



**GENERAL SERVICES OFFICE**  
**Internal Services**



## 1. Issuance of Supplies and materials

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

<b>OFFICE / DIVISION</b>	General Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G - Government to Government			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Duly accomplished Requisition Issue Slip			Respective Offices	
Approved Requisition and Issue Slip			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 the duly accomplished Requisition Issue Slip to the General Services Office.	1.2 Sign and approves the Requisition and Issue Slip	No Fees	2 minutes	<i>Juanita Rivera</i> GSO
	1.2 Release of supplies Materials	No Fees	10 minutes	<i>Maria Viela Reyes</i> <i>Dan Gabriel Abrigo</i>
<b>TOTAL:</b>		No Fees	22 minutes	



## 2. Repair and Maintenance

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

<b>OFFICE / DIVISION</b>	General Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G - Government to Government			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Pre-Inspection Report for the repair and maintenance of good facilities			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 the duly accomplished Pre - Inspection Report to the MGSO Head.	1.1 Accept and approve the request	No Fees	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	
<b>TOTAL:</b>		No Fees	39 minutes	