



Management and Maintenance of Recreational Facilities

ABOUT THE SERVICE

To provide the Management for the use of the Recreational Facilities such as Naga City Youth Center Rooms/Pool, Metro Naga Sports Complex and its Maintenance.

| Department / Office: | | CITY PARKS AND RECREATIONAL FACILITIES MANAGEMENT OFFICE | | |
|--|--|--|------------------------|---------------------------|
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Citizens | | |
| Who may avail | | All | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Job Order / Mayors Permit | | <ul style="list-style-type: none"> • City Mayor Office • City Administrator Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Write a request letter, to be submitted to the City Mayor Office / City Administrator Office for assessment of Fees and approval. | | | | |
| 2. The approved requests with Job order/ Mayors Permit, Official Receipts of fees to be submitted at the CPRFMO office | 3. Recording and scheduling of the request | Depending on the Requests | 1 day | CPRFMO staff |
| TOTAL | | P | 1 day | |

CITY PARKS AND RECREATIONAL FACILITIES MANAGEMENT OFFICE

Naga City Youth Center, Civic Center Compound, Taal Avenue, Balatas, Naga City

For more information, please contact:

Francisco Paolo Pastor S. Lim, Engineer II / Head of Office

Tel No. (054) 881-9007

Email address: cprfmo@gmail.com