



**Management and Maintenance of City Government-owned lands, buildings, Parks, Plaza, Islands**

**ABOUT THE SERVICE**

The City Parks and Recreational Facilities, Management Office Provides Greening cleanliness, appearance and functionality of parks, public areas, spaces and recreational facilities, Naga Youth Center, JMR Coliseum, and the Metro Naga Sports Complex.

<b>Department / Office:</b>		<b>CITY PARKS AND RECREATIONAL FACILITIES MANAGEMENT OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Government to Citizens		
<b>Who may avail</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
none				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. To secure Job Order/ Mayors Permit from the City Administrator.			5 minutes	CMO Staff
2. The Client will give the JO to the CPRFMO for records and scheduling of the job.	3. The office will schedule the Job Order as received.	Depending on the JO filled.	10 minutes	CPRFMO Head and Staff
<b>TOTAL</b>		P	15 minutes	

**CITY PARKS AND RECREATIONAL FACILITIES MANAGEMENT OFFICE**  
 Naga City Youth Center, Civic Center Compound, Taal Avenue, Balatas, Naga City  
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