



# **OFFICE OF THE CITY GENERAL SERVICES OFFICER**

## **Internal Services**



## 1. Procurement of Supplies, materials, and equipment/spare parts

Requesting, canvassing and procurement of supplies, materials and equipment delivered to the City General Services Office

<b>Office or Division:</b>	PROCUREMENT AND MANAGEMENT DIVISION			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business, Government to Government			
<b>Who may avail:</b>	Different Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Purchase Request - 4 copies		City General Services Office		
Obligation Request - 4 copies		City General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all documents required duly signed by the Head of requesting office, Budget, Treasury & City Mayor	1.1 Check the PPMP submitted by the requesting office	None	3 minutes	Rowell M. Talusig Administrative Aide I  City General Services Office
	1.2 Canvass and prepare all the documents needed	None	3 days	Edna A. Gonzales Administrative Asst. III Ma. Elizabeth C. Samson Administrative Asst. I Rowell M. Talusig Administrative Aide I Amelita Alcantara City Assistant General Services Officer  City General Services Office
	1.3 Record and forward documents to concerned office for signature	None	2 days	Christian SD. Legaspi Administrative Aide I City General Services Office
	1.4 Place Order to the lowest bidded Supplier upon Issuance of Notice of Award and Approval of Purchase Order to the supplier	None	1 day	Edna A. Gonzales Administrative Asst. III Ma. Elizabeth C. Samson Administrative Asst. I Rowell M. Talusig Administrative Aide I Amelita A. Alcantara City Assistant General Services Officer City General Services Office



	1.5 Proceed to COA for stamping of P.O and Notice of Delivery	None	5 minutes	Christian SD. Legaspi Administrative Aide I  Florita D. Hipolito Administrative Aide I  City General Services Office
	1.6 Record and submit all documents upon completion of dates, signatures and pictures of delivered items for payment processing to the Accounting Office	None	5 minutes  Delivery Dates: • Small value – 30 days • Bidding – 3 months	Christian SD. Legaspi Administrative Aide I  City General Services Office
2. Receive request	2.1 Record and release supplies requested	None	1 day	Mary Jane B. Rublico Administrative Aide I Jhoana D. Tabora Administrative Aide I Rowell M. Talusig Administrative Aide I Edna A. Gonzales Administrative Asst. III  City General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>Small Value – 37 days &amp; 13 minutes</b>  <b>Bidding – 3 months, 7 days &amp; 13 minutes</b>	



## 2. Inspection of Supplies, Materials, and Equipment/Spare Parts

Inspection of supplies, materials and equipment delivered to the City General Services Office.

<b>Office or Division:</b>		PROCUREMENT AND MANAGEMENT DIVISION		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Business, Government to Government		
<b>Who may avail:</b>		Different Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Delivery Receipts – 4 copies Sales Invoice – 4 copies		Supplier Supplies		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the document required and supplies, materials and equipment for inspection	1.1 Conduct inspection of delivered goods and specification of items stipulated in delivery receipt and Purchase Order	None	2 hours (depending on the volume of items)	Mary Jane B. Rublico Administrative Aide I Rowell M. Talusig Administrative Aide I Roger A. Clet Administrative Assistant II Edna A. Gonzales Administrative Assistant III City General Services Office
	1.2 Approve Acceptance and Inspection Report	None	10 minutes	Roger A. Clet Administrative Assistant II City General Services Office Mary Jane B. Rublico Administrative Aide I City General Services Office
	1.3 Affix tagging stickers on the item/s for inventory and inclusion in the asset list of the City and prepare RIS and ARE to end user for signature	None	2 hours	
2. Receive Property Acknowledgment Receipt (PAR)	2.1 Release Property Acknowledgment Receipt (PAR)	None	10 minutes	Mary Jane B. Rublico Administrative Aide I  City General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>4 hours &amp; 20 minutes</b>	



### 3. Issuance of Commonly Used Supplies from Centralized Stocking thru Funded Requisition and Issue Slips (RIS)

Issuance of supplies, materials and equipment delivered to the City General Services Office.

<b>Office or Division:</b>	PROCUREMENT AND MANAGEMENT DIVISION			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Different Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Funded Requisition and Issue Slip (RIS) – 4 copies		City General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit funded RIS and receive goods	1.1 Checks the list of Commonly used supplies available from centralized stocking	None	1 hour (depending on the volume of items)	Mary Jane B. Rublico Administrative Aide I  Rowell M. Talusig Administrative Aide I  Jhoana D. Tabora Administrative Aide I  City General Services Office
2. Receive goods	2.1 Issuance of goods to end-user through funded RIS	None	1 hour (depending on the volume of items)	Mary Jane B. Rublico Administrative Aide I  Rowell M. Talusig Administrative Aide I  Jhoana D. Tabora Administrative Aide I  City General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>2 hours</b>	



#### 4. Securing Clearance from Property Accountabilities

Clearance from property accountabilities requires officials and employees to secure upon transfer to other agencies, retirement, resignation or leave application of more than thirty (30) days.

<b>Office or Division:</b>	PROCUREMENT AND MANAGEMENT DIVISION			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Different Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Property Return Slip – 1 copy		City General Services Office		
Clearance Form – 4 copies		Offices concerned		
Accountable properties - all		To be provided by the employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements and surrender all accountable properties whether serviceable or unserviceable	1.1 Prepare GSO clearance and check ARE for turn over or cancellation of ARE	None	20 minutes	Mary Jane B. Rublico Administrative Aide I  Amelita A. Alcantara City Assistant General Services Officer  City General Services Office
	1.2 Affix initial upon checking on the accuracy and completeness of information	None	2 minutes	Amelita A. Alcantara City Assistant General Services Officer  City General Services Office
	1.3 Sign Clearance	None	1 minute	Ma. Cristina DV. Pineda City General Services Officer  City General Services Office
2. Receive signed clearance	2.1 Release clearance	None	5 minutes	Mary Jane B. Rublico Administrative Aide I  City General Services Office
	<b>TOTAL</b>	<b>None</b>	<b>28 Minutes</b>	