

# **GENERAL SERVICES OFFICE**

## **EXTERNAL SERVICES**



## 1. EVENTS

To give free of charge services for borrowing of Sounds System, Led Wall, Chairs, Tent 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 Citizens)			
<b>WHO MAY AVAIL THE SERVICE</b>	ALL IMUSENOS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request Letter	Checking the Schedule and Approved the Request	None	10 minutes	Tolentino Macalalad Kristine Bautista Tent Mark Angelo Rodriguez Aldrin Miranda Wilson Miranda Marius Enkeel Magbanua John Carlo Rodriguez
<b>TOTAL</b>			<b>10 Minutes</b>	



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<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C (Government to Citizens)			
<b>WHO MAY AVAIL THE SERVICE</b>	ALL IMUSENOS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request Letter	Checking the Schedule and Approved the Request	None	10 minutes	<b>Sounds</b> Ernesto Menancio Jr. John Michael Orozco Geofferson Mantilla Marjun Tunog Marvic Rodriguez <b>Table And Chairs</b> Maximiano Villanueva Zaldy Terregoza Feliciano Virata Jr.
<b>TOTAL</b>			<b>10 Minutes</b>	



## 1. 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 (20 days)			
<b>TYPE OF TRANSACTION</b>	G2C (Government to Citizens) G2G			
<b>WHO MAY AVAIL THE SERVICE</b>	BUS - ALL IMUSENOS COASTER – G2G (Government Elected Official , Department Head and Foreign Visitors)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Letter Request with approval of the City Mayor and must be accompanied by an accomplished request form.	Checking the Schedule and Approved the Request. Give to the requesting party the Guidelines on the use of City Government Bus/Coaster	Fees – None Provided by the Borrower 1. Fuel 2. Toll Gate 3. Other Expenses such as Hotel Accomodation and Food of the Driver and Assistant.	10 minutes	Marie Charitess Landicho Supervising Administrative Officer <b>Driver and Crew</b> Wilner Dela Cruz Jorge Perez John Reagan Jancon Alexander Reyes Romulo Cambalisa Clark Calitis Winston Binasc Nelson Ongtan
<b>TOTAL</b>			<b>10 Minutes</b>	



## 2. 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 Citizens)			
<b>WHO MAY AVAIL THE SERVICE</b>	All Imusenos			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the document needed *Death Certificate *Burial Permit (fr. BPLO) *Clearance of Excavation if needed (fr. BPLO)	Assist the relative and secure the Permit or clearance of Excavation	None	10 minutes	Nelson Vasquez Roque Enrique Guinto Rockie Vasquez
<b>TOTAL</b>			<b>10 Minutes</b>	



# **GENERAL SERVICES OFFICE**

## **INTERNAL SERVICES**



## 1. RECORDING OF PURCHASE REQUEST, 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>		
<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	Initialing, Checking and Recording of Purchase Request	None	10 minutes	Marie Charitess Landicho Mary Grace Ordon Rubi Rose Orcullo
2. Submission of Purchase Request and Pre-Inspection for repair of vehicle	Initialing, checking and recording of Purchase Request and preparing of Pre-inspection	None	10 minutes	Dennis Parcero Asst. Dept. Head Marie Charitess Landicho Supervising Administrative Officer Michael Santiagu Rose Divine Booc (motorpool Pre-Inspection)
<b>TOTAL</b>			<b>20 Minutes</b>	



## RECORDING OF PURCHASE REQUEST , 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>		
<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	Recording of Purchase Order	None	7 minutes	Marie Charitess Landicho Administrative Officer V Noel Sapinoso Raquel Dumlao Michael Santiagucl Rose Divine Booc (motorpool Post-Inspection)
2. Signing of RFQ (Request for Quotation) and Abstract of Canvass	Initialing or signing of RFQ			Lauro D. Monzon OIC-General Services Office
<b>TOTAL</b>			<b>20 Minutes</b>	





## RECORDING OF PURCHASE REQUEST , 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>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished inspection report form and request for Inspection – <b>GSO TEAM</b>	Inspect all the item purchase by the City Government of Imus	None	2 Hours	Dennis I. Parcero Asst. Department Head Marie Charitess Landicho Supervising Administrative Officer Joselito Cabrera Olivia Ramos Delfin Sanez Jr Manolito Sahol Rogelio Camet Allan Encabo Ronaldo Del Rosario Sherwin Saria Roland Reiner Lacson Jeramel Salamat Jerome Saria Joehel Alcantara Alexander Reyes
<b>TOTAL</b>			<b>2 hours</b>	



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

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<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>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Duly accomplished Inspection Report and signing – <b>City Government of Imus Inspection</b>	Recording of Inspection Report and Acceptance	None	2 hours	Joselito Cabrera Olivia Ramos
2. Signing of Inspection and Acceptance	Await Inspection result (Approved Report ) from the GSO Head or the Authorized Signatory			Lauro D. Monzon OIC-General Services Office
<b>TOTAL</b>			<b>20 Minutes</b>	



## 2. 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>		
<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 Sanes Rose Orcullo Jennifer Sapanghila Maricris Antique Raquel Dumlao (Vehicle) Nelson James Fajardo Jam Israel Marasigan (Motorpool) Michael Santiagué Richie Topacio Keith Anin Elmer Bautista
<b>TOTAL</b>			<b>4 hours</b>	



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<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>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.	1.2 Preparation of Office Supplies per department	None	3 weeks	Marie Charitess Landicho Supervising Administrative Officer Erlinda Sanez Rubi Rose Orcullo Raquel Dumlao Maricris Antique Jennifer Sapanghila Jennifer Cuenca
<b>TOTAL</b>			<b>3 weeks</b>	



