# INFORME DE GESTION

Contrato de Prestación de Servicios
No.4181.010.26.1.457-2024

FECHA: 25 DE OCTUBRE DE 2024

INFORME DE AVANCE CUOTA No. 4

CONTRATISTA: DIANA CAROLINA PRECIADO ASPPRILLA

DEPENDENCIA: UNIDAD ADMINISTRATIVA ESPECIAL DE GESTION DEBIENES Y SERVICIOS.

Por medio del presente entrego mi informe de actividades realizadas en la Unidad Administrativa Especial de Gestión de Bienes y Servicios, como parte de la ejecución del contrato:

1. Apoyé en el proceso de reporte y publicación de información que deba realizar la Unidad Administrativa Especial de Gestión de Bienes y Servicios.

- Apoyé entregándole a los mensajeros, la correspondencia interna y externa relacionándola en la respectiva plantilla.

- Apoyé alimentando la base de datos de los documentos entregados a los mensajeros con el respectivo sello de recibido, para continuar con el proceso de acuerdo a la ley de archivo

| | M | N | O | P | Q | R |
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| 9 | 20244181010024461 | 20244181010044424 | 20244181010025931 | 20244181010027181 | 20244181010048524 | 20244181010049464 |
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| 13 | 20244181010042754 | 20244181010044234 | 20244181010025721 | 20244181010046694 | 20244181010048704 | 20244181010028251 |
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| 18 | 20244181010024201 | 20244181010025251 | 20244181010045804 | 20244181010026511 | 20244181010048314 | 20244181010027881 |
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| 170 | 202441810100044374 | 202441810100024841 | 202441810100046874 | 202441810100026771 | 202441810100027961 |
| 171 | 202441810100044404 | 202441810100025491 | 202441810100046864 | 202441810100048774 | 202441810100027371 |
| 172 | 202441810100043974 | 202441810100024611 | 202441810100046344 | 202441810100048724 | 202441810100026271 |
| 173 | 202441810100043734 | 202441810100024771 | 202441810100046184 | 202441810100048384 | 202441810100026411 |
| 174 | 202441810100044354 | 202441810100025801 | 202441810100047504 | 202441810100048374 | 202441810100026761 |
| 175 | 202441810100044514 | 202441810100025751 | 202441810100046754 | 202441810100048004 | 202441810100026321 |
| 176 | 202441810100044534 | 202441810100026221 | 202441810100046734 | 202441810100047804 | 202441810100027351 |
| 177 | 202441810100043954 | 202441810100025831 | 202441810100044934 | 202441810100039814 | 202441810100025211 |
| 178 | 202441810100043934 | 202441810100046064 | 202441810100046514 | 202441810100047754 | 202441810100027201 |
| 179 | 202441810100044284 | 202441810100025361 | 202441810100026151 | 202441810100046264 | 202441810100049794 |
| 180 | 202441810100024551 | 202441810100025931 | 202441810100026991 | 202441810100047734 | 202441810100049824 |
| 181 | 202441810100043624 | 202441810100045354 | 202441810100047474 | 202441810100046274 | 202441810100049554 |

| | M | N | O | P | Q |
|---|---|---|---|---|---|
| 182 | 202441810100025221 | 202441810100045404 | 202441810100047574 | 202441810100046284 | 202441810100049684 |
| 183 | 202441810100024981 | 202441810100045214 | 202441810100026381 | 202441810100048174 | 202441810100049184 |
| 184 | 202441810100024931 | 202441810100045384 | 202441810100046574 | 202441810100048214 | 202441810100028051 |
| 185 | 202441810100024941 | 202441810100045264 | 202441810100026821 | 202441810100047864 | 202441810100049524 |
| 186 | 202441810100024961 | 202441810100045094 | 202441810100024011 | 202441810100047964 | 202441810100049134 |
| 187 | 202441810100024921 | 202441810100044874 | 202441810100026681 | 202441810100048094 | 202441810100049454 |
| 188 | 202441810100025001 | 202441810100045414 | 202441810100025311 | 202441810100048094 | 202441810100049454 |
| 189 | 202441810100021961 | 202441810100045434 | 202441810100046884 | 202441810100048094 | 202441810100048824 |
| 190 | 202441810100024791 | 202441810100045944 | 202441810100046314 | 202441810100047814 | 202441810100048204 |
| 191 | 202441810100024831 | 202441810100045334 | 202441810100047414 | 202441810100046644 | 202441810100047834 |
| 192 | 202441810100024801 | 202441810100045224 | 202441810100047424 | 202441810100048284 | 202441810100049324 |
| 193 | 202441810100044554 | 202441810100045844 | 202441810100047404 | 202441810100048394 | 202441810100028541 |
| 194 | 202441810100044554 | 202441810100045234 | 202441810100047554 | 202441810100026281 | 202441810100049374 |
| 195 | 202441810100025011 | 202441810100045164 | 202441810100045654 | 202441810100026881 | 202441810100049404 |
| 196 | 202441810100044324 | 202441810100045174 | 202441810100047274 | 202441810100026901 | 202441810100048814 |
| 197 | 202441810100025031 | 202441810100045454 | 202441810100047024 | 202441810100026901 | 202441810100049164 |
| 198 | 202441810100025081 | 202441810100044574 | 202441810100046994 | 202441810100027031 | 202441810100049304 |
| 199 | 202441810100025051 | 202441810100045444 | 202441810100046984 | 202441810100026961 | 202441810100049544 |
| 200 | 202441810100044524 | 202441810100045194 | 202441810100047974 | 202441810100023721 | 202441810100049584 |
| 201 | 202441810100025421 | 202441810100045294 | 202441810100027021 | 202441810100026981 | 202441810100049364 |

2. Clasifique y archive los diversos documentos que le sean encomendados.
Apoyó en la organización por consecutivo de los expedientes 3/ 2 TRD 4181.010.14.38 que contiene 250 folios, 1 TRD 4181.010.13.1 que contiene 13 folios y 1 TRD 4181.010.26.1 que contiene 3 folios que llegan a la unidad para el área de Servicios Públicos durante el periodo comprendido entre 050124- 300424

-Apoyé en la realización del índice documental de SERVICIOS PUBLICOS

3/3 TRD 4181.14.38 con 657 folios

| ALCALDÍA DE SANTIAGO DE CALI<br>GESTIÓN TECNOLÓGICA Y DE LA INFORMACIÓN<br>GESTIÓN DOCUMENTAL | MODELO INTEGRADO DE PLANEACIÓN Y GESTIÓN (MIPG)<br><br>ÍNDICE DOCUMENTAL<br>SERIES DOCUMENTALES SIMPLES | MAGT04.03.P003.F011 | |
|---|---|---|---|
| | | VERSIÓN | 002 |

