	a. cutting of plants
PNA-2	b. marcotting	b. marcotting	per 20 pieces	60	1	b. marcotting
PNA-3	c. Mixing of planting media	c. Mixing of planting media	per 40 kilos	90	1.5	c. Mixing of planting media
PNA-4	d. weeding	d. weeding	per sq.m.	30	0.5	d. weeding
PNA-5	e. cultivating	e. cultivating	per sq.m.	30	0.5	e. cultivating
PNA-6	f. watering of plants	f. watering of plants	per pot	30 seconds		f. watering of plants
PNA-7	g. putting fertilizer/ compost	g. putting fertilizer/compost	per sq m.	60	1	g. putting fertilizer/compost
PNA-8	h. Spraying of insecticides	h. Spraying of insecticides	per liter	5	0.083333333	h. Spraying of insecticides
PNA-9	i. Replanting of seeds/ plants	i. Replanting of seeds/plants	per 10 pieces	30	0.5	i. Replanting of seeds/plants
PNA-10	j. Transplanting/ re-potting	j. Transplanting/re-potting		30	0.5	j. Transplanting/re-potting
PNA-11	To clean pots	clean pots	per piece	5	0.083333333	clean pots
	To paint pots:	painted pots:				paint pots
PNA-12	a. Big pots	a. Big pots	per piece	20	0.333333333	a. Big pots
PNA-13	b. Small pots	b. Small pots	per piece	10	0.166666667	b. Small pots
PNA-14	To level the garden soil	Garden soil levelled	per cu.m.	20	0.333333333	levels the garden soil
PNA-15	To plant assorted plants	Plant (assorted) planted	per piece	5	0.083333333	plants assorted plants

PNA-16	To collect garbage	Garbage collected	per sack	60	1	collects garbage
PNA-17	To cut grass	Grasses cut done	per . 200 sq.m.	60	1	do grass cutting
PNA-18	To prune and trim hedges	hedges pruned and trimmed	per. 30 meters	60	1	prunes and trims hedges
<b>BEAUTIFICATION AND LANDSCAPING</b>						
BAL-1	To haul potted plants (from nursery to service vehicle)	Potted plants (from nursery to service vehicle) hauled	per pot/piece	3	0.05	hauls potted plants (from nursery to service vehicle)
BAL-2	To haul decorative plants to different colleges/ office/ units	Decorative plants to different colleges/ office/ units hauled	per pot	5	0.083333333	hauls decorative plants to different colleges/ office/ units
BAL-3	To earthballing of trees (adobe soil)	earthballing of trees (adobe soil) earthballed	per trees of 10 feet	960	16	earthballs trees (adobe soil)
BAL-4	To cultivate plants	plants cultivated	per sq.m.	30	0.5	cultivates plant
BAL-5	To water potted plants	Potted plants watered	per pot	30 seconds		waters potted plants
BAL-6	To weed plants	plants weeded	per sq.m.	30	0.5	weeded plants
BAL-7	operate the tractor mower	operate the tractor mower	per 200 sq.m	60	1	operates the tractor mower
BAL-8	To perform trouble shooting/ check-up and maintenance of the tractor	Trouble shooting and maintenance of tractor performed and cheked-up	see reference table of Motor Pool Section			Performs trouble shooting/ check-up and maintenance of the tractor
BAL-9	To trim/prune tree branches and cut dead trees	Tree branches trimmed/pruned/cut of dead trees	per tree	60	1	Trims/prunes tree branches and cutting of dead trees
<b>SANITATION UNIT</b>						
SAN-1	To collect and dump garbage	garbage collected and dumped	per trip	180	3	Collects and dumps garbage
SAN-2	To collect non-biodegradable garbage for temporary dumping (approximately hauling lot:)(aprox 15 kilos)	Non-biodegradable garbage for temporary dumping (approximately hauling lot:) + - 15 kilos collected	per sack (aprox 15 kg)	30	0.5	collects non-biodegradable garbage for temporary dumping (approximately hauling lot:) + - 15 kilos
SAN-3	To haul equipment, furnitures, chairs, tables, office documents, etc, approximate weight aprox 15 kilos	Equipment, furnitures, chairs, tables, office documents, etc, approximate weight + - 15 kilos hauled	per sack (aprox 15 kg)	30	0.5	hauls equipment, furnitures, chairs, tables, office documents, etc, approximate weight + - 15 kilos
SAN-4	To collect dried leaves, twigs, etc. from site to truck (using manual, bañera fork) per bañera aprox 11 kg.	Dried leaves, twigs, etc. from site to truck (using manual, bañera fork) bañera = + - 11 kg. collected	per bañera (aprox 11 kg)	15	0.25	collects dried leaves, twigs, etc. from site to truck (using manual, bañera fork) bañera = + - 11 kg.
