

3. Office of the City General Services Officer

3.1. DELIVERY OF TANGIBLE MATERIALS, INSPECTION OF DEFECTIVE EQUIPMENT, DISTRIBUTION/DISPOSAL OF AVAILABLE SUPPLIES AND MATERIALS, AND ISSUE PROPERTY ACCOUNTABILITY CLEARANCE

ABOUT THE SERVICE:

The Office of the City General Services Officer provides necessary service management of the city's property, supply and records. Take custody of and be accountable for all properties, real or personal, owned by the local government unit and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects. Part of their major output is the delivery, distribution and disposal of supplies and materials and the conduct of inspection of defective equipment as per request.

CLIENT GROUPS:

All Departments of the LGU, Barangays, Schools, and other individuals

REQUIREMENTS:

Approved Requisition and Issue Slip
Request for Pre-repair Inspection

SERVICE SCHEDULE:

Monday to Friday,
8:00 to NOON and 1:00 to 5:00 P.M.

TOTAL PROCESSING TIME:

1 working day (includes queuing and travel time)

TOTAL FESS/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of CGSO	Transaction Time	Responsible Persons
For Supplies and materials			
1. Approach a frontline employee and present the request	Receives request and refers you to the head of the office or to the person-in-charge for disposition If the requested materials and supplies are available, the request will be process within the day	1 working day (includes queuing and travel time)	DAISY N, ANSON Admin. Officer III (Supply Officer II)

	If the requested materials and supplies are not available, the head will prepare a letter in reply to the request	1 working day (including delivery of the reply and depending upon the availability of supplies and materials)	GERALD L. MALIGASO CGDH I/ City General Services Officer
For Pre-repair Inspection			
1. Approach a frontline employee and present the request	<p>Receives the request and refers you to the person-in-charge</p> <p>Provide the necessary form (pre-repair request form) For signature of the requesting department</p>	<p>2 minutes</p> <p>10 minutes</p>	<p>DAISY N. ANSON Admin. Officer III (Supply Officer II)</p> <p>TERENCIO D. ADVINCULA Admin. Officer V (Supply Officer III)</p> <p>GERALD L. MALIGASO CGDH I/ City General Services Officer</p>
2. Return the accomplished form	<p>Receives the form and refers the same to the head or person-in-charge for disposition</p> <p>Conduct inspection of the defective equipment</p> <p>If for repair, approves and refer the request to CBO for budget</p>	<p>2 minutes</p> <p>30 minutes (excluded queuing and travel time)</p> <p>15 minutes</p>	<p>DAISY N. ANSON Admin. Officer III (Supply Officer II)</p> <p>TERENCIO D. ADVINCULA Admin. Officer V (Supply Officer III)</p> <p>GERALD L. MALIGASO</p>

			CGDH I/ City General Services Officer
For Property Accountability Clearance			
1. Approach a frontline employee and present the request/ form	Receives the form and refers the same to the head or person-in- charge for disposition	2 minutes	MARITES E. VILLASANA Admin. Officer I (Records Officer I)
	Refer the request to records officer for checking and confirmation and return the request to head	15 minutes	
	Approved and signed the clearance	1 minute	GERALD L. MALIGASO CGDH I/ City General Services Officer
	Record and release the same	2 minutes	