Organismo: Departamento Administrativo de Contratacion Publica

Repartición Administrativa (Si aplica): Unidad Administrativa Especial de Gestion de Bienes y Servicios

Oficina Productora: Servicios Publicos

Nombre de Carpeta: Programa de Servicios Publicos 4181.010.14.38

| No. ORDEN | FECHA DEL DOCUMENTO<br>dd/mmm/aaaa | NÚMERO DEL DOCUMENTO | ASUNTO | NÚMERO DE FOLIOS | FOLIO EN QUE QUEDA | OBSERVACIONES |
|---|---|---|---|---|---|---|
| 1 | 5/01/2024 | 20244181010000511 | Aceptacion oferta comercial acceso dedicado a internet para la presente vigencia | 8 | 8 | |
| 2 | 15/01/2024 | 20244181010000544 | Solicitud informacion de continuidad predios en alquiler | 2 | 10 | |
| 3 | 15/01/2024 | 20244181010000554 | Solicitud informacion de continuidad predios en alquiler | 2 | 12 | |
| 4 | 15/01/2024 | 20244181010000574 | Solicitud informacion de continuidad predios en alquiler | 2 | 14 | |
| 5 | 16/01/2024 | 20244181010000891 | Solicitud incluir y pagar en compensacion por unica vez contratos predios propiedad del distrito especial santiago de cali | 1 | 15 | |
| 6 | 19/01/2024 | 20244181010000974 | Respuesta a solicitud de linea de whatsapp | 2 | 17 | |
| 7 | 19/01/2024 | 20244181010001131 | Solicitud excuir de compensacion contrato predio propiedad distrito especial santiago de cali | 1 | 18 | |
| 8 | 22/01/2024 | 20244181010001114 | Respuesta a solicitud de instalacion del wifi APS | 2 | 20 | |
| 9 | 23/01/2024 | 20244181010001214 | Respuesta a solicitud de continuidada del pago servicios publicos contratos de arrendamiento de bien inmueble SED | 2 | 22 | |
| 10 | 29/01/2024 | 20244181010002464 | Contabilizacion de pago | 35 | 57 | |
| 11 | 30/01/2024 | 20244181010002664 | Respuesta a solicitud de aval para pago de servicios publicos con cruce de cuentas con EMCALI | 5 | 62 | |
| 12 | 31/01/2024 | 20244181010002964 | Contabilizacion de pago | 6 | 68 | |
| 13 | 31/01/2024 | 20244181010003124 | Respuesta a solicitud de instalacion de internet jornada de socializacion depuracion mejora normativa y SUIN juriscо | 2 | 70 | |
| 14 | 31/01/2024 | 20244181010003144 | Solicitud de informacion por alto consumo de servicios | 2 | 72 | |
| 15 | 1/02/2024 | 20244181010002031 | Solicitud de informacion por alto consumo de servicios | 5 | 77 | |
| 16 | 1/02/2024 | 20244181010003334 | Solicitud de informacion por alto consumo de servicios | 2 | 79 | |
| 17 | 1/02/2024 | 20244181010003384 | Solicitud de informacion por alto consumo de servicios | 2 | 81 | |
| 18 | 1/02/2024 | 20244181010003394 | Solicitud de informacion por alto consumo de servicios | 2 | 83 | |
| 19 | 2/02/2024 | 20244181010003784 | Solicitud de informacion por alto consumo de servicios | 1 | 84 | |
| 20 | 2/02/2024 | 20244181010003804 | Solicitud de informacion por alto consumo de servicios | 1 | 85 | |
| 21 | 2/02/2024 | 20244181010003864 | Solicitud de informacion por alto consumo de servicios | 2 | 87 | |
| 22 | 5/02/2024 | 20244181010003954 | Solicitud de informacion por alto consumo de servicios | 2 | 89 | |
| 23 | 5/02/2024 | 20244181010003964 | Solicitud de informacion por alto consumo de servicios | 2 | 91 | |
| 24 | 6/02/2024 | 20244181010004334 | Devolucion del procedimiento manejo liquidacion, administracion y control de servicios publicos instutuciones educativas y tiendas escolares | 2 | 93 | |
| 25 | 7/02/2024 | 20244181010002601 | Reiteracion respuesta a oferta de suministro de energia electica, bajo contrato de energia a largo plazo modalidad PPA Esquema de facturacion pague lo generado por la planta solar | 1 | 94 | |
| 26 | 7/02/2024 | 20244181010004644 | Cruce de cuentas por excedentes financieros para el paga de servicios publicos | 13 | 107 | |
| 27 | 8/02/2024 | 20244181010004674 | Solicitud exoneracion alumbrado publico - predio del municipio santiago de cali | 7 | 114 | |
| 28 | 9/02/2024 | 20244181010004824 | Deuda de servicios publicos juntas de accion comunal - JAC | 4 | 118 | |
| 29 | 9/02/2024 | 20244181010002951 | Solicitud retiro de compensacion contratos | 2 | 120 | |
| 30 | 9/02/2024 | 20244181010004864 | Solicitud aclaracion nombre de suscriptores para pago de servicios publicos | 2 | 122 | |
| 31 | 14/02/2024 | 20244181010005524 | Contabilizacion de pago | 1 | 123 | |
| 32 | 15/02/2024 | 20244181010003381 | Solicitud incluir y pagar en compensacion | 1 | 124 | |
| 33 | 15/02/2024 | 20244181010005724 | Contabilizacion de pago | 8 | 132 | |

