



Securing Assistance to the NGOs and other Client Requests

ABOUT THE SERVICE

Lingkod Barangay Office assists Barangay-Based Government Organizations (GO's) and Non-Government Organization (NGO's) and realization of their respective programs and activities by providing logistics assistance to compliment the needs of the organization.

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|----------------------------------|---|--------------------------------|------------------------|--|
| Department / Office: | | LINGKOD BARANGAY OFFICE | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Citizens | | |
| Who may avail | | NGOs, any residents | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| • Approved Letter Request | | Requesting Party | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Provide Logistical assistance as per approved by the City Mayor. | | 3 - 5 minutes | RUBEN D. JIMENEZ JR. Administrative Assistant II (Casual) DENNIS F. DE JESUS Administrative Aide III (Casual) |
| TOTAL | | P | 5 minutes | |

LINGKOD BARANGAY OFFICE

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Ruel O. Barrios, City Government Department Head I / Lingkod Barangay Officer I

Tel. Nos. (054) 472-7919 loc 3260

E-mail: lbo@naga.gov.ph