

II. PADC CITIZEN'S CHARTER ON RENTAL OF PADC EQUIPMENT/TOOLS

			Contact Nos.
1. Letter request for the quotation on the rental of equipment/tools addressed to Office of the President.	1 day	Office of the President	853-7756
2. Marketing prepares the Equipment Rental Agreement (ERA) to be signed by customer.	1 hour	J. Solomon	852-3471
3. ERA to be approved by PADC President.	1 day	Office of the President	853-7756
4. If ERA already signed by customer and approved by President, Marketing coordinates with Maintenance Repair Overhaul Services (MROS) for the release of the equipment/tool to be rented out.	30 mins	J. Solomon	852-3471
PADC Customer Care Center: Contact Persons: Antonio M. Suba - Director, Treasury Dept/ OIC, M & E Annie N. Bersamira - OIC, Marketing Department		Contact Numbers 851-9204 852-3471	