

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.

OFFICE OR DIVISION	General Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1. Check the Schedule and Approve the Request	None	10 minutes	Tolentino Macalalad Kristine Bautista (Tents) Mark Angelo Rodriguez Aldrin Miranda Wilson Miranda Marius Enkeel Magbanua John Carlo Rodriguez (Sounds) Ernesto Menancio Jr. John Michael Orozco Geofferson Mantilla Marjun Tunog Marvic Rodriguez (Tables and Chairs) Maximiano Villanueva Zaldy Terregoza Feliciano Virata Jr.
TOTAL		None	10 minutes	

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

To give Transportation Services to all Imusenos.

OFFICE OR DIVISION	General Services Office			
CLASSIFICATION	Highly - Technical			
TYPE OF TRANSACTION	G2C - Government to Citizen; G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Bus – All residents of Imus; Coaster – Government Elected Official , Department Head and Foreign Visitors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form	General Services Office			
Request Letter	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Fill-out Request Form	1.1 Checking the Schedule and Approved the Request.	None	10 minutes	Marie Charitess Landicho Administrative Officer IV
1.2 Submit Request Form and Letter Request with approval of the City Mayor	1.2 Give to the requesting party the Guidelines on the use of City Government Bus/Coaster	None	5 minutes	(Driver and Crew) Wilner Dela Cruz Jorge Perez John Reagan Jancon Alexander Reyes Romulo Cambalisa Clark Calitis Winston Binas Nelson Ongtan
Fill-out Client Satisfaction Rating Form				
TOTAL		None	15 minutes	

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

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

GENERAL SERVICES OFFICE

INTERNAL SERVICES

1. RECORDING OF PURCHASE REQUEST

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

OFFICE OR DIVISION	General Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Request (PR)		Respective offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Purchase Request	1. Posting to oversight Committee	None	10 minutes	Marie Charitess Landicho Mary Grace Ordon Rubi Rose Orcullo
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	Dennis Parcero Asst. Dept. Head Marie Charitess Landicho Administrative Officer IV Michael Santiagu Rose Divine Booc (motorpool Pre-Inspection)
TOTAL		None	20 minutes	

2. RECORDING OF PURCHASE ORDER, VOUCHER, INSPECTION

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

OFFICE OR DIVISION	General Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	City Government of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Purchase Order (PO)			Respective Offices	
Request for Quotation (RFQ)			Respective Offices	
Inspection Reports			Respective Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Purchase Order and Post Inspection	1. Recording of Purchase Order	None	7 minutes	Marie Charitess Landicho Administrative Officer IV Noel Sapinoso Raquel Dumlao Michael Santiaguel Rose Divine Booc (motorpool Post- Inspection
2. Signing of RFQ (Request for Quotation) and Abstract of Canvass	2. Initialing or signing of RFQ	None	10 minutes	Lauro D. Monzon OIC-General Services Office
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	Dennis I. Parcero Asst. Department Head Marie Charitess Landicho Administrative Officer IV Joselito Cabrera Olivia Ramos Delfin Sanes Jr Manolito Sahol Rogelio Camet

				Allan Encabo Ronaldo Del Rosario Sherwin Saria Roland Reiner Lacson Jeramel Salamat Jerome Saria Joehel Alcantara Alexander Reyes
4. Submit Duly accomplished Inspection Report and signing – City Government of Imus Inspection	4. Recording of Purchase Order	None	2 hours	Joselito Cabrera Olivia Ramos
5. Signing of Inspection and Acceptance	5. Await Inspection result (Approved Report) from the GSO Head or the Authorized Signatory	None	1 day	Lauro D. Monzon OIC-General Services Office
TOTAL		None	2 days	

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.

OFFICE OR DIVISION	General Services Office			
CLASSIFICATION	Highly-technical			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Respective		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Administrative Officer IV Erlinda Sanez Rose Orcullo Jennifer Sapanghila Maricris Antique Raquel Dumlao (Vehicle) Nelson James Fajardo Jam Israel Marasigan (Motorpool) Michael Santiaguel Richie Topacio Keith Anin Elmer Bautista
	1.2 Preparation of Office Supplies per department	None	15 days	Marie Charitess Landicho Administrative Officer IV Erlinda Sanez Rubi Rose Orcullo Raquel Dumlao Maricris Antique

	1.3 Preparation of list of Equipment	None	3 hours	Jennifer Sapanghila Jennifer Cuenca Marie Charitess Landicho Administrative Officer IV Jeramel Salamat Delfin Sanez Jr. Jerome Saria Rogelio Camet Roland Reiner Lacson Joehel Alcantara Sherwin Saria Manolito Sahol
2. Prepare the Requisitioning Issue Slip (RIS) or Supply Ledger Card	2. Issuance/releasing of Office Supplies, and other supplies	None	2 hours	Marie Charitess Landicho Administrative Officer IV 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
TOTAL		None	16 days	

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

OFFICE OR DIVISION	General Services Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Custodial Forms		General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 IV
	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
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 Administrative Officer IV 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
	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; or Recording & Inventory of All property (Land); or Recording & Inventory of All property (Equipment)	None	15 minutes	Marie Charitess Landicho Emmanuel Gernale (Infrastructure) Marie Charitess Landicho (Land) Marie Charitess Landicho Delfin Sanez Jr. Jerome Saria Jeramel Salamat Manolito Sahol Rogelio Camet Roland Reiner Lacson Joehel Alcantara Sherwin Saria (Equipment)

	2.5 Disposal of Property	None	*1 month (If for disposal)	Dennis Parcero Asst. Department Head Marie Charitess Landicho Supervising Administrative Officer Rogelio Camet Delfin Sanez Jerome Saria Michael Santiagucl
TOTAL		None	1 month	

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

OFFICE OR DIVISION	General Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Inspection Forms		Respective offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Inspection of delivered item – GSO Inspection Team	1. Inspect all items purchase by the City Government of Imus	None	2 hours	Dennis Parcero Asst. Department Head Marie Charitess Landicho Administrative Officer V 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
TOTAL		None	2 hours	

6. MAINTENANCE OF CLEANLINESS OF BUILDING

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

OFFICE OR DIVISION	General Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter or Report		Respective Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of request or report	1.1 Monitoring of Cleanliness- Building, Nueno Avenue, around Park & Plaza	None	2 hours	Fe Manipol Administrative Officer IV Leniza Sapin
	1.2 Coordinates with the Engineering office for the repair and maintenance of different offices	None	30 minutes	
TOTAL		None	2 hours, 30 minutes	

7. MOTORPOOL SERVICES

To serve and maintained the owned vehicle of the City Government

OFFICE OR DIVISION	General Services Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	City Government of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Purchase Request			Respective Office	
Purchase Order			Respective Office	
Return of Waste			Respective Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Issuance of Pre-Inspection, Post Inspection of repair of vehicle and waste materials	None	1 hour	John Cris Joson Michael Santiagucl Rose Divine Booc
2. Bring vehicle	2. Minor and Major repair of vehicle	None	5 days	John Cris Joson Michael Santiagucl Elmer Bautista Herman Quinto Keith Anin Richie Topacio Neil Marie Sapinosa
TOTAL		None	5 days and 1 hour	

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.

OFFICE OR DIVISION	General services office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	City Government of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			N/A	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Monthly registration / insured of vehicle	None	1 week	Marie Charitess Landicho Administrative Officer V Nelson James Fajardo; Jam Israel Marasigan
	2. Secure the Insurance of all properties of City Government	None	Once a year	Marie Charitess Landicho Administrative Officer V Nelson James Fajardo; Jam Israel Marasigan
TOTAL		None	Annual	