



Uploading of Information at Naga City Website

ABOUT THE SERVICE

The City is responsible to update the needed information on the website. Naga City website provides the public access to government documents that will be more convenient to people and for them to easily locate their needs.

Department / Office:		i-GOVERNANCE OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2G - Government to Government		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Document/s for uploading 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document/s	2. The person-in-charge will receive the document/s.		1 minute	Administrative Aide
	3. The document is reviewed and approved for uploading.		2 minutes	HUBERTO I. URSUA Program Director
	3. Scanning of document/s. Once approved, person-in-charge will scan the document/s to the computer.		3 minute	Administrative Aide
	4. Uploading and checking of links. The document/s will be uploaded on the website.		3 minute	Administrative Aide
TOTAL		None	9 minutes	

i-GOVERNANCE OFFICE

2/F R.S. Roco Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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