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 50 | 33 | 15/02/2024 | 20244181010005744 | Contabilizacion de pago | 6 | 138 | | | |
| 51 | 34 | 16/02/2024 | 20244181010003531 | Solicitud de clausura servicio de aseo | 4 | 142 | | | |
| 52 | 35 | 16/02/2024 | 20244181010005944 | Respuesta a solicuitud instalacion de acometida eletrica provisional y servicio de seguridad | 2 | 144 | | | |
| 53 | 36 | 19/02/2024 | 20244181010003721 | Autorizacion para realizar solicitudes de nuevos servicios | 2 | 146 | | | |
| 54 | 37 | 19/02/2024 | 20244181010003741 | Autorizacion para instalacion de servicios de acueducto y energia parquedero ciudad cordoba | 2 | 148 | | | |
| 55 | 38 | 19/02/2024 | 20244181010003731 | Autorizacion reclamaciones verbales | 1 | 149 | | | |
| 56 | 39 | 19/02/2024 | 20244181010003751 | Solicitud de compra e instalacion servicios de energia | 1 | 150 | | | |
| 57 | 40 | 20/02/2024 | 20244181010003831 | Estudio viabilidad cruce de cuentas por excedentes financieros para el pago de servicios publicos | 13 | 163 | | | |
| 58 | 41 | 20/02/2024 | 20244181010006564 | Estudio viabilidad cruce de cuentas por excedentes financieros para el pago de servicios publicos | 13 | 176 | | | |
| 59 | 42 | 20/02/2024 | 20244181010006574 | Solicitud mesa de trabajo para discutir deuda de servicios publios de juntas de accion comunal - JAC | 5 | 181 | | | |
| 60 | 43 | 21/02/2024 | 20244181010003931 | Solicitud de suspension temporal servicios de acueducto, alcantarillado y energia | 1 | 182 | | | |
| 61 | 44 | 21/02/2024 | 20244181010006674 | Resouesta a solicitud de instalacion de internet - Encuentro ciudadano comuna 16 | 2 | 184 | | | |
| 62 | 45 | 21/02/2024 | 20244181010007114 | Solicitud de compra de transformador para el parque de las garzas | 4 | 188 | | | |
| 63 | 46 | 21/02/2024 | 20244181010006774 | Respuesta sugerencia de suspension de servicios publicos de predios de responsabilidad de la secretaria de bienestar | 2 | 190 | | | |
| 64 | 47 | 22/02/2024 | 20244181010004161 | Solicitud retiro de compensacion contratos | 2 | 192 | | | |
| 65 | 48 | 23/02/2024 | 20244181010004261 | Respuesta a recordatorio de pago - Galeria siloe | 3 | 195 | | | |
| 66 | 49 | 26/02/2024 | 20244181010004421 | Solicitud cambios en las facturas de predios propiedad del distrito especial santiago de cali | 6 | 201 | | | |
| 67 | 50 | 26/02/2024 | 20244181010007634 | Respuesta a solicitud de instalacio de internet - jornada de induccion y reinduccion personal de planta y contratistas | 2 | 203 | | | |
| 68 | 51 | 26/02/2024 | 20244181010007714 | Contabilizacion de pago | 5 | 208 | | | |
| 69 | 52 | 28/02/2024 | 20244181010004591 | Respuesta a solicitud permiso para instalacio de energie | 2 | 210 | | | |
| 70 | 53 | 29/02/2024 | 20244181010003144 | Aclaracion acciones a realizar por alto consumo | 1 | 211 | | | |
| 71 | 54 | 29/02/2024 | 20244181010003154 | Aclaracion acciones a ralizar por daños locativos | 2 | 213 | | | |
| 72 | 55 | 29/02/2024 | 20244181010003164 | Aclaracion acciones a ralizar por alto consumo biblioteca | 1 | 214 | | | |
| 73 | 56 | 4/03/2024 | 20244181010003484 | Respuesta a solicitud del pago de servicios publicos de las unidades de transformacion social del distrito especial santiago de cali | 2 | 216 | | | |
| 74 | 57 | 4/03/2024 | 20244181010004931 | Clausura de servicio de servicio de acueduto y alcantarillado | 2 | 218 | | | |
| 75 | 58 | 5/03/2024 | 20244181010003814 | Aclaracion accion a realizar por alto consumo | 1 | 219 | | | |
| 76 | 59 | 6/03/2024 | 20244181010003934 | Aclaracion accion a realizar por alto consumo | 2 | 221 | | | |
| 77 | 60 | 7/03/2024 | 20244181010010164 | Solicitud de informacion por alto consumo de servicios | 2 | 223 | | | |
| 78 | 61 | 7/03/2024 | 20244181010010184 | Solicitud de informacion por alto consumo de servicios | 2 | 225 | | | |
| 79 | 62 | 7/03/2024 | 20244181010005381 | Solicitud de informacion por alto consumo de servicios | 1 | 226 | | | |
| 80 | 63 | 7/03/2024 | 20244181010005391 | Solicitud de informacion por alto consumo de servicios publicos | 1 | 227 | | | |
| 81 | 64 | 8/03/2024 | 20244181010005451 | Solicitud de informacion por alto consumo de servicios | 3 | 230 | | | |
| 82 | 65 | 8/03/2024 | 20244181010010274 | Aclaracion accion a realizar por alto consumo | 1 | 231 | | | |
| 83 | 66 | 8/03/2024 | 20244181010010284 | Solicitud de informacion por alto consumo de servicios | 2 | 233 | | | |
| 84 | 67 | 8/03/2024 | 20244181010010294 | Solicitud de informacion por alto consumo de servicios | 2 | 235 | | | |
| 85 | 68 | 8/03/2024 | 20244181010010304 | Solicitud de informacion por alto consumo de servicios | 3 | 238 | | | |
| 86 | 69 | 11/03/2024 | 20244181010005611 | Solicitud de los datos de consumo de energia y acueduto en formato plano del distrito especial Santiago de Cali | 1 | 239 | | | |
| 87 | 70 | 12/03/2024 | 20244181010005711 | Solicitud incluir y pagar en compensacion | 1 | 240 | | | |
| 88 | 71 | 12/03/2024 | 20244181010005691 | Respuesta a solicitud de pago servicio de acuerdo casa de la cultura | 3 | 243 | | | |
| 89 | 72 | 12/03/2024 | 20244181010010784 | Respuesta a solicitud servicio de fibra optica y actualizacion tecnologia de internet | 2 | 245 | | | |
| | | | | Respuesta a solicitud instalacion de acometida electrica | | | | | |

| ALCALDÍA DE SANTIAGO DE CALI<br>GESTIÓN TECNOLÓGICA Y DE LA INFORMACIÓN<br>GESTIÓN DOCUMENTAL | MODELO INTEGRADO DE PLANEACIÓN Y GESTIÓN (MIPG)<br><br>ÍNDICE DOCUMENTAL<br>SERIES DOCUMENTALES SIMPLES | MAGT04.03.P003.F011 | |
|---|---|---|---|
| | | VERSIÓN | 002 |

Organismo: Departamento Adiministrativo de Contratacion Publica

Repartición Administrativa (Si aplica): Unidad Administrativa Especial de Gestion de Bienes y Servicios