SAN-5	To sort dried leaves from non-biodegradable garbage	dried leaves from non-biodegradable garbage sorted	per bañera	10	0.166666667	sorts dried leaves from non-biodegradable garbage
SAN-6	To guide private garbage collector (QC-TEWPD)	private garbage collector (QC-EWPD) guided	per trip	180	3	guides private garbage collector (QC-EWPD)
<b>MOTORPOOL SECTION</b>						
	To replace cross joint incl:	Cross joint replaced incl:	per 2 pcs. (/set)			replaces cross joint
MTR-1	a. To pull out of propeller	a. Propeller pulled-out		120	2	a. Pulls out of propeller
MTR-2	b. To pull out of defective cross joints on propeller	b. defective cross joints on propeller pulled-out				b. Pulls out of defective cross joints on propeller
MTR-3	c. To install new cross joint to propeller	c. New cross joint to propeller installed				c. Installs new cross joint to propeller
MTR-4	d. To install propeller to vehicle	d. Propeller to vehicle installed				d. Installs propeller to vehicle
	To do overhauling of engine	overhauling of engine done	per unit	1440	24	does overhauling of engine
MTR-5	a. To dismantle transmission line (3 hrs.)	a. transmission line (3 hrs.) dismantled				a. dismantles transmission line (3 hrs.)



MTR-6	b. To mount chain block above engine (1 hour)	b. chain block above engine (1 hour) mounted				b. Mounts of chain block above engine (1 hour)
MTR-7	c. To dismantle radiator assembly (2 hrs)	c. Dismantling of radiator assembly (2 hrs)				c. Dismantling of radiator assembly (2 hrs)
MTR-8	d. Pulling up/down of engine from vehicle (3 hrs.)	d. Pulling up/down of engine from vehicle (3 hrs.)				d. Pulling up/down of engine from vehicle (3 hrs.)
MTR-9	e. Dismantling of engine assembly (5 hrs.)	e. engine assembly (5 hrs.) dismantled				e. Dismantles engine assembly (5 hrs.)
MTR-10	f. To clean parts & accessories (1 hr)	f. Parts & accessories (1 hr) cleaned				f. Cleans parts & accessories (1 hr)
MTR-11	g. To replace defective parts (2 hrs.)	g. Defective parts (2 hrs.) replaced				g. Replaces defective parts (2 hrs.)
MTR-12	h. To re-install engine to vehicle (4 hrs.)	h. engine to vehicle (4 hrs.) re-installed				h. Re-installs engine to vehicle (4 hrs.)
MTR-13	l. To re-install other parts to engine (3 hrs.)	l. Other parts to engine (3 hrs.) reinstalled				l. Re-installs other parts to engine (3 hrs.)
