



Availing Naga City Enzyme as Compost Enhancer and Household Garbage Deodorizer

ABOUT THE SERVICE

Barangay officials and residents, student researchers and other private individuals/groups can avail Enzyme as Compost Enhancer and Household Garbage Deodorizer from the Naga City Solid Waste Management Office (SWMO).

Department / Office:		SOLID WASTE MANAGEMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2G - Government to Government		
Who may avail		Any Resident/ Barangay Official/Researchers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter of request / job order specifying the service needed 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the SWMO The personnel in charge receives and records in the logbook and submits it to the Head of Office.		P	3 minutes	MAE Z. HERMINA Designate Receiving/Records Clerk (MRF)
	2. Notation The Head of Office evaluates the request and endorse the same to the In-Charge of Enzyme.		3 minutes	Engr. JOEL P. MARTIN CGDH I / SWM Officer I
	3. Implementation / Releasing The In-Charge of the Enzyme Production explains to the client/s the benefits and the proper way of using the enzyme for specific purpose and releases the item.		5 Minutes	JEFFREY M. MILLARES Enzyme Production Staff HEYDEE C. REOLOPE Metro Aide I (Transport Dispatcher) ANTHONY LLANTERO Enzyme Production Staff (MRF)
TOTAL		P	11 Minutes	

SOLID WASTE MANAGEMENT OFFICE

Naga City Motorpool Compound, Roxas Ave., Zone 6, Concepcion Pequeña, Naga City

For more information, please contact:

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