Oficina Productora: Servicio Publicos

Nombre de Carpeta: Programa de Servicios Publicos 4181.010.14.38

| No. ORDEN | FECHA DEL DOCUMENTO<br>dd/mmm/aaaa | ÚMERO DEL DOCUMENTO | ASUNTO | NÚMERO DE FOLIOS | FOLIO EN QUE QUEDA | OBSERVACIONES |
|---|---|---|---|---|---|---|
| 1 | 19/03/2024 | 20244181010000011764 | Respuesta a solicitud de autorizacion de acometida de energia provisional | 2 | 281 | |
| 2 | 19/03/2024 | 20244181010000011854 | Contabilizacion de pago | 34 | 315 | |
| 3 | 21/03/2024 | 20244181010000006721 | Cargo de valores por reparacion de tranformador - Casa de justicia Siloe | 8 | 323 | |
| 4 | 22/03/2024 | 20244181010000007011 | Respuesta a su aviso deuda EMCALI | 2 | 325 | |
| 5 | 22/03/2024 | 20244181010000007021 | Respuesta citacion proceso ejecutivo por jurisdiccion coactiva | 2 | 327 | |
| 6 | 22/03/2024 | 20244181010000007051 | Cargo de valores por servicio de instalaciones electricas provisionales Evento unidad Recreativa Laureano Gomez. | 10 | 337 | |
| 7 | 22/03/2024 | 20244181010000007061 | Respuesta a su aviso deuda EMCALI | 2 | 339 | |
| 8 | 22/03/2024 | 20244181010000007071 | Respuesta a su aviso deuda EMCALI | 2 | 341 | |
| 9 | 22/03/2024 | 20244181010000007091 | Respuesta notificacion por correo certificado proceso ejecutivo por jurisdiccion coactiva | 5 | 346 | |
| 10 | 22/03/2024 | 20244181010000012264 | Respueta a solicitud instalacion de acometida alectrica provisional - Evento de semana santa. | 2 | 348 | |
| 11 | 1/04/2024 | 20244181010000012514 | Respuesta a reiteracion solicitud de autorizacion para tramite ante CVC | 2 | 350 | |
| 12 | 1/04/2024 | 20244181010000012664 | Respuesta a solicitud instalacion de acometida electrica provisional - Primera feria financiera para mujer Emprendedoras con enfoque de genero | 2 | 352 | |
| 13 | 1/04/2024 | 20244181010000012674 | Solicitud de informacion por alto consumo de servicios publicos | 3 | 355 | |
| 14 | 1/04/2024 | 20244181010000012684 | Respuesta a solicitud instalacion de acometida electrica provisional - Primera feria financiera para mujer Emprendedoras con enfoque de genero | 2 | 357 | |
| 15 | 1/04/2024 | 20244181010000012704 | Solicitud de informacion por alto consumo de servicios publicos | 2 | 359 | |
| 16 | 2/04/2024 | 20244181010000012744 | Solicitud de informe por alto consumo de servicios publicos | 2 | 361 | |
| 17 | 2/04/2024 | 20244181010000012774 | Contabilizacion de pago | 3 | 364 | |
| 18 | 2/04/2024 | 20244181010000012844 | Solicitud de informacion por alto consumo de servicios publicos | 2 | 366 | |
| 18 | 2/04/2024 | 20244181010000012854 | Solicitud de informacion por alto consumo de servicios publicos | 1 | 367 | |
| 19 | 4/04/2024 | 20244181010000013354 | Respuesta a solicitud de instalacion de internet - jornada de socializacion de la politica de mejora | 2 | 369 | |

W25

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 37 | 20 | 4/04/2024 | 20244181010000 13394 | Respuesta a solicitud canal dedicado de internet - Evento CONECTATE Y CONTRATA - PONTE LA CAMISETA | 2 | 371 | | |
| 38 | 21 | 5/04/2024 | 20244181010000 13614 | Reiteracion de la devolucion del procedimiento manejo liquidacion, adminstracion y control de servicios publicos instituciones Educativas y tiendas escolares | 2 | 373 | | |
| 39 | 22 | 8/04/2024 | 20244181010000 8071 | Solucitud incluir y pagar en compensacion | 1 | 374 | | |
| 40 | 23 | 8/04/2024 | 20244181010000 13844 | Respuesta a solicitud instalacion de acomedida electrica provisional y servicio de internet - A ctividad primera intervencion interinstituional | 2 | 376 | | |
| 41 | 24 | 8/04/2024 | 20244181010000 13854 | Contabilizacion de pago | 7 | 383 | | |
| 42 | 25 | 10/04/2024 | 20244181010000 14554 | Contabilizacion de pago | 12 | 395 | | |
| 43 | 26 | 10/04/2024 | 20244181010000 14564 | Contabilizacion de pago | 12 | 407 | | |
| 44 | 27 | 11/04/2024 | 20244181010000 14644 | Respuesta a solicitud de aval para pago de servicios publicos con cruce de cuentas con EMCALI | 4 | 411 | | |
| 45 | 28 | 11/04/2024 | 20244181010000 14654 | Respuesta a solicitud de aval para pago de servicios publicos con cruce de cuentas con EMCALI | 7 | 418 | | |
| 46 | 29 | 11/04/2024 | 20244181010000 14814 | Respuesta procedimiento manejo liquidacion, administracion t control de servicios publicos instituciones Educativas y tiendas escolares | 4 | 422 | | |
| 47 | 30 | 15/04/2024 | 20244181010000 15134 | Respuesta a solicitud de informacion sobre lineas telefonicas Alcadias Distrital de Santiago de cali | 2 | 424 | | |
| 48 | 31 | 18/04/2024 | 20244181010000 9231 | Solicitud incluir y pagar en compensacion | 1 | 425 | | |
| 49 | 32 | 18/04/2024 | 20244181010000 15584 | Contabilizacion de pago | 7 | 432 | | |
| 50 | 33 | 19/04/2024 | 20244181010000 9481 | Solicitud incluir y pagar en compensacion | 3 | 435 | | |
| 51 | 34 | 19/04/2024 | 20244181010000 15864 | Remision de factura de servicios publicos | 2 | 437 | | |
| 52 | 35 | 22/04/2024 | 20244181010000 15914 | Respuesta a solicitud de pago servicios publicos hogar de acogida subsecretaria de Equidad de Genero | 2 | 439 | | |
| 53 | 36 | 22/04/2024 | 20244181010000 16024 | Contabilizacion de pago | 34 | 473 | | |
| 54 | 37 | 23/04/2024 | 20244181010000 9721 | Autorizacion para realizar tramites de normalizacion del servicio de energia en Instituciones Educativas Oficiales | 2 | 475 | | |
| 55 | 38 | 23/04/2024 | 20244181010009741 | Respuesta a solicitud de orientacion cobro de servicios publicos tiendas escolares | 2 | 477 | | |
| 56 | 39 | 23/04/2024 | 20244181010000 16144 | Respuesta a solicitud de continuidad de pago servicios publicos contratos de arrendamiento de bien inmueble SED | 2 | 479 | | |
| 57 | 40 | 23/04/2024 | 20244181010000 16224 | Autorizacion para realizar tramites de normalizacion del servicio de energia en Instituciones Educativas Oficiales | 2 | 481 | | |
| 58 | 41 | 23/04/2024 | 20244181010000 16504 | Respuesta a solicitud facturacion servicios publicos - Ecoparque Corazon de pance | 14 | 495 | | |
| 59 | 42 | 26/04/2024 | 20244181010000 17284 | Respuesta a solicitud del pago de servicios publicos de las unidades de transformacion social del distrito especial santiago de cali | 2 | 497 | | |
| 60 | 43 | 29/04/2024 | 20244181010000 10441 | Solicitud incluir y pagar en compensacion | 3 | 500 | | |
| 61 | 44 | 29/04/2024 | 20244181010000 10451 | Solicitud de informacion por alto consumo de servicios publicos | 1 | 501 | | |
| 62 | 45 | 29/04/2024 | 20244181010000 10571 | Respuesta a solicitud reiterativa | 3 | 504 | | |
| 63 | | | | | | | | |

