



GENERAL SERVICES OFFICE



1. Issuance of Supplies and materials

Supply and delivery of goods and materials are controlled and kept by General Services Office.

OFFICE / DIVISION	General Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G - Government to Government			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly accomplished Requisition Issue Slip			Respective Offices	
Approved Requisition and Issue Slip			Respective Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Requisition Issue Slip to the General Services Office.	1.2 Sign and approves the Requisition and Issue Slip	none	2 minutes	<i>Juanita Rivera GSO</i>
	1.2 Release of supplies Materials	none	10 minutes	<i>Bela Reyes Dan Abrigo</i>
TOTAL :			12 minutes	



2. Repair and Maintenance

Repair and maintenance of municipal building, electricity, some office equipment is done and repaired by GSO staff.

OFFICE / DIVISION	General Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G - Government to Government			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Pre-Inspection Report for the repair and maintenance of good facilities			Respective Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Pre - Inspection Report to the MGSO Head.	1.1 Accept and approve the request		2 minutes	GSO Staff
	1.2 Inspect the work to be done		15 minutes	
	1.3 Proceed for the repair of the project.		1-2 days depends upon the damage	
TOTAL :			39 minutes	