

# GENERAL SERVICES OFFICE

## EXTERNAL SERVICES



## 1. EVENTS

To give free of charge services for borrowing of Sounds System, Led Wall, Chairs, Tent, Cooler Fan (Iwata) based on availability of the said items.

<b>OFFICE OR DIVISION</b>	General Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request Letter	1. Checking the Schedule and Approved the Request	None	10 minutes	Red Pototanon; Ryan Araojo; Darwin Jopillo; Raul Villanueva
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	



## 2. TRANSPORTATION (REQUEST OF BUS, COASTER OTHER VEHICLE)

To give Transportation Services to all Imusenos.

<b>OFFICE OR DIVISION</b>	General Services Office			
<b>CLASSIFICATION</b>	Highly - Technical			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizen; G2G – Government to Government			
<b>WHO MAY AVAIL THE SERVICE</b>	Bus – All residents of Imus; Coaster – Government Elected Official , Department Head and Foreign Visitors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter Request with approval of the City Mayor and must be accompanied by an accomplished request form.	1.1 Checking the Schedule and Approved the Request.	None	10 minutes	Marie Charitess Landicho Administrative Officer V <b>Driver and Assistant</b> Wilner Dela Cruz Jorge Perez John Reagan Jancon Winston Binas Emanuel Gernale Nelson Ongtan Manolito Sahol Romulo Cambalisa
	1.2 Give to the requesting party the Guidelines on the use of City Government Bus/Coaster	None	5 minutes	
<b>TOTAL</b>		<b>None</b>	<b>15 minutes</b>	

NOTE: The borrower should provide the following; Fuel, Toll Gate and Other Expenses such as Hotel Accommodation and Food for the Driver and Assistant



### 3. CEMETERY CARETAKER

To give assistance to all relative for Public Cemetery

<b>OFFICE OR DIVISION</b>	General Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Death Certificate			City Civil Registrar's Office	
Burial Permit			Business Permits and Licensing Office	
Clearance of Excavation			Business Permits and Licensing Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements.	1. Assist the relative and secure the Permit or clearance of Excavation	None	10 minutes	Nelson Vasquez
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	



# GENERAL SERVICES OFFICE

## INTERNAL SERVICES



## 1. RECORDING OF PURCHASE REQUEST AND RECORD OF REPAIR VEHICLE

To give assistance to all Official Representative of City Government for processing of vouchers.

<b>OFFICE OR DIVISION</b>	GENERAL SERVICES OFFICE			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G			
<b>WHO MAY AVAIL THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Purchase Request (PR)			Respective offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Purchase Request	1. Posting to oversight Committee Initialing, Checking and Recording of Purchase Request	None	10 minutes	Mary Grace Ordon;a; Rubi Rose Orcullo; Victoria Espares; Raquel Dumlao;  Marie Charitess Landicho Administrative Officer V
2. Submission of Purchase Request and Pre-Inspection for repair of vehicle	2. Initialing, checking and recording of Purchase Request and preparing of Pre - inspection	None	10 minutes	Michael Santiagucl; Ma. Ellis Estologa; (Motorpool Pre-Inspection) Victoria Espares; Raquel Dumlao;  Dennis Parcerol Asst. Dept. Head
<b>TOTAL</b>		<b>None</b>	<b>20 minutes</b>	

## 2. RECORDING OF PURCHASE ORDER, VOUCHER, INSPECTION AND RECORD OF REPAIR VEHICLE

To give assistance to all Official Representative of City Government for processing of vouchers.

<b>OFFICE OR DIVISION</b>	GENERAL SERVICES OFFICE			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G			
<b>WHO MAY AVAIL THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Purchase Order (PO)			Respective Offices	
Request for Quotation (RFQ)			Respective Offices	
Inspection Reports			Respective Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Purchase Order and Post Inspection	1. Recording of Purchase Order	None	7 minutes	Noel Sapinoso; Michael Santiaguell; Ma. Ellis Estologa; (Motorpool Post-Inspection)  Marie Charitess Landicho Administrative Officer V
2. Signing of RFQ (Request for Quotation) and Abstract of Canvass	2. Initialing or signing of RFQ	None	10 minutes	Victoria Espares; Raquel Dumlao;  Dennis Parcero Asst. Dept. Head
3. Submit duly accomplished inspection report form and request for Inspection – GSO Team	3. Inspect all the item purchase by the City Government of Imus	None	2 hours	Olivia Ramos; Ronaldo Del Rosario; Jerry Saria; Delfin Sanes Jr.; Joehel Alcantara; Jeramel Salamat; Manolito Sahol;