| ALCALDÍA DE SANTIAGO DE CALI<br>GESTIÓN TECNOLÓGICA Y DE LA INFORMACIÓN<br>GESTIÓN DOCUMENTAL | MODELO INTEGRADO DE PLANEACIÓN Y GESTIÓN (MIPG)<br><br>ÍNDICE DOCUMENTAL<br>SERIES DOCUMENTALES SIMPLES | MAGT04.03.P003.F011 | |
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| | | VERSIÓN | 002 |

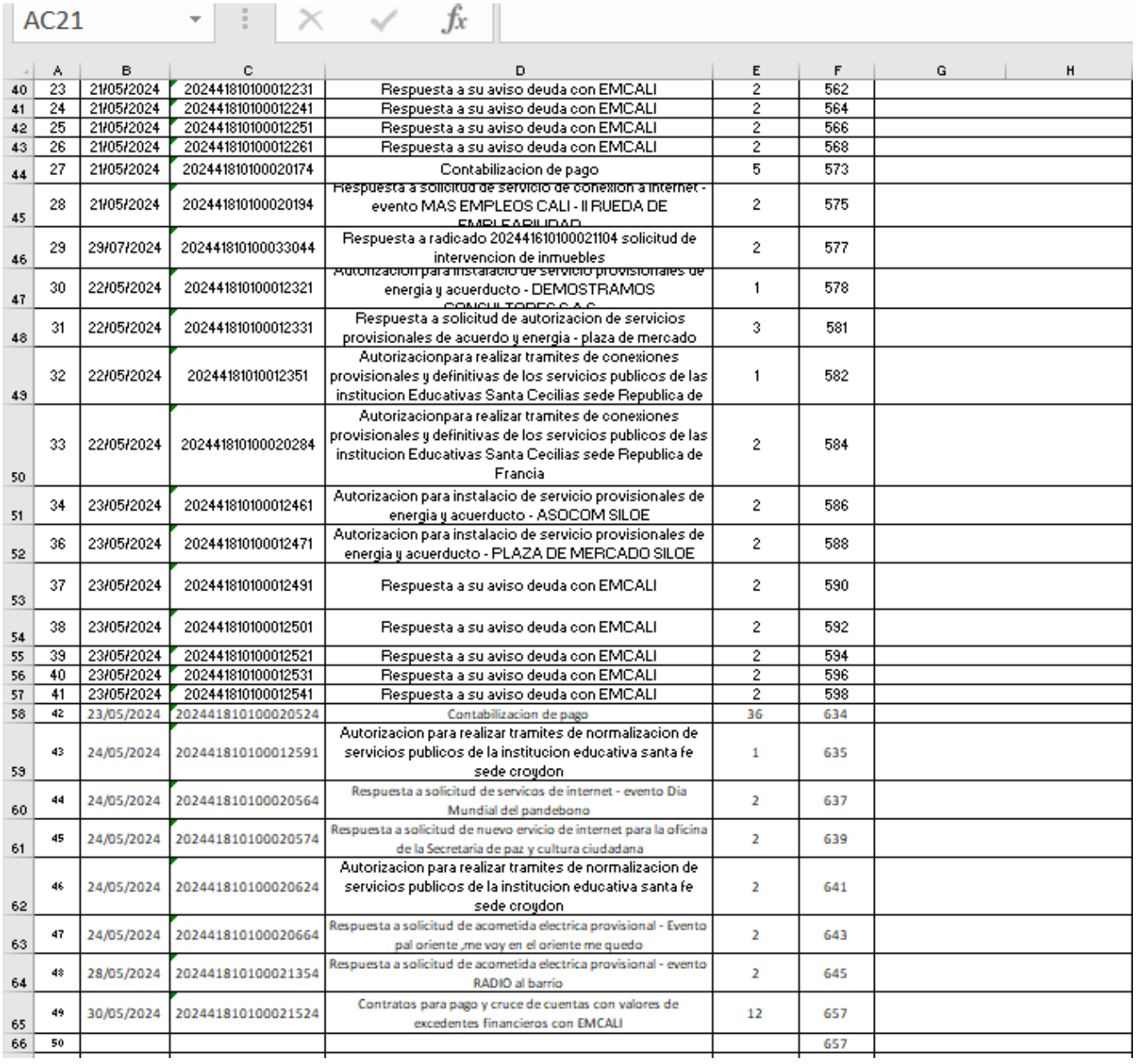
Organismo: Departamento Adiministrativo de Contratacion Publica

Repartición Administrativa (Si aplica): Unidad Administrativa Especial de Gestion de Bienes y Servicios

