



Air-condition Works

ABOUT THE SERVICE

The Building Maintenance Office (BMO) is committed to render service and to ensure prompt and service to the public.

Department / Office:		BUILDING MAINTENANCE OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2G - Government to Government		
Who may avail		Nagueños coming from office of the diff. Brgy.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Letter of Request				
• Job Order		• City Mayors Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring letter request / job order on a first come and first serve basis.			5 minutes	FELIX G. LEDESMA JR. (Job Order)
	2. Visit the site for inspection of air-conditioned unit to be repair.		30 minutes	RONALD E. MORALES Administrative Aide I (Team leader)
	3. Encode the reported damage.		5 minutes	DAN ANTHONY L. MORANO Administrative Aide I (Casual)
	4. Prepare the materials to be used.		1 hour	ARN PAUL SA. SERRANO Administrative Aide I (Warehouse Man)
	5. Cleaning air-conditioned unit.		2 hour and 30 minutes	FRANKLIN S. AZAÑA JR. Administrative Aide I (Casual) DHELON DELOS SANTOS RCA Technician (Job Order) BENIGNO VICTORIO B. COSA RCA Technician (Job Order)
	6. Visit the site for inspection of Completion.		15 minutes	EMILIO F. CANDELARIA Administrative Aide VI /



				Operation Head
	7. Submit the accomplishment report to the BMO admin office.		5 minutes	ZENITH OLIVERA Administrative Aide (Job Order)
	TOTAL		4 hours and 15 minutes.	

BUILDING MAINTENANCE OFFICE

City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact

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