



Requesting Heavy Equipment Support Service

ABOUT THE SERVICE

Barangay officials, concerned citizens, and the Naga City Government Departments/Offices can request Heavy Equipment from the Naga City Motorpool for the following type of services:

- Road Preparation
- Hauling debris and earth fill
- Clearing of road and shoulders
- Demolition works

Department / Office:		SOLID WASTE MANAGEMENT OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Citizens G2G - Government to Government		
Who may avail		Any Resident/ Barangay Official		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Letter of request / job order specifying the service needed 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the SWMO.	2. The personnel in charge receives and records in the logbook and submits it to the Motorpool Chief.	P	3 minutes	MAE Z. HERMINA Designate Receiving/Records Clerk Staff (MRF)
	3. Notation The Motorpool Chief evaluates the request and endorse the same to the Transport Dispatcher.		3 minutes	Engr. JOEL P. MARTIN City Government Department Head I / SWM Officer I
	4. Evaluation and Assessment The Heavy Equipment Operator evaluates and assesses the requests on site.		2 hours	JAIME A. VILLARE JR. Administrative Aide IV / Mechanic I (Motorpool in Charge) EDMUNDO A. DACULLO JR. Administrative Aide I (Heavy Equipment Operator I)
	5. Recommendation and Approval The Motorpool chief reviews and evaluates the result of the Heavy Equipment Operator		15 minutes	Engr. JOEL P. MARTIN City Government Department Head I / SWM Officer I



	inspection and approves the request.			
	6. Implementation The transport Dispatcher assigns to the Heavy Equipment Operator on site and prepares the Heavy Equipment		1 day to 1 week (or depending on the work program)	<p>HEYDEE C. REOLOPE Metro Aide I (Acting Transport Dispatcher)</p> <p>EDMUNDO A. DACULLO JR Administrative Aide I (Heavy Equipment Operator I) Operator I</p> <p>JEFFREY P. GOMEZ Administrative Aide I (Heavy Equipment Operator I)</p> <p>RICKY RODRIGUEZ Administrative Aide I (Heavy Equipment Operator I)</p>
	TOTAL	P	7 Days & 141 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

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