



## Carpentry Works

### ABOUT THE SERVICE

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

<b>Department / Office:</b>		<b>BUILDING MAINTENANCE OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2G - Government to Government		
<b>Who may avail</b>		Nagueños coming from different barangay		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Letter of Request				
• Job Order		• City Mayors Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring letter request / job order			5 minutes	FELIX G. LEDESMA JR. (Job Order)
	2. Visit the site for inspection		30 minutes	ARNULFO B. AZUTEA Administrative Aide I  ZALDY M. CAPORADO Administrative Aide I / Team Leader
	3. Prepare the materials to be used		1 hour	ARN PAUL SA. SERRANO Administrative Aide I (Warehouse Man)
	4. Installation of cabinet, partition		21 hour	ARNULFO B. AZUTEA Administrative Aide I  ALEJO B. ROXAS, JR. Administrative Aide (Job Order)
	5. Visit site for inspection of Completion		10 minutes	EMILIO F. CANDELARIA Administrative Aide VI / Operation Head
	6. Submit the accomplishment report to the BMO admin office.		5 minutes	ZENITH OLIVERA Administrative Aide (Job Order)
<b>TOTAL</b>			3 hours and 40	



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**BUILDING MAINTENANCE OFFICE**

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

For more information, please contact

Jarwin G. Evangelista, Engineer I / Head of Office

Tel. No. (054) 205-2980 local 310

E-mail: [Jarwinevangelista32@gmail.com](mailto:Jarwinevangelista32@gmail.com)