



## Plumbing and Shallow Well Services

### ABOUT THE SERVICE

The office of WATER SERVICES DIVISION is committed to render services and pledges to the residents of Naga City.

<b>Department / Office:</b>		<b>WATER SERVICES DIVISION</b>		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Residents of Naga City		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Bring letter of request for: a. New installation or replacement/repair of Jetmatic pumps. b. Installation of public faucets. c. Installation for lateral lines.				
Job Order for: Installation/repair of water facilities at all government-owned buildings.		<ul style="list-style-type: none"> <li>City Mayors Office</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>A. Request for installation of shallow well.</b>  1. Inspection of request.				EMILIA B. CAYONTE L.Inspector
	2. Inspection		5 minutes	SHAMANE MENEL P. DE LOS SANTOS Admin. Aide I (Casual)  ROLANDO M. DEL CASTILLO Const. Maint. Man
	3. Drilling / Implementation of shallow well		1 day	FRANCIS O. SAROL Admin. Aide III / Plumber I  BERNARDO R. BELO Admin. Aide I (Casual)  ROY T. ABAGAT



	4. Installation		3 days (depends on the location)	Shallow Driller (Job Order)  JULIO R. STO. DOMINGO Shallow Driller (Job Order)  ERWIN S. MILLAPRE Laborer (Job Order)  CRISANTO MORALES
<b>B. Repair / Replacement of Jetmatic pump</b>				ROLANDO M. DEL CASTILLO Const. Maint. Man  FRANCIS O. SAROL Admin. Aide III / Plumber I
1. Inspection of request.	2. Inspection		1 day	
	3. Repair / replacement of Jetmatic pump.		1 day	BERNARDO R. BELO Admin. Aide I (Casual)  MARLON Q. POSUGAC Shallow Driller (Job Order)  JULIO R. STO. DOMINGO Shallow Driller (Job Order)  ERWIN S. MILLAPRE Laborer (Job Order)
<b>C. Request for Installation of Public Faucet</b>				EMILIA B. CAYONTE L. Inspector  SHAMANE P. DE LOS SANTOS
1. Inspection of Request,			1 day	



	2. Endorsement to MNWD		5 minutes	<p>Admin. Aide I (Casual)</p> <p>ROLANDO M. DEL CASTILLO Const. Maint. Man</p> <p>FRANCIS O. SAROL Admin. Aide III / Plumber I</p> <p>BERNARDO R. BELO Admin. Aide I (Casual)</p>
	3. Pipe laying		1 day	<p>MARLON Q. POSUGAC Shallow Driller (Job Order)</p> <p>JULIO R. STO. DOMINGO Shallow Driller (Job Order)</p> <p>ERWIN S. MILLAPRE Laborer (Job Order)</p>
<p><b>Request for Installation of Lateral Lines</b></p> <p>1. Inspection of Requests</p>			1 day	<p>EMILIA B. CAYONTE L, Inspector</p> <p>SHAMANE P. DE LOS SANTOS Admin. Aide I (Casual)</p> <p>FRANCIS O. SAROL Admin. Aide III / Plumber I</p>



				BERNARDO R. BELO Admin. Aide I (Casual)  JULIO R. STO. DOMINGO Shallow Driller (Job Order)  ERWIN S. MILLAPRE Laborer (Job Order)
	2. Endorsement to MNWD		1 day	
<b>TOTAL</b>			11 days and 10 mins	

**WATER SERVICES DIVISION – CITY MAYOR’S OFFICE**

Old LTO Building., City Hall Compound, Ma. Cristina St., Concepcion Pequeña, Naga City

For more information, please contact:

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