



## Availing Naga City Enzyme as Compost Enhancer and Household Garbage Deodorizer

### ABOUT THE SERVICE

Barangay officials and residents, student researchers and other private individuals/groups can avail Enzyme as Compost Enhancer and Household Garbage Deodorizer from the Naga City Solid Waste Management Office (SWMO).

<b>Department / Office:</b>		<b>SOLID WASTE MANAGEMENT OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2G - Government to Government		
<b>Who may avail</b>		Any Resident/ Barangay Official/Researchers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter of request / job order specifying the service needed</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the SWMO  The personnel in charge receives and records in the logbook and submits it to the Head of Office		P	3 minutes	MAE Z. HERMINA Designate Receiving/Records Clerk (MRF)
	2. Notation  The Head of Office evaluates the request and endorse the same to the In-Charge of Enzyme.		3 minutes	Engr. JOEL P. MARTIN City Government Department Head I / SWM Officer I
	3. Implementation / Releasing  The In-Charge of the Enzyme Production explains to the client/s the benefits and the proper way of using the enzyme for specific purpose and releases the item		5 Minutes	MELCHOR E. LLANTERO Administrative Aide (Job Order)  HEYDEE C. REOLOPE Metro Aide I (Transport Dispatcher)  ANTHONY LLANTERO Enzyme Production Staff
<b>TOTAL</b>		P	11 Minutes	

### SOLID WASTE MANAGEMENT OFFICE

Naga City Motorpool Compound, Roxas Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Engr. Joel P. Martin, City Government Department Head I / SWM Officer I

Tel No. (054) 8818990

E-mail: [swmonaga17@yahoo.com](mailto:swmonaga17@yahoo.com)