GENERAL SERVICES OFFICE

SERVICE CATEGORY

GENERAL SERVICES OFFICE

1. ISSUANCE OF SUPPLIES (JANITORIAL, ELECTRICAL AND OTHER MATERIALS)

OFFICE / DIVISION:	General Services Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2G-Government to Government
WHO MAY AVAIL:	All Departments and Offices under LGU of Castillejos

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Approved RIS 2. Acknowledgement Receipt 3. Approved Request Letter	General Services Office Mayor's Office

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for Supplies (Janitorial, Electrical, and Other Materials)	1. Check item requests based on Approved RIS	None	5 minutes	**RONALD R. BALUYOT** Admin Aide III
2. Accept request supplies	2. Prepare the requested supply	None	5 minutes	
3. Sign Acknowledgement Receipt	3. Issue requested supplies	None	90 minutes	
	4. Encode/File Acknowledgement Receipt for Monitoring purposes	None	5 minutes	**LARA JANE N. DRAPIZA** Encoder/Admin Aide
TOTAL:		**None**	**1 hour & 45 minutes**	

2. PROVISION OF EQUIPMENT/ITEMS FOR COMMUNITY SERVICES

OFFICE / DIVISION:	General Services Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C-Government to Citizen
WHO MAY AVAIL:	All Departments and Offices under LGU of Castillejos

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request Letter 2. Request Letter with attached Route Slip 3. Requested equipment	General Services Office

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Forward letter request for provision of items/ equipment	1. Receive the request letter attach Route Slip and forward to GSO	None	5 minutes	**RONALD R. BALUYOT** Admin Aide III
2. Sign in the Clients Attendance Sheet	2. Take appropriate action/notation for the provision of services addressed to the Community Services Section	None	5 minutes	**WILFREDO R. NAPOLES** General Services Officer

3. Accept request supplies	3. Schedule of activity and notify requestor for confirmation of services	None	5 minutes	**LARA JANE N. DRAPIZA** Encoder/Admin Aide
4. Sign Acknowledgement Receipt, Service Requisition Form (SRF)	Deliver services on the use of. A) Installation of tents B) Set up sound system C) Set up tables and chairs D) Set up a movable stage	None	1 hour 1 hour 30 minutes 2 hours	**RONALD R. BALUYOT** Admin Aide III
TOTAL:		**None**	**4 hours & 45 minutes**	

3. REQUEST FOR RELEASE OF EQUIPMENT (PROPERTY MANAGEMENT)

OFFICE / DIVISION:	General Services Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2G-Government to Government
WHO MAY AVAIL:	All Departments and Offices under LGU of Castillejos
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

1. Request Letter with attached Route Slip and noted by Municipal Mayor/Administrator 2. PAR/ICS		General Services Office		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Forward letter request for provision of items/ equipment	1. Recieve request letter attach Route Slip and forward to GSO	None	5 minutes	**RONALD R. BALUYOT** Admin Aide III
2. Sign in the Clients Attendance Sheet	2. Inform/Instruct the Property Management Section	None	5 minutes	**WILFREDO R. NAPOLES** General Services Officer
3. Accept request supplies	3. Check the availability of equipment		5 minutes	**RONALD R. BALUYOT** Admin Aide III
4. Sign Acknowledgement Receipt, Service Requisition Form (SRF)	4. Prepare Property Accountability Receipt (PAR) and Custodian Slip (ICS) for availability of equipment	None	10 minutes	**LARA JANE N. DRAPIZA** Encoder/Admin Aide
	5. Prepare an official letter endorsing the C) Set up tables and chairs D) Set up a movable stage	None	10 minutes	**RONALD R. BALUYOT** Admin Aide III

	6. Record the property Accountability Receipt (GSO) and encode ICS	None	10 minutes	**LARA JANE N. DRAPIZA** Encoder/Admin Aide
	7. Receive request, Encode, and attached Route Slip	None	5 minutes	**LARA JANE N. DRAPIZA** Encoder/Admin Aide
	8. Notify the concerned employee for appropriate action	None	5 minutes	**WILFREDO R. NAPOLES** General Services Officer
	9. Pull out PAR/ICS on file	None	10 minutes	**LARA JANE N. DRAPIZA** Encoder/Admin Aide
	10. Prepare property slip	None	10 minutes	**LARA JANE N. DRAPIZA** Encoder/Admin Aide
	11. Retrieve unserviceable equipment/vehicle	None	10 minutes	**RONALD R. BALUYOT** Admin Aide III
	12. Approve PRS	None	5 minutes	**RONALD R. BALUYOT** Admin Aide III
TOTAL:		**None**	**1 hour and 30 minutes**	