



## Availing of Transportation Assistance

### ABOUT THE SERVICES

Transport assistance is a service provided by the Naga City Motorpool to barangay officials, concerned citizens and City Government departments / offices requiring transportation whether within or outside the city.

Types of delivery services:

- Funeral Services
- Lipat Bahay
- Other service vehicle

<b>Department / Office:</b>		<b>SOLID WASTE MANAGEMENT OFFICE</b>		
<b>Classification:</b>		Simple		
<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 specifying the service 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 personnel in-charge at the City Mayor's office for approval.	2. A job order is prepared and issued.	P	5 minutes	CITY MAYOR'S OFFICE Staff
3. Submit the approved request to the personnel in-charge at the SWMO.	4. The Transport Dispatcher records the request and check for the availability of vehicle.		3 minutes	HEYDEE C. REOLOPE Metro Aide I (Transport Dispatcher)  ANNABEL PERAN Designate Alternate Dispatcher (MRF)
	5. Notation of the Motorpool Chief  The Chief of the Motorpool evaluates the request and endorses the same to the transport dispatcher.		2 minutes	Engr. JOEL P. MARTIN CGDH I SWM Officer I
	6. Dispatching / Scheduling  The Transport Dispatcher assigns a driver who coordinates with the requesting person / office		As per request	<b>Service Drivers:</b> ARNEL R. HICBAN Driver (Job Order)  DOMINGO C. LORIA Driver (Job Order)  CHRISTIAN O. ALANO



				Driver (Job Order)  RODOLFO B. EDUARDO, JR. Administrative Aide I (Casual)  ANDREW FRANCIS D. PADILLA Administrative Aide I (Casual)  NOEL A. FRANCISCO Administrative Aide I (Casual)  RONALD GREG DV. AGUILA Administrative Aide III  ZOILO DJ. OBAL Driver  SAMUEL B. BEA Metro Aide II
<b>TOTAL</b>			P	10 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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