

**CITY GENERAL SERVICES
OFFICE
Internal Services**

1. Issuance of Diesel, Gasoline and Oil

Drivers, Mechanics and Grass cutter Operators may request for Diesel, Gasoline and Oil and will be provided if necessary and work related. The Issued Diesel, Gasoline and Oil must only be used for Government owned equipment and vehicles.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form 2. Approved Gas Slip		General Services Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form	1.1 Accept request form	None	2 minutes	Supply Officer III GSO
	1.2 Approval of the Issuance of Diesel, Gasoline or Oil		3 minutes	General Services Officer GSO
	2. Issuance of Gas Slip, Oil or Diesel	None	5 minutes	Supply Officer III GSO
TOTAL:		None	10 minutes	

2. Issuance of Office Supplies and Other Materials

All departments of LGU-Cavite City may pick up various office supplies and other materials as long as they have the approved Requisition and Issue Slip (RIS) and Obligation Request (OBR).

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Requisition and Issue Slip 2. Obligation Request		Department Concerned		

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved Requisition and Issue Slip and Obligation Request	1.1 Receive Approved Requisition and Issue Slip and Obligation Request	None	5 minutes	Storekeeper III GSO
	1.2 Check the availability of Supplies or Other Materials	None	15 minutes	
	2. Issuance of Available Supplies and Other Materials	None	15 minutes	Metro Aide II GSO Utility Worker II GSO Casual Clerk GSO
TOTAL:		None	35 minutes	

3. Maintenance of Cleanliness and Street Sweeping

Daily Sweeping and Maintenance of Cleanliness of major through fares of the city, maintain janitorial and other related services in all government building and properties.

Office or Division:	General Services Office		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Approved Request Letter 2. Forwarded to Labor General Foreman 3. Scheduling the Availability of the Personnel 		Department Concerned	

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved Request Letter	1. Accept Request Letter	None	3 minutes	Metro Aide II GSO Labor Foreman GSO
	2. Approved of Request Letter	None	2 minutes	General Services Officer GSO
	3. Scheduling of Street Sweeper and Utility Worker (Special Request)	None	3 minutes	Utility Foreman GSO Construction and Maintenance Foreman GSO
TOTAL:		None	8 minutes	

4. Procurement of Office Supplies

Procurement of office supplies if not available at stocks.

Office or Division:	General Services Office		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Purchase Order Request 2. Approved Purchased Order Request 3. Approved Letter Request to CMO 4. To BAC 5. Approved Purchased Request		Department Concerned General Services Office	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved Request	1. Accept Request	None	30 minutes	Storekeeper III GSO Casual Clerk GSO
	2. Approval of Request	None	30 minutes	General Services Officer GSO
	3. Prepare P.R and BAC Request	None	7 hrs	Casual Clerks GSO
	4. Conduct Canvass for Supplies Requested	None	1½ days	Storekeeper III GSO Utility Worker II GSO
	5. Prepare Award and Abstract of Canvass, Purchase Order	None	4 hrs	Labor Foreman GSO Casual Clerks GSO
	6. Forwarded to Mayor's Office for Approval of Award and Purchase Order	None	4 hrs	City Administrator's Office Admin Office City Mayor's Office
	7. Prepare Inspection Request and Certificate of Acceptance, Ready for Inspection	None	2 hrs	Labor Foreman GSO Utility Worker II GSO
	8. Release Supplies Requested	None	1 hrs	Metro Aide II GSO Utility Worker II GSO Casual Clerk GSO
TOTAL:		None	3 days & 3 hrs	

5. Provision for Grass Cutting and Tree Trimming

All citizen of Cavite City may request for Grass Cutting and Tree Trimming and will be assisted if their request is approved by the City Mayor.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Approved Request Letter from City Mayor's Office 2. Forwarded to Labor General Foreman 3. Scheduling the Availability of the Personnel 		City Mayor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved Request Letter from City Mayor's Office	1. Receive Approved Request Letter from City Mayor's Office	None	5 minutes	Metro Aide II GSO Labor Foreman GSO
	2. Approval of Request	None	5 minutes	General Services Officer GSO
	3. Check the Availability of Personnel Concerned	None	5 minutes	Utility Foreman GSO
	4. Scheduling of Personnel Concerned (Special Request)	None	10 minutes	Utility Foreman GSO
TOTAL:		None	25 minutes	

6. Request for Vehicle with Driver

Departments may request for a driver to assist them as long as they have approved request letter from the City Mayor's Office. They are free to go after the Travel Order is signed by the General Services Officer and the City Administrator.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Request Letter from City Mayor's Office		City Mayor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved Request Letter from City Mayor's Office	1.1 Receive Approved Request Letter from City Mayor's Office	None	5 minutes	Supply Officer III GSO
	1.2 Check the availability of Personnel concerned	None	5 minutes	Supply Officer III GSO
	2. Schedule for Driving	None	5 minutes	Driver II GSO
	3.1 Print a Travel Order. Sign and Approves by the General Services Officer.	None	10 minutes	Labor Foreman GSO
	3.2 Sign and Approve by the City Administrator	None	5 minutes	General Services Officer GSO City Administrator's Office Admin Office
TOTAL:		None	30 minutes	

7. Request for Purchase of Other Supplies and Materials

The requested supplies or materials will be purchased after the Purchase Order Request is signed by the City Administrator.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Request Form 2. Purchase Order Request		Department Concerned General Services Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form	1.1 Accept request form	None	5 minutes	Supply Officer III GSO
	1.2 Approval of request	None	5 minutes	General Services Officer GSO
2. Receive requested items	2.1 Make a Purchase Order Request	None	5 minutes	Supply Officer III GSO
	2.2 Approval of request	None	5 minutes	General Services Officer GSO
	2.3 Forward approved request to Administrator's Office	None	5 minutes	Supply Officer III GSO
	2.4 Approval of request & forwarding approved request to GSO	None	5 minutes	City Administrator's Office Admin Office
2. Receive requested items	3.1 Purchase of the Other Supplies and Materials Requested	None	25 minutes	Supply Officer III GSO
	3.2 Release of requested items	None	5 minutes	Labor Foreman GSO Casual Clerk GSO
TOTAL:		None	1 day	

8. Request for Repair of Various Government Vehicles

Government Vehicles are ensured to be properly maintained and checked. Repair of government vehicles are done at the motorpool.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Request Letter from City Mayor's Office		City Mayor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved Request Letter from City Mayor's Office	1.1 Receive Approved Request Letter from City Mayor's Office	None	5 minutes	Mechanic II GSO
	1.2 Check the availability of Personnel concerned	None	5 minutes	Heavy Equipment Operator II GSO
	2.1 Check the Vehicle	None	30 minutes	Mechanic II GSO
	2.2 Repair the Vehicle	None	Depending on the case of vehicle problem	Heavy Equipment Operator II Driver I GSO
TOTAL:		None	Depending on the case of vehicle problem	