				Rogelio Camet; Albert Frusa; Rose Divine Booc;  Marie Charitess Landicho Administrative Officer V  Dennis I. Parcero Asst. Department Head
4. Submit Duly accomplished Inspection Report and signing – City Government of Imus Inspection	4. Recording of Purchase Order	None	2 hours	Olivia Ramos; Margaret Medina; Christine Joy Casido
5. Signing of Inspection and Acceptance	5. Await Inspection result (Approved Report ) from the GSO Head or the Authorized Signatory	None	1 day	Dennis I. Parcero Asst. Department Head  Alejandro A. Herrera Jr. General Services Officer I
<b>TOTAL</b>		<b>None</b>	<b>1 day, 4 hours, 17 minutes</b>	





### 3. PURCHASING AND ISSUANCE OF EQUIPMENT OFFICE SUPPLIES AND MEDICINE

To prepare and release of all Equipment, Office Supplies, Medicine and other materials or supplies.

<b>OFFICE OR DIVISION</b>	GENERAL SERVICES OFFICE			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G			
<b>WHO MAY AVAIL THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Letter			Respective	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for Equipment, Office Supplies, Medicine and other materials or supplies	1.1 Canvassing of Prices for Regular Monitoring	None	4 hours	Marie Charitess Landicho; Erlinda Sanez; Divine Booc; Janette Osteria (Vehicle); Jeramel Salamat; Delfin Sanez Jr.; Joehel Alcantara; Manolito Sahol; Rogelio Camet; Emanuel Gernale; John Reagan Jancon; Wilner Dela Cruz; Jorge Perez; Winston Blnas
	1.2 Preparation of Office Supplies per department	None	3 weeks	
	1.3 Preparation of list of Equipment	None	3 hours	
2. Prepare the Requisitioning Issue Slip (RIS) or Supply Ledger Card	2. Issuance/releasing of Office Supplies, and other supplies	None	2 hours	Erlinda Sanez; Divine Booc; Jeramel Salamat; Delfin Sanez Jr.;

				Joehel Alcantara; Manolito Sahol; Rogelio Camet; Emanuel Gernale; John Reagan Jancon; Wilner Dela Cruz; Jorge Perez; Winston Blnas;  Dennis I. Parcero Asst. Department Head
<b>TOTAL</b>			<b>4 hours</b>	



#### 4. PROVISION FOR CUSTODIAL OF PROPERTIES, LABELING, TAGGING/INDEXING OF PURCHASE EQUIPMENT , FURNITURE AND FIXTURE, VEHICLES & OTHER PROPERTY (LAND, TITLE AND BUILDING)

- The PRS Shall be issued upon return of all unserviceable properties
- The ARE/PAR shall be used to acknowledge the receipt of property and equipment for official used form the property office
- The ICS shall be used to acknowledge the receipt of items with serviceable life of more than one year but small enough to be considered as PPE

<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 THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Custodial Forms		General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and fill up all forms needed	1.1 Issuance of letter for scheduled of inventory per department	None	5 minutes	Marie Charitess Landicho Administrative Officer V
	1.2 Inventory of equipment per department, School , Barangay & other Government Agency	None	7 minutes/item	Delfin Sanz Jr; Joehel Alcantara; Jeramel Salamat; Rose Divine Booc; Manolito Sahol; Rogelio Camet; Antonio Pepito
2. Submit accomplished PRS, PIS, ARE, Waste Materials, Clearance	2.1 Issuance of Property Return Slip, Property Issue Slip, Acknowledgement Receipt, Inventory Custodian Slip, Waste Materials Clearance	None	15 minutes	Albert Frusa; Jeramel Salamat; Delfin Sanz Jr.;
				Marie Charitess Landicho Administrative Officer V

