



Availing of Special Concerns Office Project

ABOUT THE SERVICE

The Special Concerns Office (SCO) implements small scale community projects under Administrative Order No. 2011-007 by the Local Chief Executive embodied through unified community efforts, the construction and repair of drainages, pathways, public restrooms, pavements for communal use, and all other projects as may be deemed necessary by the Local Chief Executive under Special Projects

Department / Office:		SOLID WASTE MANAGEMENT OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter of request / job order specifying the project needed 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the CMO/SWMO	2. The personnel in charge receives and records in the logbook and submits it to the Head of the Solid Waste Management Office (SWMO).	P	3 minutes	CITY MAYOR'S OFFICE Staff MAE Z. HERMINA Designate Receiving/Records Clerk (MRF)
	3. Notation The Head of Office evaluates the request and endorse the same to the Project Officer-in-Charge of the Special Concerns Office (SCO).		3 minutes	Engr. JOEL P. MARTIN City Government Department Head I / SWM Officer I
	4. Evaluation and Assessment The Special Concerns Office in-charge evaluates and assesses the request on site and prepares the program of works, cost estimates and design (depending on the request).		1 day	SHERWIN Q. MAMANSAG Architect I (In-charge, Special Concerns Office) CHRISTIAN ERIC P. AÑONUEVO Administrative Aide I (Draftsman) VICTOR R. SEVILLA Administrative Aide I (Casual) Field Foreman
	5. Recommendation and Approval			



	The Head of Office reviews and evaluates the result of the inspection and approves the request.		15 minutes	Engr. JOEL P. MARTIN City Government Department Head I / SWM Officer I
	6. Implementation The Head of Office assigns to the Project Officer-in-charge and implement the small scale community project		A. Urgent small infrastructure projects – 1 day B. Small infrastructure projects – within the week	Engr. JOEL P. MARTIN City Government Department Head I / SWM Officer I ARCH. SHERWIN Q. MAMANSAG Architect I (In-charge, Special Concerns Office)
TOTAL		P	3 days and 2hrs	

SOLID WASTE MANAGEMENT OFFICE

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

For more information, please contact:

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