



## Painting 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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring letter of request/job order			5 minutes	FELIX G. LEDESMA JR. (Job Order)
	2. Visit the site for inspection		30 minutes	LEONARDO P. CADORES JR. Administrative Aide I (Casual)
	3. Prepare the materials to be used		1 hour	ARN PAUL SA. SERRANO Administrative Aide I (Warehouse Man)
	4. Painting of cabinet, partition		35 hour	LEONARDO P. CADORES, JR. Administrative Aide I (Casual)
	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>			36 hours and 40 minutes	

### 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)