MUNICIPAL GENERAL SERVICES OFFICE
Internal Services

1. ISSUANCE OF OFFICE, JANITORIAL, ELECTRICAL AND OTHER SUPPLIES

OFFICE OR DIVISION	Municipal General Services Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2G-Government to Government
WHO MAY AVAIL	Internal Clients

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Approved Purchase Request	Concerned Office
2. Approved RIS	Concerned Office
3. Approved Purchase Order	Concerned Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Prepare Requisition Issue Slip (RIS) 2. Check if supplies are on PPMP 3. Prepare Purchase Request	1. Verify availability of requested items to Procurement Supply Office 2. if unavailable, check availability at The Procurement Service. 3. If unavailable, conduct canvassing/ quotations of three (3)suppliers	None	5 minutes	Clerk III
2.Transmit complete documents/ supporting documents for preparation of Purchase Orders	2. Released three (3) qualified/ certified supplier. 2.1. Prepare necessary documents	None	5 minutes	Clerk III
3.Signed in the Clients Attendance Sheet/ Receiving Sheet/ Acknowledgement Receipt	3. Assess and Countersign proof of submitting documents	None	2 minutes	Clerk III
4. Follows-up if requested supplies are available	4.Inform client for the delivery of supplies and materials.	None	2 minutes	

5. Receives requested supplies, copy of the ICS and RIS	5.Provide Inventory Custodian Slip (ICS) or Requisition Issue Slip (RIS)	None	2 minutes	
	TOTAL	None	16 minutes	

2. REQUEST FOR REPAIR AND MAINTENANCE (WORKPLACE IMPROVEMENT AND MAINTENANCE)

OFFICE OR DIVISION	Municipal General Services Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C- Government to Client G2G – Government to Government
WHO MAY AVAIL	Internal and External Clients

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter Request 2. Route Slip 3. Repair and Request Slip	Concerned Office Municipal General Services Office Head of Maintenance

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Request for repair works	1. Receive request with attached details of what and where to repair	None	5 minutes	Clerk III
	1.1 Approve for request/ notation for appropriate action	None	5 minutes	OIC – General Services Officer
	1.2 Forward Request to Maintenance Personnel	None	5 minutes	Clerk III
	1.3 Schedule repair which includes Electrical works Plumbing works Carpentry works Other Facility related works	None	2 minutes	Administrative Aide IV

1. Fill-out Repair and Request Slip (RRS)	2. Receive RRS. Indicate details/action to be performed. 2.1 Perform Repair	None	10 minutes 45 minutes	Administrative Aide IV
2. Fill-out Repair and Request Slip (RRS)	2. Receive RRS. Indicate details/action to be performed. 2.1 Perform Repair	None	10 minutes 45 minutes	Administrative Aide IV
3. Sign Acknowledgement Receipt	File Accomplished RRS	None	5 minutes	Clerk III
TOTAL		None	1 Hour and 17 minutes	

3. PROVISION FOR REQUEST OF FACILITIES

OFFICE OR DIVISION	Municipal General Services Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C- Government to Client G2G – Government to Government
WHO MAY AVAIL	All Citizens, individual groups, private offices/industries, LGU Barangays, National Offices, Civic/Military, Church Organization

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter Request	Client
2. Route Slip	Municipal General Services Office
3. Approved Special Permit	Municipal General Services Office
4. Reservation/Schedule of Facility and its necessities	Municipal General Services Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Transmit Request	1. Receive request. Route Slip to be forwarded to GSO	None	5 minutes	Clerk III
	1.1 Approve for request/ notation for the Provision of requested facility	None	5 minutes	OIC – General Services Officer
	1.2 Forward Request with notation availability of requested facility	None	5 minutes	Clerk III

	1.3 Schedule and Reschedule Activity and confirmation with the Requestor	None	5 minutes	Clerk III
2.Sign Request Special Permit Request Letter	2. Perform appropriate action on the request.	None	10 minutes	Clerk III
3.Signed Special Permit form/ Letter Request	3.Filing of approved Special Permit / Request Letter	None	5 minutes	Clerk III
	TOTAL	None	35 minutes	

4. PROVISION OF TRANSPORT SERVICE VEHICLE

OFFICE OR DIVISION	Municipal General Services Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C- Government to Client G2G – Government to Government
WHO MAY AVAIL	Internal and External Clients

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Approved Letter Request 2. Travel Order / Office Order 3. Route Slip	Client Municipal Human Resource Management Office Municipal General Services Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward letter request for provision of transport service	1. Receive request letter. 1.1 Provide Request for Service Vehicle (RSV)	None	5 minutes	Clerk III
2. Sign in the Clients Attendance Sheet	2.Take appropriate action/ notation for the provision of service vehicle Condition and destination.	None	5 minutes	OIC – General Services Officer
	2.1 Forward Request with notation availability of requested vehicle with time and date.	None	5 minutes	OIC – General Services Officer

3. Sign Acknowledgement Receipt and Service Requisition Form (SRF)	3. Check the availability of the service vehicle. 3.1 Check if the vehicle is of good with updated registration and insurance papers.	None	3 minutes	Clerk III
4. Receive the Approved RSV	Booked the requested date of vehicle usage and prepared Vehicle trip ticket.	None	2 minutes	Clerk III
	TOTAL		20 minutes	

5. PROVISION FOR EQUIPMENT / ITEMS FOR COMMUNITY SERVICE

OFFICE OR DIVISION	Municipal General Services Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C- Government to Client G2G – Government to Government
WHO MAY AVAIL	Internal and External Clients
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Approved Letter Request Route Slip	Client Municipal General Services Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Forward letter request for provision of equipment	1. Receive request letter. Route Slip to be forwarded to GSO	None	5 minutes	Clerk III
2.Sign in the Clients Attendance Sheet	2.Take appropriate action/ notation for the provision of lending equipment needed for community service	None	5 minutes	OIC – General Services Officer
	2.1 Forward Request with notation availability of requested facility with its time and date	None	5 minutes	Clerk III

3. Sign Acknowledgement Receipt and Service Requisition Form (SRF)	3. Deliver Services in the used of: Installation of tents Set up sound system Set up tables and chairs Set up moveable stage	None	3 hours	OIC – General Services Officer
TOTAL			3 Hours and 15 minutes	