Oficina Productora: Servicio Publicos

Nombre de Carpeta: Programa de Servicios Publicos 4181.010.14.38

| No. ORDEN | FECHA DEL DOCUMENTO<br>dd/mmm/aaaa | NÚMERO DEL DOCUMENTO | ASUNTO | NÚMERO DE FOLIOS | FOLIO EN QUE QUEDA | OBSERVACIONES |
|---|---|---|---|---|---|---|
| 1 | 30/04/2024 | 20244181010000010671 | Compromisos adquiridos en reunion con la Gerente Comercial de EMCALI | 5 | 505 | |
| 2 | 30/04/2024 | 20244181010000010681 | Autorizacion para instalacio de servicio definitivo de acueduto - Consorcio Reforzamiento EDICOL | 3 | 508 | |
| 3 | 30/04/2024 | 20244181010000010741 | Clausura de servicio de energia, acueducto y alcantarillado | 5 | 513 | |
| 4 | 30/04/2024 | 20244181010000010751 | Respuesta a notificacion de cobro del servicio publico domiciliario de aseo de instituciones educativas | 4 | 517 | |
| 5 | 30/04/2024 | 20244181010000017804 | Respuesta a solicitud instalacion de acometida electrica provisional y sevicio de internet - Actividad "Volvamos a Mi Cali Bella " | 2 | 519 | |
| 6 | 30/04/2024 | 20244181010000017844 | Solicitud de información por consumo de servicios publicos | 2 | 521 | |
| 7 | 30/04/2024 | 20244181010000017924 | Solicitud de informacion por alto consumo de servicios publicos | 2 | 523 | |
| 8 | 2/05/2024 | 20244181010000010851 | Solicitud de informacion por alto consumo de servicios publicos | 2 | 525 | |
| 9 | 3/05/2024 | 20244181010000010931 | Solicitud de compra e instalacion servico de energia | 2 | 527 | |
| 10 | 3/05/2024 | 20244181010000018284 | Solicitud de informacion por alto consumo de servicios publicos | 2 | 529 | |
| 11 | 6/05/2024 | 20244181010000018314 | Solicitud de informacion por alto consumo de servicios publicos | 2 | 531 | |
| 12 | 6/05/2024 | 20244181010000018324 | Solicitud de informacion por alto consumo de servicios publicos | 3 | 534 | |
| 13 | 6/05/2024 | 20244181010000018344 | Solicitud de informacion por alto consumo de servicios publicos | 2 | 536 | |
| 14 | 6/05/2024 | 20244181010000018364 | Respuesta a solicitud Autorizacion de Acuerdo de Pago con EMCALI, JAC buenos aires | 2 | 538 | |
| 15 | 9/05/2024 | 20244181010000018824 | Consumo servicios publicos contratistas de obra | 1 | 539 | |
| 16 | 10/05/2024 | 20244181010000018874 | Respuesta visita realizada por EMCALI | 5 | 544 | |
| 17 | 16/05/2024 | 20244181010000019474 | Respuesta a solicitud telefono movil para atencion via WhatsApp | 2 | 546 | |
| 18 | 16/05/2024 | 20244181010000019624 | Deuda reportada por EMCALI | 5 | 551 | |
| 18 | 16/05/2024 | 20244181010000019634 | Respuesta a solicitud de equipo con linea celular | 2 | 553 | |
| 19 | 16/05/2024 | 20244181010000019644 | Respuesta a solicitud de getio, apoyo y acompañamiento Feria de Servicios | 2 | 555 | |
| 20 | 17/05/2024 | 20244181010000019804 | Delegado para discutir plan de desarrollo | 1 | 556 | |
| 21 | 20/05/2024 | 20244181010000019984 | Respuesta a solicitud de acometida electrica provisional - conversatorio 60 años del Maestro Fruko | 2 | 558 | |



| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 40 | 23 | 21/05/2024 | 20244181010012231 | Respuesta a su aviso deuda con EMCALI | 2 | 562 | | |
| 41 | 24 | 21/05/2024 | 20244181010012241 | Respuesta a su aviso deuda con EMCALI | 2 | 564 | | |
| 42 | 25 | 21/05/2024 | 20244181010012251 | Respuesta a su aviso deuda con EMCALI | 2 | 566 | | |
| 43 | 26 | 21/05/2024 | 20244181010012261 | Respuesta a su aviso deuda con EMCALI | 2 | 568 | | |
| 44 | 27 | 21/05/2024 | 20244181010020174 | Contabilizacion de pago | 5 | 573 | | |
| 45 | 28 | 21/05/2024 | 20244181010020194 | Respuesta a solicitud de servicio de conexion a internet - evento MAS EMPLEOS CALI - II RUEDA DE EMPLEABILIDAD | 2 | 575 | | |
| 46 | 29 | 29/07/2024 | 20244181010033044 | Respuesta a radicado 20244161010002110 4 solicitud de intervencion de inmuebles | 2 | 577 | | |
| 47 | 30 | 22/05/2024 | 20244181010012321 | Autorizacion para instalacio de servicio provisionales de energia y acuerducto - DEMOSTRAMOS CONSULTORES S.A.S | 1 | 578 | | |
| 48 | 31 | 22/05/2024 | 20244181010012331 | Respuesta a solicitud de autorizacion de servicios provisionales de acuerdo y energia - plaza de mercado | 3 | 581 | | |
| 49 | 32 | 22/05/2024 | 20244181010012351 | Autorizacionpara realizar tramites de conexiones provisionales y definitivas de los servicios publicos de las institucion Educativas Santa Cecilias sede Republica de | 1 | 582 | | |
| 50 | 33 | 22/05/2024 | 20244181010020284 | Autorizacionpara realizar tramites de conexiones provisionales y definitivas de los servicios publicos de las institucion Educativas Santa Cecilias sede Republica de Francia | 2 | 584 | | |
| 51 | 34 | 23/05/2024 | 20244181010012461 | Autorizacion para instalacio de servicio provisionales de energia y acuerducto - ASOCOM SILOE | 2 | 586 | | |
| 52 | 36 | 23/05/2024 | 20244181010012471 | Autorizacion para instalacio de servicio provisionales de energia y acuerducto - PLAZA DE MERCADO SILOE | 2 | 588 | | |
| 53 | 37 | 23/05/2024 | 20244181010012491 | Respuesta a su aviso deuda con EMCALI | 2 | 590 | | |
| 54 | 38 | 23/05/2024 | 20244181010012501 | Respuesta a su aviso deuda con EMCALI | 2 | 592 | | |
| 55 | 39 | 23/05/2024 | 20244181010012521 | Respuesta a su aviso deuda con EMCALI | 2 | 594 | | |
| 56 | 40 | 23/05/2024 | 20244181010012531 | Respuesta a su aviso deuda con EMCALI | 2 | 596 | | |
| 57 | 41 | 23/05/2024 | 20244181010012541 | Respuesta a su aviso deuda con EMCALI | 2 | 598 | | |
| 58 | 42 | 23/05/2024 | 20244181010020524 | Contabilizacion de pago | 36 | 634 | | |
| 59 | 43 | 24/05/2024 | 20244181010012591 | Autorizacion para realizar tramites de normalizacion de servicios publicos de la institucion educativa santa fe sede croydon | 1 | 635 | | |
| 60 | 44 | 24/05/2024 | 20244181010020564 | Respuesta a solicitud de servicos de internet - evento Dia Mundial del pandebono | 2 | 637 | | |
| 61 | 45 | 24/05/2024 | 20244181010020574 | Respuesta a solicitud de nuevo ervicio de internet para la oficina de la Secretaria de paz y cultura ciudadana | 2 | 639 | | |
| 62 | 46 | 24/05/2024 | 20244181010020624 | Autorizacion para realizar tramites de normalizacion de servicios publicos de la institucion educativa santa fe sede croydon | 2 | 641 | | |
| 63 | 47 | 24/05/2024 | 20244181010020664 | Respuesta a solicitud de acometida electrica provisional - Evento pal oriente ,me voy en el oriente me quedo | 2 | 643 | | |
| 64 | 48 | 28/05/2024 | 20244181010021354 | Respuesta a solicitud de acometida electrica provisional - evento RADIO al barrio | 2 | 645 | | |
| 65 | 49 | 30/05/2024 | 20244181010021524 | Contratos para pago y cruce de cuentas con valores de excedentes financieros con EMCALI | 12 | 657 | | |
| 66 | 50 | | | | | 657 | | |

