

# **CITY GENERAL SERVICES OFFICE**

**Internal Services**

## 1. Issuance of Diesel, Gasoline and Oil

Drivers, Mechanics and Grass cutter Operators 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>		
Request Form		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	5 minutes	Supply Officer III GSO
	1.2. Approval of the Issuance of Diesel, Gasoline or Oil		5 minutes	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>15 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		

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Requisition and Issue Slip 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	Storekeeper III GSO
	1.2 Check the availability of Supplies or Other Materials	None	20 minutes	
	2. Issuance of Available Supplies and Other Materials	None	15 minutes	Metro Aide II GSO  Utility Worker II GSO  Casual Clerk GSO
<b>TOTAL:</b>		<b>None</b>	<b>40 minutes</b>	

### 3. Maintenance of Cleanliness and Street Sweeping

Daily Sweeping and Maintenance of Cleanliness of major thoroughfares of the city, maintain janitorial and other related services in all government buildings 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	

Approved Request Letter		Department Concerned		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Approved Request Letter	1. Accept Request Letter	None	3 minutes	Metro Aide II GSO  Labor Foreman GSO
	2.Approved of Request Letter	None	2 minutes	General Services Officer GSO
	3.Scheduling of Street Sweeper and Utility Worker (Special Request)	None	5 minutes	Utility Foreman GSO  Construction and Maintenance Foreman GSO
<b>TOTAL:</b>		<b>None</b>	<b>10 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>	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 Purchased Order Request Purchase Order Request		Department Concerned General Services Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Approved Request	1. Accept Request	None	5 minutes	Storekeeper III GSO  Casual Clerk GSO
	2. Approval of Request	None	5 minutes	General Services Officer GSO
	3. Prepare P.R and BAC Request	None	1 day	Casual Clerks GSO
	4. Conduct Canvass for Supplies Requested	None	2 days	Storekeeper III GSO  Utility Worker II GSO
	5. Prepare Award and Abstract of Canvass, Purchase Order	None	4 hrs	Labor Foreman GSO  Casual Clerks GSO
	6. Forward to Mayor's Office for Approval of Award and Purchase Order	None	4 hrs	City Administrator's Office Admin Office  City Mayor's Office CMO
	7. Prepare Inspection Request and Certificate of Acceptance, Ready for Inspection	None	2 hrs	Labor Foreman GSO  Utility Worker II

	8. Release Supplies Requested	None	2 hrs	Metro Aide II GSO  Utility Worker II GSO  Casual Clerk GSO
<b>TOTAL:</b>		<b>None</b>	<b>4 ½ days &amp; 10 minutes</b>	

## 5. Request for Vehicle with Driver

Department Heads may request for the use of vehicles and services of drivers after securing approved Travel Orders from the City Mayor or 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. Signed and Approved by the General Services Officer.	None	13 minutes	Labor Foreman GSO
	3.2. Signed and Approved by the City Administrator	None	10 minutes	General Services Officer GSO  City Administrator's Office Admin Office
<b>TOTAL:</b>		<b>None</b>	<b>38 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>		
Approved Request Form 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 request form	None	5 minutes	Supply Officer III GSO
		None	5 minutes	

	1.2. Approval of request			General Services Officer GSO
	2.1 Make a Purchase Order Request	None	5 minutes	Supply Officer III GSO
	2.2. Approval of request	None	10 minutes	General Services Officer GSO
	2.3. Forward approved request to Administrator's Office	None	5 minutes	Supply Officer III GSO
	2.4. Approval of request & forwarding approved request to GSO	None	20 minutes	City Administrator's Office Admin Office
2. Receive requested items	3.1. Purchase of the Other Supplies and Materials Requested	None	1day	Supply Officer III GSO
	3.2. Release of requested items	None	1 hour	Labor Foreman GSO  Casual Clerk GSO
<b>TOTAL:</b>		<b>None</b>	<b>1 day, 1 hour, and 50 minutes</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 motor pool.

<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>	