



## Availing of Special Concerns Office Project

### ABOUT THE SERVICE

The Special Concerns Office (SCO) implements small scale community projects under Administrative Order No. 2011-007 by the Local Chief Executive embodied through unified community efforts, the construction and repair of drainages, pathways, public restrooms, pavements for communal use, and all other projects as may be deemed necessary by the Local Chief Executive under Special Projects

<b>Department / Office:</b>		<b>SOLID WASTE MANAGEMENT OFFICE</b>		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Any Resident		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter of request / job order specifying the project needed</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the CMO/SWMO	2. The personnel in charge receives and records in the logbook and submits it to the Head of the Solid Waste Management Office (SWMO).	P	3 minutes	CITY MAYOR'S OFFICE Staff  MAE Z. HERMINA Designate Receiving/Records Clerk (MRF)
	3. Notation  The Head of Office evaluates the request and endorse the same to the Project Officer-in-Charge of the Special Concerns Office (SCO).		3 minutes	Engr. JOEL P. MARTIN CGDH I SWM Officer I
	4. Evaluation and Assessment  The Special Concerns Office in-charge evaluates and assesses the request on site and prepares the program of works, cost estimates and design (depending on the request).		1 day	SHERWIN Q. MAMANSAG Architect I (In-charge, Special Concerns Office)  CHRISTIAN ERIC P. AÑONUEVO Administrative Aide I (Draftsman)  VICTOR R. SEVILLA Construction and Maintenance Man II
	5. Recommendation and Approval  The Head of Office		15 minutes	Engr. JOEL P.



	reviews and evaluates the result of the inspection and approves the request.			MARTIN CGDH I SWM Officer I
	6. Implementation  The Head of Office assigns to the Project Officer-in-charge and implement the small scale community project		A. Urgent small infrastructure projects – 1 day  B. Small infrastructure projects – within the week	Engr. JOEL P. MARTIN CGDH I SWM Officer I  ARCH. SHERWIN Q. MAMANSAG Architect I (In-charge, Special Concerns Office)
<b>TOTAL</b>		P	3 days and 2 hours	

**SOLID WASTE MANAGEMENT OFFICE**

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

For more information, please contact:

Engr. Joel P. Martin, City Government Department Head I / SWM Officer I

Tel No. (054) 8818990

E-mail: [swmonaga17@yahoo.com](mailto:swmonaga17@yahoo.com)