



Carpentry Works

ABOUT THE SERVICE

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

Department / Office:		BUILDING MAINTENANCE OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2G - Government to Government		
Who may avail		nagueñues coming from different barangay		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Letter of Request				
• Job Order		• City Mayors Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring letter request / job order			5 minutes	FELIX G. LEDESMA JR. (Job Order)
	2. Visit the site for inspection		30 minutes	ARNULFO B. AZUTEA Admin. Aide I (Casual) (Team Leader)
	3. Prepare the materials to be used		1 hour	ARN PAUL SA. SERRANO Admin. Aide I (Casual)
	4. Installation of cabinet, partition		21 hour	ROLAND M. OLAYAO Admin. Aide I (Casual) ZALDY M. CAPORADO Admin. Aide I (Casual)
	5. Submit the accomplishment report to the BMO admin office.		5 minutes	MARIA EMIGHAY A. ROSERO Admin. Aide (Job Order)
TOTAL			3 hour and 40 minutes	

BUILDING MAINTENANCE OFFICE

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

For more information, please contact

Jarwin G. Evangelista, Engineer I / Head of Office

Tel. No. (054) 205-2980 local 310

E-mail: Jarwinevangelista32@gmail.com