



Painting 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 of request/job order			5 minutes	FELIX G. LEDESMA JR. (Job Order)
	2. Visit the site for inspection		30 minutes	LEONARDO P. CADORES JR. Admin. Aide I (Casual) (Team Leader)
	3. Prepare the materials to be used		1 hour	ARN PAUL SA. SERRANO Admin. Aide I (Casual)
	4. Painting of cabinet, partition		35 hour	JOEL G. ABASOLA 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			36 hour and 40 minutes	

BUILDING MAINTENANCE OFFICE

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

For more information, please contact

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