	To repair/ maintain Truck and Heavy Equipment	Truck and Heavy Equipment repaired/maintained				repairs/maintains Truck and Heavy Equipment
MTR-14	a. To check-up/ inspect vehicle	a. Vehicle checked-up and inspected	per unit	60	1	a. Checks-up/inspects vehicle
MTR-15	b. To adjust secondary clutch master	b. Secondary clutch master adjusted	per unit	15	0.25	b. Adjusts secondary clutch master
MTR-16	c. To adjust fan belt	c. fan belt adjusted	per unit	15	0.25	c. Adjusts fan belt
MTR-17	d. To adjust brakes	d. brakes adjusted	per set of 4 pieces	180	3	d. Adjusts brakes
	To change oil and filter	Oil and filter changed	per unit	180	3	4. Changes oil and filter
MTR-18	a. To change used oil	a. Used oil changed	Per approx 20 liters			1. Changes used oil
MTR-19	b. To pull-out of filter for replacement	b. Filter for replacement pulled-out	per 2 pieces			2. Pulls-out of filter for replacement
MTR-20	c. To Install new filter	c. New filter installed	per 2 pieces			3. Installs new filter
MTR-21	d. To pour new oil to engine	d. New oil to engine poured	Per approx 20 liters			4. Pours new oil to engine
	To replace fuel pumps	Fuel pumps replaced	per unit	480	8	replaces fuel pumps
MTR-22	a. To replace water pump	a. Water pump replaced				a. Replaces water pump
MTR-23	b. To dismantle fan blade assembly	b. Fan blade assembly dismantled				b. Dismantles fan blade assembly
MTR-24	c. To pull out defective water pump	c. Defective water pump pulled-out				c. Pulls out of defective water pump
MTR-25	d. To clean affected area	d. Affected area cleaned				d. Cleans affected area
	Activities on trucks and Heavy Equipment	Activities on trucks and Heavy Equipment				Activities on trucks and Heavy Equipment
MTR-26	e. To install new water pump	e. New water pump installed	per unit	180	3	e. Installa new water pump
MTR-27	f. To re-install fan blade with pulley	f. Fan blade with pulley re=installed	per unit	300	5	f. Re-installs fan blade with pulley
MTR-28	g. To re-install radiator assembly	g. Radiator assembly reinstalled	per unit	120	2	g. Re-installs radiator assembly
	To replace clutch lining and pressure plate	Clutch lining and pressure plate replaced	per unit	1440	24	replaces clutch lining and pressure plate
MTR-29	a. To dismantle propeller	a. Propeller dismantled				a. Dismantles propeller
MTR-30	b. To dismantle transmission assembly and other linkages	b. Transmission assembly and other linkages dismantled				b. Dismantles transmission assembly and other linkages

MTR-31	c. To pull-out defective clutch lining	c. Defective clutch lining pulled-out				c. Pulls-out defective clutch lining
MTR-32	d. To pull out defective pressure plate	d. Defective pressure plate pulled-out				d. Pulls out of defective pressure plate
MTR-33	e. To pull-out defective clutch lining	e. Defective clutch lining pulled-out				e. Pulls-out defective clutch lining
MTR-34	f. To install new replacement	f. New replacement installed				f. Installs new replacement
MTR-35	g. To re-install transmission assembly and other linkages	g. Transmission assembly and other linkages re-installed				g. Re-installs transmission assembly and other linkages
MTR-36	h. To re-install propeller	h. Propeller re-installed				h. Re-installs propeller
	To clean fuel tank and fuel lines incl;	fuel tank and fuel lines cleaned incl:	per unit	240	4	cleans fuel tank and fuel lines
MTR-37	a. To drain fuel	a. fuel drained				a. Drains fuel
MTR-38	b. to clean fuel filter	b. fuel filter cleaned				b. cleans fuel filter
MTR-39	c. To clean tank	c. tank cleaned				c. Cleans tank
MTR-40	d. Returning of gas or fuel to tank	d. Returning of gas or fuel to tank				d. Returning of gas or fuel to tank
MTR-41	To clean pressurized hose and compressor of Payloader	pressurized hose and compressor of Payloader cleaned	per unit	240	4	cleans pressurized hose and compressor of Payloader
MTR-42	To repair brakes of Payloader	Brakes of payloader repaired	per unit	1440	24	repairs brakes of Payloader
MTR-43	To clean-up/ inspection of vehicle	Vehicle cleaned-up/inspected	per unit	60	1	cleans-up/inspects vehicle
	To tune up gasoline engine incl:	Gasoline engine tuned-up incl:	per unit	240	4	tunes up gasoline engine
MTR-44	a. To clean or replace spark plug	a. Spark plug cleaned up or replaced	per 4 pieces			a. Cleans or replaces spark plug
MTR-45	b. To replace contact point	b. contact point replaced	per unit			b. Replaces contact point
MTR-46	c. To replace condenser	c. Condenser replaced	per unit			c. Replaces condenser
MTR-47	d. To adjust timing gear	d. timing gear adjusted	per unit			d. Adjusts timing gear
MTR-48	To adjust secondary clutch master	e. secondary clutch master adjusted	per piece	10	0.166666667	e. Adjusts secondary clutch master
MTR-49	To adjust fan belt (5 mins)	f. Fan belt (5 mins) adjusted	per piece	5	0.083333333	f. Adjusts fan belt (5 mins)
MTR-50	To adjust brakes (2 hrs.)	g. brakes (2 hrs.) adjusted	per 4 pieces.	120	2	g. Adjusts brakes (2 hrs.)
