



Republic of the Philippines
ENVIRONMENTAL PROTECTION & WASTE MANAGEMENT DEPARTMENT
 Quezon City



REQUEST FOR CLEANUP OPERATIONS - GARBAGE COLLECTION SECTION

Schedule of Availability of Service:

- Days : Monday to Friday
- Hours : 8:00am – 5:00pm (No Noon Break)

Who may Avail of the Service:

- o All Residents of Quezon City
- o All Barangay Officials within the jurisdiction of Quezon City
- o All Institutions, Organizations/Groups Concerned
- o All Government Agencies Concerned

What are the Requirements:

- o Formal letter of Request for Clean Up Operations

Duration:

- 2 Minutes for Filing Complaints

How to Avail of the Service:

STEP	PROCEDURE / ACTION OF APPLICANT / CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES	FORM
1	Proceed to Administrative Division Receiving Section for filing of Memos, Endorsements, Complaints and Requests Letters, etc.	Stamped Received by the Receiving Clerk	2 minutes	Receiving Clerks	None	Formal Letter of Request, Memos & Endorsements
2		Coordination with the Requesting Barangay/Institution/Agency and/or Individual for request verification, and deployment of Monitors for ocular inspection for clearing and cleaning and report recommendations	ASAP	Garbage Collection Section Field Monitors	na	na
3	Coordinate with the Special Cleaning Operations Group upon arrival to the location of the cleanup	Deployment of Special Cleaning Operation Group (SCOG) and their respective Team Leaders upon the approval of the Department Head as recommended by the Garbage Collection Section Chief	ASAP	Chief, Garbage Collection Section	na	na
END OF TRANSACTION						