



Provision of Disinfection and Decontamination Services

ABOUT THE SERVICE

Disinfection practices are important to reduce the potential for COVID-19 virus contamination in non-healthcare settings, such as in the home, office, schools, gyms, publicly accessible buildings, faith-based community centers, markets, transportation and business settings.

Department/ Office:		CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE		
Classification:		Complex		
Type of Transaction:		Government to Citizens Government to Business Government to Government		
Who may avail		Citizens of Naga City and Stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter request for decontamination service addressed to the City Mayor attention to the CDRRMO. 				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for decontamination (ideally a day before schedule).	2. Receives letter of request and endorses it to the DECON team.	None	2 – 3 minutes	Administrative Clerk
	3. Receives and approves request for decontamination.		Within a day upon receipt of request	Team Leader for DECON Team
	4. Schedule time and date of decontamination.		1 minute	
	5. Decontamination of the area.		5 – 10 minutes	DECON Team
	6. Submit report on areas decontaminated.		After decontamination	Administrative Clerk
TOTAL			2 – 3 days	

CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

2nd Floor Social Development Center Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City, Camarines Sur

For more information, please contact:

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