

**OFFICE OF THE MUNICIPAL GENERAL
SERVICES OFFICER**

1. SUPPLY AND PROPERTY MANAGEMENT

- A. Inspection of delivered office and other supplies, materials, Office Equipment, Information and communication technology equipment (ICT), motor vehicle, construction equipment

Office of Division:	Supply and Property Section of the GSO			
Classification:	Simple			
Type of Transaction	G2B – Government to Business			
Who may Avail	Qualified winning Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order Received by Supplier Delivery Receipts		The Supply and Property Section of the GSO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Delivery of supplies, Fuel and Lubricants, materials, equipment, vehicle etc.	<ul style="list-style-type: none"> - Verify the delivery as to quantity and quality - Within 24 hours notify the COA of the delivery - Preparation and submission to the COA of the Inspection and Acceptance Report 	None	1 day	Maria Muriel Galicia Ramon Montesor Cristy Matutina Jerry Malate Celso Rodriguez
TOTAL:		None	1 day	
End of transaction				

- B. Issuance of delivered office and other supplies, materials, Office Equipment, Information and communication technology equipment (ICT), motor vehicle, construction equipment

Office of Division:	Supply and Property Section of the GSO			
Classification:	Simple			
Type of Transaction	G2G – Government to Government			
Who may Avail	LGU Offices/Departments, Schools, Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complete, verified and signed Trip Ticket Approved Requisition Issuance Slip Approved Property Issuance Slip Approved Inventory Custodian Slip Acknowledgement Report for Equipment		Supply and Property Section of the GSO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Follow up on request	Prepare the required document for release of request	None	1-2 hours	Maria Muriel Galicia Ramon Montesor Cristy Matutina
				John Paul Magayanes Jerry Malate Alma Decena
TOTAL:		None	1-2 hours	
End of transaction				

2. MAINTENANCES AND GENERAL SERVICES

A. Repair and Maintenance of motor vehicle, construction equipment, office equipment, other property, plant and equipment, building and municipal grounds

Office of Division:	General Services Office			
Classification:	G2G – Government to Government Transaction			
Type of Transaction	Complex			
Who may Avail	Requesting office/Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Request		General Services Section of the GSO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for repair	Regularly maintain the Municipal Building Prepare the Pre repair inspection Procure the necessary materials, spare parts and services for the repair	none	3-7 days	Benjamin Andes Francis Pareja Jaime Soler Anthony Joseph Mesa Joselito Jacob Jerry Malate Celso Rodriguez
TOTAL:		none	3-7 days	
End of transaction				

B. Registration and Insurance of government properties, motor vehicles, dump trucks and heavy equipment

Office of Division:	General Services Office
Classification:	Complex
Type of Transaction	G2G – Government to Government

Who may Avail		Requesting Office/Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit vehicle for insurance and registration Submit building for insurance coverage of the GSIS	Prepare documents for insurance and registration of vehicle Submit documents to the GSIS	None	2-5 days	Maria Muriel Galicia Ryan Molenilla
TOTAL:		None	2-5 days	
End of transaction				

3. RECORDS AND ARCHIVES MANAGEMENT

A. Inventory of property, plant and equipment and Real properties owned by the Local Government of Daraga

Office or Division:	Records Section of the General Services Office			
Classification:	Highly Technical			
Type of Transaction	G2G – Government to Government			
Who may Avail	LGU Offices/Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit office equipment, vehicles, and OPPE for On Hand Count and Inventory	Prepare the Report on Physical Count of Property, Plant and Equipment Count and tag inventories Submit RPCPPE to the Inventory Committee, COA and other concerned offices	None	3 weeks	Maria Muriel Galicia Jerry Malate
TOTAL:		None	3 weeks	
End of transaction				

B. Records Management

Office of Division:	Records Section of the GSO
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Classification:	Simple			
Type of Transaction	G2G – Government to Government			
Who may Avail	All Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for record	Provide requested record	none	1 day	Maria Muriel Galicia Jerry Malate Glenda Llasos
TOTAL:		none	1 day	
End of transaction				

C. Issuance of Clearance on Property Accountability

Office of Division:	Records and Archives Section of the GSO			
Classification:	Complex			
Type of Transaction	G2G – Government to Government			
Who may Avail	All LGU Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved application for terminal/Leave Form	Prepare Clearance and submit it for approval of concerned offices	none	3-5 days	Maria Muriel Galicia Jerry Malate Glenda Llasos
TOTAL:		none	3-5 days	
End of transaction				