



## Plumbing and Shallow Well Services

### ABOUT THE SERVICE

The office of Water Services Division is committed to render services and pledges to the residents of Naga City.

<b>Department / Office:</b>		<b>WATER SERVICES DIVISION</b>		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Residents of Naga City		
<b>CHECKLIST OF REQUIREMENTS</b>				
Bring letter of request for: <ul style="list-style-type: none"> <li>• New installation or replacement/repair of Jetmatic pumps</li> <li>• Installation of public faucets.</li> <li>• Installation for lateral lines.</li> </ul>				
Job Order for: Installation/repair of water facilities at all government-owned buildings.		<ul style="list-style-type: none"> <li>• City Mayors Office</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>REQUEST FOR INSTALLATION OF SHALLOW WELL</b>				
1. Inspection of request.				EMILIA B. CAYONTE L. Inspector
	2. Inspection.		1 day	FRANCIS O. SAROL Plumber I  ROLANDO M. DEL CASTILLO Const. Maint. Man  JULIO R. STO. DOMINGO Casual  ERWIN S. MILLAPRE Administrative Aide I (Casual)
	3. Drilling/ Implementation of shallow well		1 – 3 days	<b>Shallow well drillers:</b>  VILLARANDO B. ORTUA, JR. Job Order  PABLO O. QUINAO, JR. Job Order



<b>REPAIR/ REPLACEMENT OF JETMATIC PUMP</b>				
1. Inspection of request.				ROLANDO M. DEL CASTILLO Const. Maint. Man  FRANCIS O. SAROL Plumber I
	2. Inspection.		1 day	FRANCIS O. SAROL Plumber I
	3. Repair/ replacement of Jetmatic pump.		1 day	FRANCIS O. SAROL Plumber I  ROLANDO M. DEL CASTILLO Const. Maint. Man  FREDDIE M. CEA CEA Job Order  RONALD G. DE JESUS Job Order  MARLON Q. POSUGAC Administrative Aide I (Casual)  ERWIN S. MILLAPRE
<b>REQUEST FOR INSTALLATION OF PUBLIC FAUCET</b>				
1. Inspection of Request.			1 day	EMILIA B. CAYONTE L. Inspector  FRANCIS O. SAROL Plumber I  ROLANDO M. DEL CASTILLO Const. Maint. Man
	2. Endorsement to MNWD.		1 day	EMILIA B. CAYONTE L. Inspector



	3. Pipe laying.		1 day	MNWD and all WSD personnel  MARLON Q. POSUGAC Admin Aide I (Casual)  JULIO R. STO. DOMINGO Administrative Aide I (Casual(  ERWIN S. MILLAPRE Administrative Aide 1 (Casual)
<b>REQUEST FOR INSTALLATION OF LATERAL LINES</b>				
1. Inspection of Requests.			1 day	EMILIA B. CAYONTE L. Inspector  ROLANDO M. DEL CASTILLO Const. Maint. Man  FRANCIS O. SAROL Plumber I
	2. Endorsement to MNWD		Half day	EMILIA B. CAYONTE L. Inspector
<b>TOTAL</b>		P		

**WATER SERVICES DIVISION – CITY MAYOR’S OFFICE**

Old LTO Building., City Hall Compound, Ma. Cristina St., Concepcion Pequeña, Naga City

For more information, please contact:

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