

MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

SERVICE RENDERED: *Collection of Segregated Garbage*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:

Client / Applicant

What are the Requirements:

1. Letter of request

Duration: 10 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Letter request for garbage collection	Receive the letter request for verify and give schedule	5 minutes	Arvin Castro Sarah Jane Liwanag	Letter of Request
2 nd	Present Segregated collection	Inspect the garbage	5 minutes	Fritz Quinsay Felimon Orallo	
			TOTAL: 10 minutes		

---- End of transaction ----