	2.2 Secure control number of property (Labeling/tagging & indexing)	None	7 minutes/item	Delfin Sanez Jr., Joehel Alcantara, Jeramel Salamat, Manolito Sahol, Rogelio Camet, Antonio Pepito
	2.3 Submit the PRS, PIS, AIR, ICS, Waste Materials for signature by the GSO Head or the Authorized Signatory	None	5 minutes	Dennis Parcerero Asst. Dept. Head  Alejandro Herrera Jr. General Services Officer I
	2.4 Recording & Inventory of Infrastructure; or Recording & Inventory of All property (Land); or Recording & Inventory of All property (Equipment)	None	15 minutes	Albert Frusa; Jeramel Salamat; Delfin Sanez Jr.  Marie Charitess Landicho Administrative Officer V
	2.5 Disposal of Property	None	(1 month) If for disposal	Fe Manipol; Marie Charitess Landicho; Delfin Sanez; Emmanuel Gernale; Wilner Dela Cruz; Michael Santiaguel; Nelso James Fajardo; Alan Encabo;  Dennis Parcerero Asst. Department Head
<b>TOTAL</b>		<b>None</b>	<b>45 minutes</b>	

NOTE: Turnaround time varies depending on the number of items.



## 5. INSPECTION OF ALL EQUIPMENTS, OFFICE SUPPLIES, FURNITURE & FIXTURE, VEHICLES, & OTHER PROPERTIES PURCHASED BY THE CITY GOVERNMENT

To inspect all the property purchase by the City Government

<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 THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Inspection Forms			Respective offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for Inspection of delivered item – GSO Inspection Team	1. Inspect all items purchase by the City Government of Imus	None	2 hours	Olivia Ramos; Ronaldo Del Rosario; Jerry Saria; Delfin Sanes Jr.; Jeramel Salamat; Joehel Alcantara; Albert Frusa; Manolito Sahol; Rogelio Camet; Alan Encabo;  Marie Charitess Landicho Administrative Officer V  Dennis Parcero Asst. Department Head
2. Request for Inspection of delivered item – City Government Inspection Team	2. Inspect all items purchase by the City Government of Imus	None	2 hours	Olivia Ramos; Margaret Medina; Christine Joy Casido
<b>TOTAL</b>		<b>None</b>	<b>4 hours</b>	

## 6. MAINTENANCE OF CLEANLINESS OF BUILDING

To serve and maintained the cleanliness of Building and other facility owned by the City Government

<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 THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter or Report		Respective Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of request or report	1.1 Monitoring of Cleanliness- Building, Nueno Avenue, around Park & Plaza	None	2 hours	Leniza Sapin  Fe Manipol Supervising Administrative Officer
	1.2 Coordinates with the Engineering office for the repair and maintenance of different offices	None	30 minutes	
<b>TOTAL</b>		<b>None</b>	<b>2 hours, 30 minutes</b>	



## 7. MOTORPOOL SERVICES

To serve and maintained the owned vehicle of the City Government

<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 THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Purchase Request			Respective Office	
Purchase Order			Respective Office	
Return of Waste			Respective Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements	1. Issuance of Pre-Inspection, Post Inspection of repair of vehicle and waste materials	None	1 hour	Michael Santiaguelt; Ma. Ellis Alcido;  Fe Manipol Supervising Administrative Officer
2. Bring vehicle	2. Minor and Major repair of vehicle	None	5 days	Elmer Bautista; Herman Quinto; Keith Anin; Richie Topacio;  Fe Manipol Supervising Michael Santiaguelt
<b>TOTAL</b>		<b>None</b>	<b>5 days, 1 hour</b>	

## 8. REGISTRATION OF MOTOR VEHICLE, INSURANCE OF VEHICLES AND OTHER PROPERTIES

To monitor the Registration of Vehicle and insurance of vehicle and other properties of City Government.

<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 THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			N/A	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Monthly registration / insured of vehicle	None	1 week	Florante Ramos; Nelson James Fajardo; Alan Encabo;  Marie Charitess Landicho Administrative Officer V
	2. Secure the Insurance of all properties of City Government	None	Once a year	Florante Ramos; Nelson James Fajardo; Alan Encabo;  Marie Charitess Landicho Administrative Officer V
<b>TOTAL</b>			<b>Annual</b>	

