



Securing Data / Information Service from ENRO

ABOUT THE SERVICES

Data on Naga River water quality, air ambient quality and some information about the environment and office operations may be availed from the City Environment and Natural Resources Office.

Department / Office:		CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter of Request with accomplished Form 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request with the accomplished form			5 minutes	CARLOS SHERWIN SP. ESTANISLAO III Metro Aide I
	2. Search in-house or refer to concerned person / division / office		15 minutes	JAYSON T. VARGAS Administrative Officer II OIC Pollution and Waste Management Division ALEX M. SAN JOSE Administrative Aide III / OIC Watershed Management Division CHRISTOPHER JHUN D. ZANTUA Administrative Officer II / OIC Socio-Cultural Division ENGR. DANILO B. CEA Administrative Officer V
	3. Approval of Request		10 minutes	ENGR. ALEXANDER N. CANING CGDH I City ENRO
	4. Agreement Date / Release of Data		5 minutes	MARVIN J. SAGUN Metro Aide II / Technical Staff



				ALEX M. SAN JOSE Administrative Aide III OIC Watershed Management Division
TOTAL		P	35 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. Caring, City Government Department Head I / City ENRO

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