## PURCHASING AND ISSUANCE OF EQUIPMENT OFFICE SUPPLIES AND MEDICINE

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

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<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>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.	1.3 Preparation of list of Equipment	None	3 hours	Marie Charitess Landicho Supervising Administrative Officer Jeramel Salamat Delfin Sanez Jr. Jerome Saria Rogelio Camet Roland Reiner Lacson Joehel Alcantara Sherwin Saria Manolito Sahol
<b>TOTAL</b>			<b>3 hours</b>	



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<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>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Prepare of Requisitioning Issue Slip (RIS) or Supply Ledger Card	2. Issuance/releasing of Office Supplies, and other supplies	None	2 hours	Marie Charitess Landicho Supervising Administrative Officer Erlinda Sanez Rubi Rose Orcullo Raquel Dumlao Maricris Antique Jennifer Sapanghila Alan Salazar Romy Lee Ancheta Alan Encabo Ronaldo Del Rosario Roland Reiner Lacson Jennifer Cuenca
<b>TOTAL</b>			<b>2 hours</b>	



**3. 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			
<b>WHO MAY AVAIL THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<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 Supervising Adminsitratve Officer
	1.2 Inventory of equipment per department , School , Barangay & other Government Agency	None	7 minutes/item	Delfin Sanez Jr Joehel Alcantara Jeramel Salamat Roland Reiner Lacson Manolito Sahol Rogelio Camet Jerome Saria Sherwin Saria
<b>TOTAL</b>			<b>12 minutes</b>	



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<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>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	Marie Charitess Landicho Supervising Administrative Officer Jeramel Salamat Delfin Sanez Jr. Jerome Saria
	2.2 Secure control number of property (Labeling/tagging & indexing)	None	7 minutes/item	Delfin Sanez Jr Joehel Alcantara Jeramel Salamat Roland Reiner Lacson Manolito Sahol Rogelio Camet Jerome Saria Sherwin Saria
<b>TOTAL</b>			<b>21 minutes</b>	





**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			
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<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>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.3 Submit the PRS, PIS, AIR, ICS, Waste Materials for signature by the GSO Head or the Authorized Signatory	None	5 minutes	Lauro D. Monzon OIC-General Services Office
	2.4 Recording & Inventory of Infrastructure	None	15 minutes	Marie Charitess Landicho Supervising Administrative Officer Emmanuel Gernale
<b>TOTAL</b>			<b>20 minutes</b>	



**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
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<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>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.5 Recording & Inventory of All property (Land)	None	15 minutes	Marie Charitess Landicho Supervising Administrative Officer
	2.6 Recording & Inventory of All property (Equipment)	None	15 minutes	Marie Charitess Landicho Supervising Administrative Officer Delfin Sanez Jr. Jerome Saria Jeramel Salamat Manolito Sahol Rogelio Camet Roland Reiner Lacson Joehel Alcantara Sherwin Saria
<b>TOTAL</b>			<b>30 minutes</b>	



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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

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<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>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.7 Disposal of Property (Preparation)	None	1 month	Dennis Parcero Asst. Department Head Marie Charitess Landicho Supervising Administrative Officer Rogelio Camet Delfin Sanez Jerome Saria Michael Santiagucl
<b>TOTAL</b>			<b>1 month</b>	



**4. 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			
<b>WHO MAY AVAIL THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<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 Hrs.	Dennis Parcero Asst. Department Head Marie Charitess Landicho Supervising Adminstrative Officer Olivia Ramos Ronaldo Del Rosario Delfin Sanes Jr. Jeramel Salamat Joehel Alcantara Sherwin Saria Manolito Sahol Rogelio Camet Alan Encabo Jerome Saria Roland Reiner Lacson
<b>TOTAL</b>			<b>2 hrs</b>	



## 5. 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			
<b>WHO MAY AVAIL THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.	1.1. Monitoring of Cleanliness-Building, Nueno Avenue, around Park & Plaza	None	2 hrs	Fe Manipol Supervising Administrative Officer Leniza Sapin
2. Submit Letter of request or report	2.1 Coordinates with the Engineering office for the repair and maintenance of different offices	None	30 minutes	Fe Manipol Supervising Administrative Officer John Chris Joson
<b>TOTAL</b>			<b>2 hours &amp; 30 minutes</b>	



## 6. 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			
<b>WHO MAY AVAIL THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Purchase Request, Purchase Order, and Return of waste	1. Issuance of Pre-Inspection, Post Inspection of repair of vehicle and waste materials	None	1 hr.	John Cris Joson Michael Santiaguél Rose Divine Booc
2. Bring vehicle	2. Minor and Major repair of vehicle	None	5 working days	John Cris Joson Michael Santiaguél Elmer Bautista Herman Quinto Keith Anin Richie Topacio Neil Marie Sapinoso
<b>TOTAL</b>			<b>5 days and 1 hour</b>	



## 7. 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			
<b>WHO MAY AVAIL THE SERVICE</b>	City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.	Registration / Insurance of vehicle	None	1 week	Marie Charitess Landicho Supervising Administrative Officer Nelson James Fajardo Jam Israel Marasigan
2.	Secure the Insurance of all properties of City Government	None	Once a year	Marie Charitess Landicho Supervising Administrative Officer Nelson James Fajardo Jam Israel Marasigan
<b>TOTAL</b>			<b>Once a year &amp; 1 week</b>	

