



## MUNICIPAL GENERAL SERVICES OFFICE

### EXTERNAL SERVICES

#### 1. COLLECTION OF GARBAGE

Collection and segregation of Biodegradable, non- biodegradable and recyclable garbage to maintain the municipal cleanliness and sanitation.

<b>Office or Division:</b>	<b>GENERAL SERVICES OFFICE</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Citizen</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent		Provided by client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBL</b>
1. Submit letter of intent to the Office of the Mayor	1. Office of the Mayor will attach note to the said request to the General Services Office	₱200.00 per month (for business sectors only)	1 day	Joemarie Perocho
2. Wait for the approval of the Mayor	2. Collect the garbage			Renato Catroverde/ Sanitary Attendants/ Garbage Collectors
<b>TOTAL:</b>		₱200.00	1 day	