

**OFFICE OF THE CITY
GENERAL SERVICES OFFICER
Internal Services**

1. Issuance of Diesel, Gasoline and Oil

Drivers and Mechanics may request for Diesel, Gasoline and Oil and will be provided if necessary and work related. The Issued Diesel, Gasoline and Oil must only be used for Government owned equipment and vehicles.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form 2. Approved Gas Slip		General Services Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form	1.1. Accept request form	None	2 minutes	Josephine P. Cutura Supply Officer III GSO
	1.2. Approval of the Issuance of Diesel, Gasoline or Oil		3 minutes	Michael B. Lu City General Services Officer
	2. Issuance of Gas Slip, Oil or Diesel	None	5 minutes	Josephine P. Cutura Supply Officer III GSO
TOTAL:		None	10 minutes	

2. Issuance of Office Supplies and Other Materials

All departments of LGU-Cavite City may pick up various office supplies and other materials as long as they have the approved Requisition and Issue Slip (RIS) and Obligation Request (OBR).

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Requisition and Issue Slip 2. Obligation Request		Department concern		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Approved Requisition and Issue Slip and Obligation Request	1.1. Receive Approved Requisition and Issue Slip and Obligation Request	None	5 minutes	Michael P. Liwanag Storekeeper III GSO
	1.2 Check the availability of Supplies or Other Materials	None	15 minutes	
	2. Issuance of Available Supplies and Other Materials	None	15 minutes	Raymond John Camantigue & Ronn Christian R. Concepcion Utility Worker II GSO
TOTAL:		None	35 minutes	

3. Maintenance of Cleanliness of Government Facilities

Daily sweeping and maintenance of cleanliness, maintain janitorial and other related services in all Government building and properties.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter 2. Forwarded to Labor General Foreman 3. Scheduling the Availability of the Personnel		City Mayor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Request Letter	1.Accept Request Letter	None	3 minutes	Josephine P. Cutura Supply Officer III Michael E. Semper Labor General Foreman GSO
	2. Approval of Request	None	3 minutes	Michael B. Lu City General Services Officer
	3. Scheduling of Personnel Concerned	None	3 minutes	Michael E. Semper Labor General Foreman GSO
TOTAL:		None	9 minutes	

4. Procurement of Office Supplies

Procurement of office supplies if not available at stocks.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Order Request 2. Approved Purchased Order Request 3. Approved Letter Request to CMO 4. To BAC 5. Approved Purchased Request		Department Concerned General Services Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request letter	1. Accept Request letter from Office of the City Mayor	None	30 minutes	Michael P. Liwanag Storekeeper III GSO
	2. Approval of Request	None	30 minutes	Michael B. Lu City General Services Officer
	3. Prepare P.R and BAC Request	None	7 hrs	Vicky V. Dones Labor Foreman GSO Zean Philipp R. Tambuon Casual Clerk GSO
	4. Conduct Canvass for Supplies Requested	None	1½ days	Michael P. Liwanag Storekeeper III GSO Marites L. Mateo Book Binder IV GSO Zean Philipp R.

				Tambuon Casual Clerk GSO
	5. Prepare Award and Abstract of Canvass, Purchase Order	None	4 hrs	Vicky V. Dones Labor Foreman GSO Zean Philipp R. Tambuon Casual Clerk GSO
	6. Forwarded to Mayor's Office for Approval of Award and Purchase Order	None	4 hrs	City Administrator's Office Admin Office City Mayor's Office
	7. Prepare Inspection Request and Certificate of Acceptance, Ready for Inspection	None	2 hrs	Vicky V. Dones Labor Foreman GSO Zean Philipp R. Tambuon Casual Clerk GSO
	8. Release Supplies Requested	None	1 hrs	Michael P. Liwanag Storekeeper III GSO Raymond John Camantigue & Ronn Christian R. Concepcion Utility Worker II GSO
TOTAL:		None	2 days & 7 hrs	

