



## Availing of Information, Education Campaign / Training Services

### ABOUT THE SERVICES

Information, trainings, seminars and the like pertaining to environment, e.g., climate change, etc. can be availed of from the office with prior notification to the office.

<b>Department / Office:</b>		<b>CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Any Resident		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Letter of Request				
• Request Form		• City Environment & Natural Resources Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter and accomplished request form			5 minutes	CARLOS SHERWIN SP. ESTANILAO III Metro Aide I  GIRLIE O. MANAOG Administrative Aide I
	2. Verify / Interview services needed		10 minutes	CHRISTOPHER JHUN D. ZANTUA Administrative Officer II
	3. Synchronize Schedule		5 minutes	CHRISTOPHER JHUN D. ZANTUA Administrative Officer II
	4. Calendar Agreement		5 minutes	CHRISTOPHER JHUN D. ZANTUA Administrative Officer II
	5. Approval		5 minutes	ENGR. ALEXANDER N. CANING CGDH I City ENRO
<b>TOTAL</b>		P	30 minutes	

### CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Engr. Alexander N. Caning, City Government Department Head I / City ENRO

Tel No. (054) 205-2980 loc 1140

E-mail: [enro@naga.gov.ph](mailto:enro@naga.gov.ph)