1 TRD 4181.010.13.1 con 13 folios

| ALCALDÍA DE SANTIAGO DE CALI<br>GESTIÓN TECNOLÓGICA Y DE LA INFORMACIÓN<br>GESTIÓN DOCUMENTAL | MODELO INTEGRADO DE PLANEACIÓN Y GESTIÓN<br>(MIPG)<br><br>ÍNDICE DOCUMENTAL<br>SERIES DOCUMENTALES SIMPLES | MAGT04.03.P003.F011 | |
|---|---|---|---|
| | | VERSIÓN | 002 |

Organismo: Departamento Adiministrativo de Contratacion Publica
Repartición Administrativa (Si aplica): Unidad Administrativa Especial de Gestion de Bienes y Servicios
Oficina Productora: Servicio Publicos
Nombre de Carpeta: Programa de Servicios Publicos 4181.010.13.1

| No. ORDEN | FECHA DEL DOCUMENTO dd/mmm/aaaa | ÚMERO DEL DOCUMENTO | ASUNTO | NÚMERO DE FOLIOS | FOLIO EN QUE QUEDA | OBSERVACIONES |
|---|---|---|---|---|---|---|
| 1 | 10/01/2024 | 20244181010000611 | Respueta a seguimiento a derecho de peticion | 4 | 1 | |
| 2 | 24/01/2024 | 20244181010000149 1 | Solicitud reunion urgente tema servicios publicos plazas de mercado de siloe | 1 | 2 | |
| 3 | 6/02/2024 | 20244181010000243 1 | Respueta a soliciitud de presupuesto de servicios para la presente vigencia | 2 | 4 | |
| 4 | 16/02/2024 | 20244181010000359 1 | Respuesta a solicitud autorizacion de acuerdo de pago con EMCALI | 2 | 6 | |
| 5 | 15/03/2024 | 20244181010000613 1 | Respuesta a reporte hurto computador portatil oficina secretaria general | 7 | 13 | |

1 TRD 4181.010.26.1 con 3 folios

| ALCALDÍA DE SANTIAGO DE CALI<br>GESTIÓN TECNOLÓGICA Y DE LA INFORMACIÓN<br>GESTIÓN DOCUMENTAL | MODELO INTEGRADO DE PLANEACIÓN Y GESTIÓN<br>(MIPG)<br><br>ÍNDICE DOCUMENTAL<br>SERIES DOCUMENTALES SIMPLES | MAGT04.03.P003.F011 | |
|---|---|---|---|
| | | VERSIÓN | 002 |

Organismo: Departamento Adiministrativo de Contratacion Publica
Repartición Administrativa (Si aplica): Unidad Administrativa Especial de Gestion de Bienes y Servicios
Oficina Productora: Servicio Publicos
Nombre de Carpeta: Programa de Servicios Publicos 4181.010.26.1

| No. ORDEN | FECHA DEL DOCUMENTO dd/mmm/aaaa | NÚMERO DEL DOCUMENTO | ASUNTO | NÚMERO DE FOLIOS | FOLIO EN QUE QUEDA | OBSERVACIONES |
|---|---|---|---|---|---|---|
| 1 | 5/01/2024 | 20244181010000134 | Solicitud de concepto de viabilidad | 3 | 1 | |

3. Atendí las demás solicitudes que realice el (la) director (a) Técnico (a) de la Unidad Administrativa Especial de Gestión de Bienes y Servicios, relacionadas con el objeto del contrato.

- Apoyé realizando las llamadas telefónicas, confinando direcciones de punto de entrega de los radicados.

| | | |
|---|---|---|
| 20244181010002608 1 | 20244181010002642 1 | 20244181010004701 4 |
| 20244181010004384 4 | 20244181010004678 4 | 20244181010004671 4 |
| 20244181010004404 4 | 20244181010004608 4 | 20244181010004652 4 |
| 20244181010004399 4 | 20244181010004641 4 | 20244181010004710 4 |
| 20244181010004419 4 | 20244181010002665 1 | 20244181010002714 1 |
| 20244181010004438 4 | 20244181010004624 4 | 20244181010002722 1 |
| 20244181010004419 4 | 20244181010002671 1 | 20244181010002712 1 |

- Apoyé con el envió de correspondencia por ESM correo de los radicados

| |
|---|
| 20244181010028801 |
| 20244181010028031 |
| 20244181010028041 |
| 20244181010026251 |
| 20244181010027701 |
| 20244181010027831 |
| 20244181010017431 |

- Apoyé en la planilla de control de tutelas radicados judiciales Unidad Administrativa Especial de Gestión de Bienes y Servicios

| | | |
|---|---|---|
| 20244181010023681 | CONTESTACION | |
| 20244181010023681 | CONTESTACION | |
| 20244181010023961 | Respuesta | |
| 20244181010023981 | ACCION DE TUTELA | |
| 20244181010024171 | Respuesta | |
| 20244181010024751 | CONTESTACION | |
| 20244181010025121 | CONTESTACION | |
| 20244181010026221 | CONTESTACION | |
| 20244181010025831 | CONTESTACION | |
| 20244181010026311 | CONTESTACION | |
| 20244181010027981 | CONTESTACION | |
| 20244181010028051 | Respuesta | |

4. Apoyé en los Escanear, archivar y digitalizar documentos, tomar fotocopias, atender al público y realizar las actividades de apoyo al proceso que le sean requeridas.

- Apoyé en la consulta de Radicados por medio del ORFEO, imprimiendo documentación necesaria la ser archivada de la Unidad Administrativa Especial de Gestión de Bienes y Servicios.

| | | | |
|---|---|---|---|
| | 202441810100012124 | 202441810100004084 | 202441810100006131 |
| | 202441810100004991 | 202441810100009994 | 202441810100009484 |
| | 202441810100009814 | 202441810100010164 | 202441810100010184 |
| | 202441810100005451 | 202441810100010274 | 202441810100005381 |
| | 202441810100010284 | 202441810100005611 | 202441810100005391 |
| | 202441810100010294 | 202441810100005711 | 202441810100010304 |
| | 202441810100010274 | 202441810100005691 | 202441810100007021 |
| | 202441810100011334 | 202441810100010784 | 202441810100007091 |
| | 202441810100011854 | 202441810100006721 | 202441810100007061 |
| | 202441810100011764 | 202441810100007071 | 202441810100007011 |
| | 202441810100012264 | 202441810100007051 | 202441810100010931 |
| | 202441810100010851 | 202441810100018284 | 202441810100018324 |
| | 202441810100018344 | 202441810100018364 | 202441810100018874 |
| | 202441810100018314 | 202441810100018824 | 202441810100019634 |
| | 202441810100019644 | 202441810100019474 | 202441810100019624 |
| | 202441810100011854 | 202441810100011764 | 202441810100007061 |
| | 202441810100007091 | 202441810100007011 | 202441810100007071 |
| | 202441810100012264 | 202441810100007051 | 202441810100012514 |
| | 202441810100012664 | 202441810100012674 | 202441810100012684 |
| | 202441810100012704 | 202441810100012744 | 202441810100012844 |
| | 202441810100012774 | 202441810100012854 | 202441810100013394 |
| | 202441810100013354 | 202441810100013614 | 202441810100008071 |
| | 202441810100014564 | 202441810100013854 | 202441810100013844 |
| | 202441810100014554 | 202441810100014814 | 202441810100014644 |
| | 202441810100014654 | 202441810100015134 | 202441810100015584 |
| | 202441810100015864 | 202441810100009481 | 202441810100016024 |