5. Provision for Tarpaulin, Tent, Table, Chairs & P.A. System

All citizen of Cavite City may request for Grass cutting and Tree Trimming and will be assisted if their request is approved by the City Mayor.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Request Letter from City Mayor's Office 2. Forwarded to Labor General Foreman 3. Scheduling the Availability of the Personnel		City Mayor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Approved Request Letter from City Mayor's Office	1.Receive Approved Request Letter from City Mayor's Office	None	5 minutes	Josephine P. Cutura Supply Officer III GSO Jazmyr R. Alibocboc Labor Foreman GSO
	2. Approval of Request	None	5 minutes	Michael B. Lu City General Services Officer
	3. Check the Availability of Personnel Concerned	None	5 minutes	Ruel O. Ozar Utility Foreman GSO
	4. Scheduling of Personnel Concerned (Special Request)	None	10 minutes	Ruel O. Ozar Utility Foreman GSO
TOTAL:		None	25 minutes	

6. Request for Purchase of Other Supplies and Materials

The requested supplies or materials will be purchased after the Purchase Order Request is signed by the City Administrator.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Request Form 2. Purchase Order Request			Department Concerned General Services Office	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form	1.1. Accept approved request letter	None	5 minutes	Josephine P. Cutura Supply Officer III GSO
	1.2. Conduct canvass	None	15 minutes	Marites L. Mateo Book Binder III GSO
	1.3. Approved canvass	None	5 minutes	Zean Philipp R. Tambuon Casual Clerk GSO
2. Approval of purchase request	2.1 Make a Purchase request	None	5 minutes	Vicky V. Dones Labor Foreman GSO
	2.2. Approval of request	None	5 minutes	Zean Philipp R. Tambuon Casual Clerk GSO
	2.3. Forward approved purchase request to GSO	None	5 minutes	City Mayor's Office Josephine P. Cutura Supply Officer III

				GSO
3. Approved purchase request	3.1. Approval of purchase request & forwarding to City Budget Office for budget appropriate	None	5 minutes	City Budget Office
	3.2. Forwarded to BAC Office for BAC resolution	None	25 minutes	BAC Office
	3.3. Approval of BAC resolution	None	30 minutes	Vicky V. Dones Labor Foreman GSO Zean Philipp R. Tambuon Casual Clerk GSO
4. Received approved BAC resolution	4.1 Forwarded to GSO for purchase of Other Supplies and Other Materials requested	None	5 minutes	Josephine P. Cutura Supply Officer III GSO Marites L. Mateo Book Binder III GSO
	4.2 Inspect & Release of requested item	None	5 minutes	Marites L. Mateo Book Binder III GSO Zean Philipp R. Tambuon & Ronvic V. Bautista Casual Clerk GSO
TOTAL:		None	1 hr & 50 mins	

7. Request for Repair of Various Government Vehicles

Government Vehicles are ensured to be properly maintained and checked. Repair of government vehicles are done at the motorpool.

Office or Division:	General Services Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved Request Letter from City Mayor's Office			City Mayor's Office	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Approved Request Letter from City Mayor's Office	1.1. Receive Approved Request Letter from City Mayor's Office	None	5 minutes	Edgar M. Hilario Mechanic II GSO
	1.2. Check the availability of Personnel concerned	None	5 minutes	Josephine P. Cutura Supply Officer III GSO
	2.1. Check the Vehicle	None	30 minutes	Edgar M. Hilario Mechanic II GSO
	2.2. Repair the Vehicle	None	Depending on the case of vehicle problem	
TOTAL:		None	Depending on the case of vehicle problem	

8. Request for Vehicle with Driver

Departments may request for a driver to assist them as long as they have approved request letter from the City Mayor's Office. They are free to go after the Travel Order is signed by the General Services Officer and the City Administrator.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Request Letter from City Mayor's Office		City Mayor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Approved Request Letter from City Mayor's Office	1.1. Receive Approved Request Letter from City Mayor's Office	None	5 minutes	Josephine P. Cutura Supply Officer III GSO
	1.2. Check the availability of Personnel concerned	None	5 minutes	
	2. Schedule for Driving	None	5 minutes	Antero G. Icasiano Jr. Driver II GSO
	3.1. Print a Travel Order. Sign and Approves by the General Services Officer.	None	10 minutes	Ronvic V. Bautista Casual Clerk GSO
	3.2. Sign and Approve by the City Administrator	None	5 minutes	Michael B. Lu City General Services Officer City Administrator's Office City Mayor's

				Office
TOTAL:		None	30 minutes	