



Securing Ornamentals / Tree Seedlings for Planting

ABOUT THE SERVICES

Individuals, groups, and institutions (government or private) may avail of the tree seedlings and ornamental plants ground in the ENRO nursery. This can be availed thru letter request or directly to the office upon evaluation or signing of contract.

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"> Request form Letter request and/or MOA signing for organized group on institution 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished request form	2. Forward to concerned person.		5 minutes	CARLOS SHERWIN SP. ESTABILSLAO III Metro Aide I CYNTHIA B. FELIX Administrative Aide I
	3. Evaluate request / Recommendation		10 minutes	ENGR. DANILO B. CEA Administrative Officer V
	4. Approval.		3 minutes	ALEXANDER N. CANING CGDH I City ENRO
5. Advise / Release of Seedling.			10 minutes	NOEL T. ELCAMEL Administrative Aide I JULIA P. RAMIREZ Administrative Aide I (Casual) Nursery Aide
TOTAL		P	28 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:

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