



**Municipal General Services Office**  
External Services



## 1. ISSUANCE OF TRIP TICKET

Every usage/travel of municipal owned vehicle is always supported with approved trip ticket from Municipal Mayor to insure that the transaction is official, indicating the name of driver, type of vehicle, passengers, place of destination, purpose and volume of fuel allowed from the Municipal Mayor.

<b>Office or Division:</b>	<b>Municipal General Services Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Client; G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>○ Travel Order – 1 Original &amp; 1 Photocopy</li> <li>○ Request Letter – 1 Photocopy</li> </ul>			Office of the Municipal Mayor Office of the HRM Requesting Office	
<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 the use of transportation equipment and submit requirements	<ul style="list-style-type: none"> <li>○ Interview Client/ Issue Assessment Slip/Travel Information/ Prepare Trip Ticket/Travel Order/ Submit Trip Ticket to the Office of the Municipal Mayor for approval</li> </ul>	None	5 minutes	General Services Office Staff
2. Wait for approved Trip Ticket	<ul style="list-style-type: none"> <li>○ Approved Trip Ticket</li> <li>○ Forward approved Trip Ticket to the GSO</li> </ul>	None	7 minutes	Office of the Municipal Mayor  Private Secretary II
3. Claim approved Trip Ticket	<ul style="list-style-type: none"> <li>○ Record approved Trip Ticket</li> <li>○ Release approved Trip Ticket</li> </ul>	None	3 minutes	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>15 minutes</b>	



## 2. ISSUANCE OF GAS SLIP AND LUBRICANTS

Withdrawal of fuel and lubricants is issued by the Office of Municipal Mayor for all owned facilities such as transportation equipments, disaster response and rescue equipments, machineries and heavy equipment to support trip ticket.

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<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>Government Officials and Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Trip Ticket – 1 Original/1 Photocopy</li> <li>○ Travel Order – 1 Original/1 Photocopy</li> <li>○ Communication – 1 Photocopy</li> </ul>		General Services Office Office of the Municipal Mayor/HRMO Requesting Office/Individual		
<ul style="list-style-type: none"> <li>○ Travel Order – 1 Original/1 Photocopy</li> <li>○ Communication – 1 Photocopy</li> </ul>		Office of the Municipal Mayor/HRMO Requesting Office/Individual		
<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 the use of LGU equipments/vehicle and submit requirements	<ul style="list-style-type: none"> <li>○ Interview Client/ Prepare Gas Slip for withdrawal</li> </ul>	None	5 minutes	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>5 minutes</b>	

## 3. RECORDING AND NUMBERING OF PURCHASE REQUEST

The requesting office/end user prepares their purchase request for recording of all approved purchase request for goods, services and infrastructure.

<b>Office or Division:</b>	<b>Municipal General Services Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>Government Officials and Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Approved Purchase Request</li> </ul>		Requesting Office/ Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit approved Purchase Request	<ul style="list-style-type: none"> <li>○ Received/Record approved Purchase Request and counter signed by the Municipal General Services Officer and submit to Bids And Awards Committee Office</li> </ul>	None	5 minutes	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>5 minutes</b>	



#### 4. INVENTORY AND CUSTODIANSHIP OF ALL LGU PROPERTY, PLANT AND EQUIPMENT

Record all serviceable and unserviceable LGU Property, Plant and Equipment and issue Property Acknowledgement Receipt (PAR) to respective accountable person and its proper disposal.

<b>Office or Division:</b>	<b>Municipal General Services Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>Government Officials and Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Property Acknowledgement Receipt</li> </ul>		Municipal General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request/ Renew of Property Acknowledgement Receipt	<ul style="list-style-type: none"> <li>○ Conduct actual inventory with tagging</li> </ul>	None	10 minutes	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	

#### 5. RECEIVING AND INSPECTION OF DELIVERIES OF GOODS AND SERVICES

To inspect the correctness of deliveries of all Goods and Services for the different Offices based on their Purchase Order.

