

Process: Processing of Documents

Department/Division: Engineering and Maintenance Section

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring	Actual Accomplishment
1	Facilities upgrading, improvement, rehabilitation, renovation and rectification	eight (8) controlled-owned facilities	100% compliance	Sports Facilities Division/ Engineering	Per project required	Supervision of project implementation	Daily	
		Compliance with standard requirement measurements , preparation of plans & drawings, detailed estimates, scope of works, technical specifications, program of works & breakdown expenditures, quantity take-off for the contract cost, quantity take-off for the ABC	100% compliance			Certification of Final Inspection, Completion and Acceptance	As required	
2	Technical Assistance	Local Government Units	Mayors and Provincial Governors	Executive Director's Office /Engineering	As required	Ocular inspection and evaluation	As required	
		Approved letter request from Top Management						
3	Emergency Maintenance	End-user	eight(8) controlled-owned facilities	Executive Director's Office /Engineering & Maintenance Section	As required	Ocular inspection and evaluation	As required	
		Approved letter request Executive Director			estimating and supervision			
4	Corrective Maintenance	Building Equipments & machines/sports facilities	100% compliance	Engineering & Maintenance Section	annually	Ocular inspection and evaluation, estimating and supervision	weekly/monthly/ quarterly	
5	Preventive Maintenance	Building Equipments & machines/sports facilities	100% compliance	Engineering & Maintenance Section	annually	Ocular inspection and evaluation, estimating and supervision	weekly/monthly/ quarterly	