



Availing of Transportation Assistance

ABOUT THE SERVICES

Transport assistance is a service provided by the Naga City Motorpool to barangay officials, concerned citizens and City Government departments / offices requiring transportation whether within or outside the city.

Types of delivery services:

- Funeral Services
- Lipat Bahay
- Other service vehicle

| Department / Office: | | SOLID WASTE MANAGEMENT OFFICE | | |
|--|---|--------------------------------------|------------------------|---|
| Classification: | | Simple | | |
| 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 specifying the service needed. | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit letter of request to the personnel in-charge at the City Mayor's office for approval. | 2. A job order is prepared and issued. | P | 5 minutes | CITY MAYORS OFFICE Staff |
| 3. Submit the approved request to the personnel in-charge at the SWMO. | 4. The Transport Dispatcher records the request and check for the availability of vehicle. | | 3 minutes | HEYDEE C. REOLOPE Metro Aide I (Transport Dispatcher) ANNABEL PERAN Designate Alternate Dispatcher (MRF) |
| | 5. Notation of the Motorpool Chief The Chief of the Motorpool evaluates the request and endorses the same to the transport dispatcher. | | 2 minutes | Engr. JOEL P. MARTIN City Government Department Head I / SWM Officer I |
| | 6. Dispatching / Scheduling The Transport Dispatcher assigns a driver who coordinates with the requesting person / office | | As per request | Service Drivers: ARNEL R. HICBAN Driver (Job Order) DOMINGO C. LORIA Driver (Job Order) CHRISTIAN O. ALANO |



| | | | | |
|--------------|--|--|---|--|
| | | | | Driver (Job Order) RODOLFO B. EDUARDO, JR. Administrative Aide I (Casual) ANDREW FRANCIS D. PADILLA Administrative Aide I (Casual) NOEL A. FRANCISCO Administrative Aide I (Casual) RONALD GREG DV. AGUILA Administrative Aide III ZOILO DJ. OBAL Metro Aide I SAMUEL B. BEA Metro Aide II |
| TOTAL | | | P | 10 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