



Compound Maintenance Office

Internal Services



1. PAGKUKUMPUNI AT PAGGAWA NG GUSALI/APPLIANCES AT BAGAY NA MAY KINALAMAN SA PAGKARPINTERO, PAGPINTURA AT ELECTRICALS

Pagtugon at pagpapaayos paggawa sa request.

Office or Division:	Compound Maintenance Office (CMO)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Iba't ibang opisina/departamento ng PGI
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request letter (1 copy, original) o Tawag	Opisinang pinagmulan ng request

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dalhin ang request letter o maaring tumawag – sa Compound Maintenance Office.	1.1. Pagtugon at pag-apruba ng request mula ibang opisina o kliyente at pagbigay ng kailangan gamit.	Wala	5 Minuto	<i>REUBEN C. TURINGAN COMPOUND Maintenance Manager / EDNA C. MALABAD Administrative Officer III CMO</i>
	1.2. Pagkumpuni sa request na may kinalaman sa pagkarpintero, pagpipinta at electricals.	Wala	Depende sa lala ng sira at sa maaring magamit	<i>MICHAEL CABACCAN Carpenter I / CLARO TOLENTINO JR. Carpenter I / JUN JUN BALISI Carpenter I / NOEL CAPUCHINO Painter I / MELCHOR QUEZADA Carpenter I / SERAFIN BURAGA Electrician I CMO</i>



2. PAGMENTENA SA KAAYUSAN AT KALINISAN NG KAPALIGIRAN NG KAPITOLYO AT QUEEN ISABELA PARK

Paglinis at pagmentena ng kapaligiran

Office or Division:	Compound Maintenance Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Iba't ibang opisina/departamento ng PGI
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request letter (1 copy, original) o Tawag	Opisina na pinagmulan ng request

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dalhin ang request letter o tumawag – sa Compound Maintenance Office.	1.1. Pagtugon at pag-apruba ng request mula ibang opisina o kliyente at pagbigay ng kailangan gamit.	Wala	5 Minuto	<i>REUBEN C. TURINGAN</i> Compound Maintenance Manager / <i>EDNA C. MALABAD</i> Administrative Officer III CMO
	1.2. Pagpapanatili ng kapaligiran, halaman at kalinisan ng Queen Isabela Park.	Wala	Depende sa kailangang tapusin	<i>AILEEN TERRENAL</i> Admin. Aide II / <i>DUTCH ANNE CABRERA</i> Admin. Aide II / <i>NARDO AGCAOILI</i> Admin. Aide II / <i>RONELIO GONOWON</i> Admin. Aide II / <i>MICHAEL ARGOMIDO</i> Admin. Aide II / <i>ANTHONY SAMBU</i> Admin. Aide II / <i>ALFREDO TALLANO</i> Admin. Aide I / <i>DAN MARLO BULAN</i> Admin. Aide I / <i>CARLO DELOS REYES</i> Admin. Aide I / <i>MELVIN BULAUAN</i> Admin. Aide I CMO



3. PAGTANGAP NG DOKUMENTO/KOMUNIKASYON AT IBA PANG MGA GAWAIN NA MAY KINALAMAN SA ADMINISTRATIVE SUPPORT

Pagtanggap ng dokumento/papeles at pag encode.

Office or Division:	Compound Maintenance Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Iba't ibang opisina/departamento ng PGI
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Dokumento/komunikasyon (1 copy, original)	Opisina na pinagmulan ng request

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dalhin o i-email ang dokumento/komunikasyon – sa Compound Maintenance Office.	1.1. Pagtanggap ng dokumento/komunikasyon.	Wala	5 Minuto	MARY JANE V. CLARAVALL Admin. Aide IV / MA. IRAYDA V. PAROAN Admin. Aide I / ESTEFANIA V. ABREGADO Admin. Aide I / DUTCH ANNE E. CABRERA Admin. Aide II CMO
	1.2. Pagsuri at pagtugon sa komunikasyon/dokumento.	Wala	5-10 Minuto	REUBEN C. TURINGAN Compound Maintenance Manager / EDNA C. MALABAD Admin. Officer III CMO
	1.3. Pag-encode ng dokumento/komunikasyon.	Wala	Depende sa dami	EDNA C. MALABAD Admin. Officer III / DUTCH ANNE E. CABRERA Admin. Aide II CMO