



Electrical 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 different barangay		
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			5 minutes	FELIX G. LEDESMA JR. (Job Order)
	2. Visit the site for inspection of electrical system		30 minutes	RONNIE B. UNTALAN Administrative Aide IV / Electrical Team Leader
	3. Prepare the materials to be used		1 hour	ARN PAUL SA. SERRANO Administrative Aide I (Warehouse Man)
	4. Installation of LED bulb, outlet, breaker.		2 hour	RAFAEL VICTOR S. BRIONES Administrative Aide I (Casual) JASON S. BILBAO Administrative Aide (Job Order) RAFFY JOHN D. PUYOT Administrative Aide (Job Order) MICHAEL BARJA Administrative Aide (Job Order)
	5. Visit the site for		15 minutes	EMILIO F.



	inspection of Completion			CANDELARIA Administrative Aide VI / Operation Head
	6. Submit the accomplishment report to the BMO admin office.		5 minutes	MARIA EMIGHAY A. ROSERO Administrative Aide (Job Order)
TOTAL			3 hour 40 mins.	

BUILDING MAINTENANCE OFFICE

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

For more information, please contact

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