



## Air-conditioned Works

### ABOUT THE SERVICE

The Building Maintenance Office (BMO) is committed to render service and to ensure prompt and service to the public.

<b>Department / Office:</b>		<b>BUILDING MAINTENANCE OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2G - Government to Government		
<b>Who may avail</b>		Nagueños coming from office of the diff. Brgy.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Letter of Request				
• Job Order		• City Mayors Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring letter request / job order on a first come and first serve basis			5 minutes	FELIX G. LEDESMA JR. (Job Order)
	2. Visit the site for inspection of air-conditioned unit to be repair		30 minutes	RONALD E. MORALES Admin. Aide I (Team leader)
	3. Encode the reported damage		5 minutes	DAN ANTHONY L. MORANO Admin. Aide I (Casual)
	4. Prepare the materials to be used		1 hour	ARN PAUL SA. SERRANO Admin. Aide I (Casual)
	5. Cleaning air-conditioned unit		2 hour and 30 minutes	FRANKLIN S. AZAÑA JR. Admin. Aide I (Casual)  BENIGNO VICTORIO B. COSA RCA Technician (Job Order)
	6. Submit the accomplishment report to the BMO admin office.		5 minutes	MARIA EMIGHAY A. ROSERO Admin. Aide (Job Order)
<b>TOTAL</b>			4 hours and 15 minutes.	

### BUILDING MAINTENANCE OFFICE

City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact

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