



## Plumbing 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 of request / job order			5 minutes	FELIX G. LEDESMA JR. (Job Order)
	2. Visit the site for inspection		30 minutes	MANUEL P. OQUINDO Administrative Aide I (Casual)
	3. Prepare the materials to be used		1 hour	ARN PAUL SA. SERRANO Administrative Aide I (Warehouse Man)
	4. Repair plumbing fixture lavatories, faucets		1 hour	ANGEL V. ARROYO Administrative Aide I (Casual)  MANUEL F. OQUINDO Administrative Aide I (Casual)  RAMON SANORJO 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		5 minutes	ZENITH OLIVERA



	admin office.			Administrative Aide (Job Order)
<b>TOTAL</b>			2 hour and 40 minutes	

**BUILDING MAINTENANCE OFFICE**

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

For more information, please contact

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