| | | |
|---|---|---|
| 202441810100010441 | 202441810100010451 | 202441810100010571 |
| 202441810100010671 | 202441810100010751 | 202441810100017804 |
| 202441810100010681 | 202441810100017844 | 202441810100017924 |
| 202441810100010741 | 202441810100010851 | 202441810100018284 |
| 202441810100010931 | 202441810100018344 | 202441810100018364 |
| 202441810100018324 | 202441810100018314 | 202441810100018824 |
| 202441810100018874 | 202441810100019634 | 202441810100019644 |
| 202441810100019474 | 202441810100019624 | 202441810100010751 |
| 202441810100020174 | 202441810100020624 | 202441810100017804 |
| 202441810100020194 | 202441810100020664 | 202441810100017844 |
| 202441810100012321 | 202441810100021354 | 202441810100017924 |
| 202441810100012331 | 202441810100021524 | 202441810100010851 |
| 202441810100012351 | 202441810100010671 | 202441810100010931 |
| 202441810100020284 | 202441810100010681 | 202441810100018284 |
| 202441810100012461 | 202441810100010741 | 202441810100018324 |
| 202441810100012471 | 202441810100018314 | 202441810100018344 |
| 202441810100012491 | 202441810100018364 | 202441810100018824 |
| 202441810100012501 | 202441810100018874 | 202441810100019474 |
| 202441810100012521 | 202441810100019624 | 202441810100019634 |
| 202441810100012531 | 202441810100019644 | 202441810100019804 |
| 202441810100012541 | 202441810100019984 | 202441810100012211 |
| 202441810100020524 | 202441810100012231 | 202441810100012241 |
| 202441810100012591 | 202441810100012251 | 202441810100012261 |
| 202441810100020564 | 202441810100020174 | |

- Apoyé en la realización del seguimiento de los mensajeros mes a mes y semanal en la entrega de la correspondencia.

| 2024 | PLANILLAS | OFICIOS | *ALFONSO* | *FRANCISCO* | *RICHARD* | *JENNY* |
|---|---|---|---|---|---|---|
| ENERO | 20 | 212 | 94 | | 118 | 44 |
| FEBRERO | 37 | 585 | 464 | | 121 | |
| MARZO | 20 | 1065 | 1065 | | | |
| ABRIL | 38 | 506 | 361 | 145 | | |
| MAYO | 25 | 314 | 297 | 17 | | |
| JUNIO | 37 | 587 | 331 | 130 | 126 | |
| JULIO | 40 | 766 | 457 | 184 | 125 | |
| AGOSTO | 41 | 653 | 394 | 142 | 117 | |
| SEPTIEMBRE | 49 | 851 | 458 | 225 | 168 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| SEPTIEMBRE | 2 AL 6 | 09 AL 13 | 16 AL 20 | 23 AL 27 | TOTAL |
|---|---|---|---|---|---|
| RICHARD | 27 | 36 | 37 | 54 | 154 |
| ALFONSO | 92 | 134 | 101 | 78 | 405 |
| FRANCISCO | 39 | 71 | 43 | 47 | 200 |
| CORREO | 12 | 25 | 14 | 16 | 67 |
| OTROS | 2 | 13 | 9 | 37 | 61 |

| OCTUBRE | 30 AL 4 | 7 AL 11 | 15 al 18 | | |
|---|---|---|---|---|---|
| RICHARD | 24 | 37 | 17 | | |
| ALFONSO | 102 | 152 | 36 | | |
| FRANCISCO | 55 | 61 | 51 | | |
| CORREO | 6 | 25 | 10 | | |
| OTROS | 7 | 30 | 0 | | |

- Apoyé recibiendo la correspondencia para formar expediente.

| RADICADO | RADICADO PADRE | FECHA | GRUPO DE TRABAJO | RESPONSABLE |
|---|---|---|---|---|
| 20244181010002307 1 | 20244181010002307 1 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004095 4 | 20244181010004095 4 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004094 4 | 20244181010004094 4 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004099 4 | 20244181010004099 4 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004096 4 | 20244181010004096 4 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004092 4 | 20244181010004092 4 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010002303 1 | 20244181010002303 1 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004098 4 | 20244181010004098 4 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010002301 1 | 20244181010002301 1 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004175 4 | 20244121010004608 4 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010002310 1 | 20244181010002310 1 | 18/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |

| RADICADO | RADICADO PADRE | FECHA | GRUPO DE TRABAJO | RESPONSABLE |
|---|---|---|---|---|
| 20244181010004454 4 | 20244181010004454 4 | 30/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004358 4 | 20244162030000360 4 | 30/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004363 4 | 20244148010001366 4 | 30/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004367 4 | 20244148020001284 4 | 30/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004352 4 | 20244164030000224 4 | 30/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004398 4 | 20244146010001315 4 | 30/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004357 4 | 20244112010000318 4 | 30/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |
| 20244181010004442 4 | 20244162010001366 4 | 30/09/2024 | SERVICIOS PUBLICOS | DIANA CAROLINA |

-Apoyé a seguimiento a la oficina de registro de instrumentos públicos que se le entrega al señor Julián Caicedo López Gestión Inmobiliaria

| NUMERO DE RADICADO | FECHA DE RADICADO | FECHA DE LLEGADA GD | DIAS TRANSCURIDOS |
|---|---|---|---|
| 20244181010027941 | 09/10/2024 | 15/10/2024 | 5 |
| 20244181010027781 | 08/10/2024 | 15/10/2024 | 6 |
| 20244181010027771 | 08/10/2024 | 15/10/2024 | 6 |
| 20244181010027101 | 03/10/2024 | 15/10/2024 | 9 |

*CAROLINA PRECIADO*

DIANA CAROLINA PRECIADO ASPRILLA
C.C. No. 1144148197 de Cali