	To clean and replace oil filter incl:	oil cleaned and filter replaced incl:		120	2	Cleans and filters oil
MTR-51	a. To drain used oil	a. Used oil drained	per 8 liters			a. Drains used oil
MTR-52	b. To pull-out of filter for replacement	b. Filter for replacement pulled-out	per piece			b. Pulls-out of filter for replacement
MTR-53	c. To install new filter	c. New filter installed	per piece			c. Installs new filter
MTR-54	d. To pour new oil to engine	d. New oil to engine poured	per 8 liters			d. Pours new oil to engine
MTR-55	To replace fuel pump	Fuel pump replaced	per piece	30	0.5	replaces fuel pump
	To replace water pump incl.	water pump replaced	per piece	240	4	replaces water pump
MTR-56	a. To dismantle radiator assembly	a. Radiator assembly dismantled	per unit			a. Dismantles radiator assembly
MTR-57	b. To pull out fan blade	b. fan blade pulled-out	per unit			b. Pulls out fan blade
MTR-58	c. To pull out defective water pump	c. defective water pump pulled-out	per unit			c. Pulls out defective water pump
MTR-59	d. To clean affected area	d. affected area cleaned	per unit			d. Cleans affected area
MTR-60	e. To install new water pump	e. new water pump installed	per unit			e. Installs new water pump
MTR-61	f. To re-install new fan blade	f. New fan blade re-installed	per unit			f. Re-installs new fan blade

MTR-62	g. To re-install radiator assembly	g. radiator assembly re-installed	per unit			g. Re-installs radiator assembly
	To replace clutch lining and pressure plate	clutch lining and pressure plate replaced		480	8	replaces clutch lining and pressure plate
MTR-63	a. To dismantle propeller	a. propeller dismantled	per piece			a. Dismantles propeller
MTR-64	b. To dismantle transmission and other linkages	b. transmission and other linkages dismantled	per unit			b. Dismantles transmission and other linkages
MTR-65	c. To pull-out defective clutch lining	c. Defective clutch lining pulled-out	per piece			c. Pulls-out defective clutch lining
MTR-66	d. To pull out defective pressure plate	d. Defective pressure plate pulled-out	per piece			d. Pulls out defective pressure plate
MTR-67	e. To pull out defective release bearing	e. defective release bearing pulled-out	per piece			e. Pulls out defective release bearing
MTR-68	f. To install new replacement	f. New replacement installed	per 3 pieces.			f. Installs new replacement
MTR-69	g. To re-install transmission & other linkages	g. transmission & other linkages re-installed	per unit			g. Re-installs transmission & other linkages
MTR-70	h. To re-install propeller	h. propeller re-installed	per unit			h. Re-installs propeller
	To operate	operated				operates
MTR-71	a. Payloader	a. Payloader	per hour of operation	60		a. Payloader
MTR-72	b. Mini payloader	b. Mini payloader	per hour of operation	60		b. Mini payloader
MTR-73	c. Roadroller	c. Roadroller	per hour of operation	60		c. Roadroller
MTR-74	To pull-out defective brake and clutch master	defective brake and clutch master pulled-out	per piece	60	1	Pull-outs defective brake and clutch master
MTR-75	To pull-out secondary clutch	secondary clutch pulled-out	per piece	30	0.5	Pulls-out secondary clutch
MTR-76	To install brake and clutch maser	brake and clutch maser installed	per piece	120	2	Installs brake and clutch maser
MTR-77	To install secondary clutch	secondary clutch installed	per piece	60	1	Installs secondary clutch
MTR-78	To tow stalled vehicle	stalled vehicle towed	per piece		0	Tows stalled vehicle
