

**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.

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

## 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).

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Requisition and Issue Slip 2. Obligation Request		Department concern		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Approved Requisition and Issue Slip and Obligation Request	1.1. Receive Approved Requisition and Issue Slip and Obligation Request	None	5 minutes	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	Utility Worker II GSO
<b>TOTAL:</b>		<b>None</b>	<b>35 minutes</b>	

### 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.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Request Letter</li> <li>2. Forwarded to Labor General Foreman</li> <li>3. Scheduling the Availability of the Personnel</li> </ol>		City Mayor's Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Request Letter	1.Accept Request Letter	None	3 minutes	Supply Officer III  Labor General Foreman GSO
	2. Approval of Request	None	3 minutes	General Services Officer GSO
	3. Scheduling of Personnel Concerned	None	3 minutes	Labor General Foreman GSO
<b>TOTAL:</b>		<b>None</b>	<b>9 minutes</b>	

#### 4. Procurement of Office Supplies

Procurement of office supplies if not available at stocks.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Purchase Order Request</li> <li>2. Approved Purchased Order Request</li> <li>3. Approved Letter Request to CMO</li> <li>4. To BAC</li> <li>5. Approved Purchased Request</li> </ol>		<p style="text-align: center;">Department Concerned General Services Office</p>		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request letter	1. Accept Request letter from Office of the City Mayor	None	30 minutes	Storekeeper III GSO  Utility Worker II GSO
	2. Approval of Request	None	30 minutes	General Services Officer GSO
	3. Prepare P.R and BAC Request	None	7 hrs	Utility Worker II GSO
	4. Conduct Canvass for Supplies Requested	None	1½ days	Storekeeper III GSO  Utility Worker II GSO
	5. Prepare Award and Abstract of Canvass, Purchase Order	None	4 hrs	Labor Foreman GSO  Utility Worker II GSO
	6. Forwarded to	None	4 hrs	City

	Mayor's Office for Approval of Award and Purchase Order			Administrator's Office Admin Office  City Mayor's Office
	7. Prepare Inspection Request and Certificate of Acceptance, Ready for Inspection	None	2 hrs	Labor Foreman GSO  Casual Clerk GSO
	8. Release Supplies Requested	None	1 hrs	Storekeeper III GSO  Utility Worker II GSO
<b>TOTAL:</b>		<b>None</b>	<b>2 days &amp; 7 hrs</b>	

## 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.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Approved Request Letter from City Mayor's Office</li> <li>2. Forwarded to Labor General Foreman</li> <li>3. Scheduling the Availability of the Personnel</li> </ol>		City Mayor's Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit Approved Request Letter from City Mayor's Office	1.Receive Approved Request Letter from City Mayor's Office	None	5 minutes	Supply Officer III GSO  Labor Foreman GSO
	2. Approval of Request	None	5 minutes	General Services Officer GSO
	3. Check the Availability of Personnel Concerned	None	5 minutes	Utility Foreman GSO
	4. Scheduling of Personnel Concerned (Special Request)	None	10 minutes	Utility Foreman GSO
<b>TOTAL:</b>		<b>None</b>	<b>25 minutes</b>	

## 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.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Request Form 2. Purchase Order Request		Department Concerned General Services Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request form	1.1. Accept approved request letter	None	5 minutes	Supply Officer III GSO
	1.2. Conduct canvass	None	15 minutes	Book Binder III GSO
	1.3. Approved canvass	None	5 minutes	Casual Clerk GSO
2. Approval of purchase request	2.1 Make a Purchase request	None	5 minutes	Labor Foreman GSO  Casual Clerk GSO
	2.2. Approval of request	None	5 minutes	City Mayor's Office
	2.3. Forward approved purchase request to GSO	None	5 minutes	Supply Officer III GSO
3. Approved purchase request	3.1. Approval of purchase request & forwarding to City Budget Office for	None	5 minutes	City Budget Office

	budget appropriate			
	3.2. Forwarded to BAC Office for BAC resolution	None	25 minutes	BAC Office
	3.3. Approval of BAC resolution	None	30 minutes	Labor Foreman GSO  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	Supply Officer III GSO  Book Binder III GSO
	4.2 Inspect & Release of requested item	None	5 minutes	Book Binder III GSO  Casual Clerk GSO
<b>TOTAL:</b>		<b>None</b>	<b>1hr &amp; 50mins</b>	

## 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.

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

## 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.

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

				Office
<b>TOTAL:</b>		<b>None</b>	<b>30 minutes</b>	