



## 1. Rental of Heavy Equipment

The Local Government Unit of Midsayap's heavy equipments are rented by other government agencies and private individuals or organizations in this municipality. The rentals are contributory to the revenue generation of this agency.

<b>Office or Division:</b>	Office of the General Services Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen/ G2G-Government to Government			
<b>Who may avail:</b>	Government and/or Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 Accomplished Application for Equipment Rental Agreement Form (3 copies)		Office of the General Services Officer		
Official Receipt (1 original copy)		Municipal Treasurer's Office (Windows 1-6)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit accomplished Application for Equipment Rental Agreement Form at the receiving area.	1. Receive accomplished Application for Equipment Rental form	None	7 Minutes	<i>Administrative Aide IV</i> <i>Administrative Officer III</i> Office of the General Services Officer
2. Pay corresponding fees at the Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the Office of the General Services Officer	2. Issuance of Official Receipt	ER = No of Days/Hour x Rate/Day/Hour (Please refer to Table of Fees)		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer



	2.1. Receive Official Receipt & forward approved ERA to Motorpool Incharge for scheduling & dispatching	None	30 Minutes	<i>Labor Foreman</i> Office of the General Services Officer
3. Receive approved schedule for equipment rental	3. Inform client of the schedule	None	5 Minutes	<i>Labor Foreman</i> Office of the General Services Officer
	<b>TOTAL:</b>	<b>Please refer to table of fees</b>	<b>42 Minutes</b>	

### Table of Fees

(Municipal Ordinance No. 354)

<p>Government (Inclusive of fuel &amp; Oil) Bulldozer = 600.00/Hr Grader = 500.00/Hr Payloader = 350.00/Hr Backhoe = 500.00/Hr Backhoe Loader = 500.00/day Dumptrucks: 6 wheelers=350.00/day Elf = 500.00/day Road Roller = 300.00/Hr Self Loding = 200.00/Hr Crowler-Small Backhoe = 250.00/Hr Grass Cutter = 100.00/day</p> <p>Computation: ER=(No.of Hours or Days x Rate/Hour)</p>	<p>Private (Exclusive of fuel &amp; Oil) Bulldozer = 2,000.00/Hr Grader = 1,200.00/Hr Payloader = 1,000.00/Hr Backhoe = 1,000.00/Hr Backhoe Loader = 1,000.00/day Dumptrucks: 6 wheelers=500.00/day Elf = 1,500.00/day Road Roller = 1,000.00/Hr Self Loding = 1,000.00/Hr Crowler-Small Backhoe = 400.00/Hr Grass Cutter = 200.00/day</p> <p>Computation: ER=(No.of Hours or Days x Rate/Hour)</p>
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