<b>Office or Division:</b>	<b>Municipal General Services Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>All Offices</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Checklist of Purchase Order</li> <li>○ Approved Purchase Order</li> </ul>		General Services Office/ BAC Office GSO/Requesting Office/ BAC Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Purchase Order	<ul style="list-style-type: none"> <li>○ Conduct inspection of deliveries based on the Purchase Order</li> </ul>	None	5 minutes	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>24 minutes</b>	



## 6. RENEWAL OF LTO REGISTRATION OF LGU OWNED VEHICLES

It proves that the ownership of the Vehicles is owned by the Local Government Unit.

<b>Office or Division:</b>	<b>Municipal General Services Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>Government Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>○ GSIS Insurance</li> <li>○ Emission Test Result</li> <li>○ Stencils' (Chassis No./ Engine No.)</li> </ul>			Different Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Emission Test Result for Vehicle	<ul style="list-style-type: none"> <li>○ Prepare all documents needed submitted by the different offices</li> </ul>	None	3 minutes /unit	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>3 minutes</b>	

## 7. RENEWAL OF GSIS INSURANCE OF LGU OWNED VEHICLES AND BUILDINGS

It proves that the ownership of the Vehicles and Buildings is still functional and operational by the Local Government Unit.

<b>Office or Division:</b>	<b>Municipal General Services Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>Government Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>For Vehicle:</b> <ul style="list-style-type: none"> <li>○ GSIS Insurance</li> <li>○ Emission Test Test</li> <li>○ Stencils' (Chassis No. / Engine No.)</li> </ul> <b>For Building:</b> <ul style="list-style-type: none"> <li>○ Billing</li> </ul>			Different Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>For Vehicle:</b> 1. Secure Emission Test Result for Vehicle by offices	<ul style="list-style-type: none"> <li>○ Prepare all documents needed submitted by the different offices</li> </ul>	None	3 minutes /unit	General Services Office Staff
<b>For Building:</b> 1. Request Billing at GSIS	<ul style="list-style-type: none"> <li>○ Submit all document for payments</li> </ul>	None	8 minutes	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>11 minutes</b>	



**8. REQUEST FOR VENUE (MEETINGS/SEMINARS/EVENTS) WITH MANPOWER ASSISTANCE (SOUND SYSTEM/TABLES/CHAIRS/ROSTRUM)**

To accommodate proper venue for the different occasions requested by the different offices and individuals.

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<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Client;G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
G2C/G2G ○ Request letter approved by the Municipal Mayor		Office of the Municipal Mayor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Present the Request Letter approved by the Municipal Mayor	○ Approved Request Letter ○ Record the Approved Request Letter	None	5 minutes	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>5 minutes</b>	

**9. ISSUANCE OF COMMONLY USED SUPPLIES FROM CENTRALIZED STOCKING THRU FUNDED REQUISITION AND ISSUE SLIP (RIS)**

For proper issuance of all commonly used supplies for the different offices by supporting of withdrawal Slip.

<b>Office or Division:</b>	<b>Municipal General Services Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>Government Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Requisition and Issue Slip (RIS) ○ Withdrawal Slip		General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Present proof of Requisition and Issue Slip (RIS) and Withdrawal Slip	○ Segregate all supplies by the quantity based on their Requisition and Issue Slip (RIS) and their Withdrawal Slip	None	10 minutes	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	



## 10. REPAIRS AND MAINTENANCE OF LGU OWNED MOTOR VEHICLE

Keeping the Vehicle in good condition will save from unwanted vehicle problems, it increase safety on the road, it reduces fuel costs and it reduces the depreciation value of the vehicle.

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<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>Government Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Withdrawal Slip		General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Driver's must present the Spare Parts to be replace	○ Prepare a Withdrawal Slip for the replacement of Spare Parts	None	5 minutes	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>5 minutes</b>	

## 11. JOB ORDER REQUEST FOR REPAIR

Keeping the condition of all offices/facilities that have problems to be necessarily maintained and for the satisfaction of all offices for giving them time for their request.

<b>Office or Division:</b>	<b>Municipal General Services Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>Government Employees</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
○ Job Order Slip for Repair		General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Present the Job Order Slip with complete signatories	○ Prepare the items to be replaced	None	5 minutes	General Services Office Staff
<b>TOTAL</b>		<b>None</b>	<b>5 minutes</b>	