MTR-79	To install hydraulic oil seal on payloader	Hydraulic oil seal on payloader installed	per piece	60	1	Installs hydraulic oil seal on payloader
MTR-80	To pull-out defective hand brake cable	defective hand brake cable pulled-out	per piece	120	2	Pullsout defecive hand brake cable
MTR-81	To re-install new hand brake cable	new hand brake cable re-installed	per piece	180	3	Re-installs new hand brake cable
MTR-82	To repair portable water pump	portable water pump repaired	per piece	480	8	Repairs portable water pump
MTR-83	To repair power scythe and mower	power scythe and mower repaired	per piece	480	8.00	Repairs power scythe and mower
MTR-84	To top overhaul engine of van	engine of van top overhauled	per piece	480	8.00	Top overhauls engine of van
MTR-85	To top overhaul engine of truck	engine of truck top overhauled	per piece	960	16.00	Top overhauls engine of truck
MTR-86	To conduct periodic preventive maintenance of equipment and service vehicle	periodic preventive maintenance of equipment and service vehicle conducted	per vehicle	60	1.00	Conducts periodic preventive maintenance of equipment and service vehicle
<b>ROAD, SEWER AND DRAINAGE SECTION</b>						
<b>ROADS</b>						
RSD-1	To repair curb and gutter	curb and gutter repaired	per meter	60	1.00	repairs curb and gutter
RSD-2	To do laying of base course, etc.	base course laying done	per sq.m.	2	0.03	does laying of base course, etc.
RSD-3	To asphalt/patch potholes, etc	potholes asphalted/patched	per hole	5	0.08	asphalts/patches potholes, etc
RSD-4	To install barricades	barricades installed	per piece	5	0.08	installs barricades
RSD-5	To mix/cook asphalt for patching	Asphalt for patching mixed/cooked	per drum	300	5.00	mixes/cooks asphalt for patching

<b>DRAINAGE</b>						
	To clean/ declog	cleaned/ declogged			-	cleans/ declogs
DRG-1	a. catch basin	a. catch basin	per sq. m.	35	0.58	a. catch basin
DRG-2	b. manhole	b. manhole	per cu. m.	180	3.00	b. manhole
DRG-3	c. inlets	c. inlets	per inlet	10	0.17	c. inlets
DRG-4	d. open canal	d. open canal	per meter	60	1.00	d. open canal
DRG-5	e. drainage line	e. drainage line	per meter	60	1.00	e. drainage line
	To replace:	replaced:				replacE
DRG-6	a. drainage manhole	a. drainage manhole	per piece	45	0.75	a. drainage manhole
DRG-7	b. street inlets	b. street inlets	per inlet	45	0.75	b. street inlets
DRG-8	To fabricate manhole cover	manhole cover fabricated	per piece	120	2.00	fabricates manhole cover
DRG-9	To install new drainage line	new drainage line installed	per meter	180	3.00	installs new drainage line
DRG-10	To fabricate stanchions	stanchions fabricated	per piece	120	2.00	fabricates stanchions
DRG-11	To fabricate gutter (road)	gutter (road) fabricated	per sq. m.	60	1.00	fabricates gutter (road)
<b>SEWER</b>						
SEW-1	To declog sewer pipe line	Sewer pipe line declogged	per meter	45	0.75	Declogs sewer pipe line
	To clean:	cleaned:				cleans:
SEW-2	a. junction box	a. junction box	per piece	60	1.00	a. junction box
SEW-3	b. septic tank	b. septic tank repaired	per pc	240	4.00	b. septic tank repaired
SEW-4	To repair sewer pipe	sewer pipe repaired	per meter	180	3.00	a. sewer pipe
SEW-5	To sweep/ clean main streets	main streets swept and cleaned	per buggy/ sack approx. 10 to 15 kilos	240	4.00	sweeps/ cleaneds main streets
SEW-6	To weed plants	plants weeded	per sq.m.	120	2.00	weeds plants
SEW-7	To demolish garbage bin	Garbage bin demolished	per unit	240	4.00	demolishes garbage bin