

### 3. Issuance of Equipment Rental Request Order (ERRO)

Equipment Rental Request Order (ERRO) is issued for rental of heavy equipment and other construction equipment and machineries.

<b>Office or Division:</b>	Provincial Engineer's Office (PEO) - Equipment Pool Management (EPM) Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government-to-Business, G2C - Government-to-Client			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request for equipment duly approved by the Local Chief Executive (LCE) (1 original)		Client or citizen requesting		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request duly approved by Local Chief Executive (LCE).	1.1. Receive request letter and submit to Provincial Engineer (P.E.) for action.	None	5 Minutes	<i>Administrative Aide IV</i> PEO - Supply Management and Administrative Division (SMAD)
	1.2. Act on the Letter Request.	None	7 Minutes	<i>Provincial Engineer or Authorized Representative</i> PEO - SMAD
2. Submit Letter Request with note from Provincial Engineer (P.E.).	2.1 Evaluate and investigate area.	None	1 Day	<i>Engineer III</i> PEO - Equipment Pool Management (EPM) Division
	2.2. Prepare ERRO.	None	5 Minutes	<i>Admin. Aide VI</i> PEO - EPM Division
	2.3. Submit ERRO to Provincial Administrator's Office (PaDO) for approval of the Provincial Governor.	None	3 Days	<i>Admin. Aide IV</i> Provincial Administrator's Office (PaDO)

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.4. Record in Release Logbook approved ERRO and return to PEO-EPM Division.	None	5 Minutes	<i>Admin. Aide IV</i> Provincial Administrator's Office (PaDO)
	2.5. Notify requesting client of the approved of ERRO and release.	None	5 Minutes	<i>Admin. Aide VI</i> PEO - EPM Division
3. Present Equipment Rental Request Order (ERRO) and pay to the Cashier.	3.1. Process payment and issue Official Receipt	Salary/day a. Driver - PHP 785.38 b. Operator - PHP 825.11 c. C&TH - PHP 712.44  Equipment Rental/day a. Excavator PC100 - PHP 12,195.27 b. Excavator PC200 - PHP 13,478.40 c. Excavator PC400 - PHP 17,971.20 d. Excavator EX125 - PHP 13,478.40 e. Volvo Wheel Excavator - PHP 13,478.40 f. JCB Floating Excavator - PHP 15,130.32 g. D65 Dozer - PHP 11,059.20	10 Minutes	<i>Cashier</i> Window 1 - Provincial Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		h. D155/D8R Dozer - PHP 15,940.80 i. 10W Dump Truck - PHP 6,220.80 j. 6W Dump Truck - PHP 4,838.40 k. WA250 Loader - PHP 10,256.76 l. WA180 Loader - PHP 8,294.40 m. LX100 Loader - PHP 10,256.76 n. Compactor/Roller - PHP 7,603.20 o. Grader GD511R - PHP 11,750.40 p. Grader GD611A - PHP 11,923.20 q. Boom Truck - PHP 6,220.80 r. Prime Mover with Trailer - PHP 15,560.30 s. Fork Lift - PHP 6,220.80 t. Concrete Mixer - PHP 6,220.80 u. Stake Truck - PHP 6,220.80 v. Drill Rig - PHP 26,137.15		
4. Return to PEO-EPM Division, present Official Receipt and ERRO.	4.1. Schedule utilization of equipment.	None	5 Minutes	<i>Engineer III</i> PEO - EPM Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Utilize Equipment	5.1. Deliver or release equipment to client for utilization	None	5 Minutes	<i>Driver/Operator, Engineer III</i> PEO - EPM Division
		<b>Salary/day</b> <b>a. Driver</b> - PHP 785.38 <b>b. Operator</b> - PHP 825.11 <b>c. C&amp;TH</b> - PHP 712.44  <b>Equipment Rental/day</b> <b>a. Excavator PC100</b> - PHP 12,195.27 <b>b. Excavator PC200</b> - PHP 13,478.40 <b>c. Excavator PC400</b> - PHP 17,971.20 <b>d. Excavator EX125</b> - PHP 13,478.40 <b>e. Volvo Wheel Excavator</b> - PHP 13,478.40 <b>f. JCB Floating Excavator</b> - PHP 15,130.32 <b>g. D65 Dozer</b> - PHP 11,059.20 <b>h. D155/D8R Dozer</b> - PHP 15,940.80 <b>i. 10W Dump Truck</b> - PHP 6,220.80	4 Days, 52 Minutes	
<b>TOTAL:</b>				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<b>TOTAL:</b>	j. 6W Dump Truck - PHP 4,838.40 k. WA250 Loader - PHP 10,256.76 l. WA180 Loader - PHP 8,294.40 m. LX100 Loader - PHP 10,256.76 n. Compactor/Roller - PHP 7,603.20 o. Grader GD511R - PHP 11,750.40 p. Grader GD611A - PHP 11,923.20 q. Boom Truck - PHP 6,220.80 r. Prime Mover with Trailer - PHP 15,560.30 s. Fork Lift - PHP 6,220.80 t. Concrete Mixer - PHP 6,220.80 u. Stake Truck - PHP 6,220.80 v. Drill Rig - PHP 26,137.15		