



Electrical 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		Nagueños 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 of electrical system		30 minutes	RENATO C. ASICO Admin. Aide I (Casual)
	3. Prepare the materials to be used		1 hour	ARN PAUL SA. SERRANO Admin. Aide I (Casual)
	4. Installation of LED bulb, outlet, breaker.		2 hour	RONNIE B. UNTALAN Admin. Aide IV (Electrician II) (Team Leader) RAFAEL VICTOR S. BRIONES Admin. Aide I (Casual) RAFFY JOHN D. PUYOT Admin. Aide (Job Order)
	5. Submit the accomplishment report to the BMO admin office.		5 minutes	MARIA EMIGHAY A. ROSERO Admin. Aide (Job Order)
TOTAL			3 hour 40 mins.	

BUILDING MAINTENANCE OFFICE

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

For more information, please contact

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