

Request for Technical Assistance for Special Sanitation and Disinfection of the Offices

This technical assistance is particular to the provision of clean and COVID-19 free offices and facilities. Regular sanitation and disinfection of the offices is being conducted every weekend even without a request from offices. This process is applicable only to those offices with COVID-19 positive employees and close contact. This can be scheduled during working days provided that the request must be properly coordinated with the Human Resource Management and Development Division (HRMDD) and General Administrative Service Division (GASD) for recommendation and approval.

Office or Division:	General Services Section-Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G Government-to-Government			
Who may avail:	DSWD-NCR Field Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished manual request form (Request for Technical Assistance); or Verbal Request		General Services Section-Administrative Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request using the manual request form. Ensure that the request is properly communicated to Human Resource Management and Development Division (HRMDD) and Administrative Division (AD), and has approval.	1.1 Review, check and coordinate with HRMDD and AD.	None	15 minutes	<i>Ms. Melanie F. Quema AO IV – General Services Section</i>
	1.2 Receive the request and forward to assigned personnel for appropriate action.		10 minutes	
	1.3 Verify the disinfection schedule and see if there is a pending request.		15 minutes	
	1.4 Notify if the requested date/ time is approved/ confirmed by the affected office so they could vacate at once. Otherwise, inform the next available date/time of the disinfection schedule.		10 minutes	

2. Adjust the work schedule of their employees. - No employee shall be allowed to work/enter the office on the day/hour of the disinfection schedule	2.1 Perform all necessary preparations in accordance with the Department's safety and health protocol.	None	1 hour	<i>Ms. Melanie F. Quema AO IV – General Services Section</i>
	2.2 Proceed to the area/office and implement the sanitation and disinfection procedure		3 hours	
	2.3 Coordinate with the requesting office after the activity.		5 minutes	
3. Fill-out the feedback form (Client Satisfaction Measurement Form) and submit to the assigned personnel.	Feedback form (Client Satisfaction Measurement Form) shall be attached to the manual request form (Request for Technical Assistance) and submit to assigned Admin staff for encoding and filing	None	5 minutes	<i>Ms. Melanie F. Quema AO IV – General Services Section</i>
TOTAL		NONE	5 hours	