



Requesting Garbage Collection Services

ABOUT THE SERVICE

Barangay officials and residents, schools, churches, commercial establishments, and other private individuals/groups can request garbage collection services 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/Schools/Churches/Commercial Establishments		
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 Public Services Foreman		3 minutes	Engr. JOEL P. MARTIN CGDH I SWM Officer I
	3. Scheduling The Public Services Foreman schedules the request and assigns a garbage collection team who coordinates with the requesting person / office.		5 Minutes	VICTOR B. NAVALES III Public Services Foreman
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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