

# **Procurement of Office Supplies**

**General Services Office**

**Internal**

**GSO-001 Procurement of Office Supplies**

Procure office supplies, medical supplies, other supplies and medicines for various offices of the Municipality.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	Various offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit approved Annual Procurement Plan	Received approved APP	None	2 mins.	Jennifer Laigo
	Consolidate supplies from all offices	None	2 days	Jennifer Laigo
	Accomplish purchase request for Mayor's approval for small value procurement	None	2 hours	Jennifer Laigo Lourdes Gapasin
	Canvass supplies for small value procurement	None	2 days	Leo Angelo Tejano Emma Fontanos
	Submit request to Budget Office for posting for public bidding	None	10 mins.	Leo Angelo Tejano Jennifer Laigo
	Submit Obligation Request for approval to MBO	None	10 mins.	Emma Fontanos Jennifer Laigo
	Accomplish purchase order	None	2 hrs.	Jennifer Laigo Lourdes Gapasin

	Submit PO to admin. Office for mayor's signature	None	10 mins.	Emma Fontanos Leo Angelo Tejano
	Submit PO to accounting office for accountant's signature	None	10 mins.	Emma Fontanos Leo Angelo Tejano
	Serve PO to supplier	None	2 hrs.	Leo Angelo Tejano Lourdes Gapasin
	Received delivered supplies	None	2 hrs.	Leo Angelo Tejano Lourdes Gapasin

**GSO-002 Issuance of Office Supplies, Other Supplies and Materials**

<b>Office or Division:</b>		General Services Office		
<b>Classification:</b>		SIMPLE		
<b>Type of Transaction:</b>		G2G		
<b>Who may avail:</b>		Various offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit duly Accomplished Requisition and Issue Slip (RAIS)	Received duly accomplished RAIS and forward to GSO for approval	None	2 mins.	Jennifer Laigo Leo Angelo Tejano
	GSO approves the RAIS	None	5 mins.	Lourdes Gapasin
	Issue requested supplies	None	30 mins.	Leo Angelo Tejano Jennifer Laigo Emma Fontanos
Receives the requested supplies	Records issued supplies in stock card and file RAIS	None	30 mins.	Jennifer Laigo

**GSO-003 Provision of Supplies, Materials and Services**

<b>Office or Division:</b>		General Services Office		
<b>Classification:</b>		SIMPLE		
<b>Type of Transaction:</b>		G2G		
<b>Who may avail:</b>		Various offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly approved job order request with complete details	Received duly signed JOR, logs in the register & forward to GSO for approval	None	5 mins.	Leo Angelo Tejano Emma Fontanos
	GSO approves JOR	None	5 minutes	Lourdes C. Gapasin
	Provides the requested materials and services	None	Min. 2 hrs.	Simplicio Damisil Jerry Turalba Allan Mathis Dante Delim Angelo Acosta Rodan Jucar Jimmy Barba Arish Turalba Raymund Lomboy Marc Bryan Equilos
Receives the requested materials and services				
	After the event/occasion, staff haul the materials requested to stock room	None	Min. 2 hrs.	Simplicio Damisil Jerry Turalba Allan Mathis Dante Delim Angelo Acosta Rodan Jucar Jimmy Barba Arish Turalba Raymund Lomboy

**GSO-004 Photocopying Services**

<b>Office or Division:</b>		General Services Office		
<b>Classification:</b>		SIMPLE		
<b>Type of Transaction:</b>		G2G		
<b>Who may avail:</b>		Various offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to be copied	Receive document	None	1 min.	Jennifer Laigo Leo Tejano Emma Fontanos
	Photocopy documents	None	Depends on the volume of documents	Jennifer Laigo Leo Tejano Emma Fontanos
	Release documents to the client	None	2 mins.	Jennifer Laigo Leo Tejano Emma Fontano
Record in the logbook the quantity or copied documents				

**Repair and Maintenance of Municipal  
Government Facilities**

**General Services Office**

**Internal**

**GSO-005 Repair and Maintenance of Municipal Government Facilities**

In charge of the repair and maintenance of Municipal Government Facilities (plumbing, carpentry, welding, electrical, masonry and painting.)

<b>Office or Division:</b>		General Services Office		
<b>Classification:</b>		SIMPLE		
<b>Type of Transaction:</b>		G2G		
<b>Who may avail:</b>		Various offices		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit approved job request form with complete details	Receive job request form and forward to GSO for approval	None	2 mins.	Emma Fontanos Leo Tejano Jennifer Laigo
	GSO approves the request	None	2 mins.	Lourdes C. Gapasin
	Staff to inspect/ evaluate the request then request needed materials	None	30 mins.	Dante Delim Simplicio Damisil Raymund Lomboy Jerry Turalba Allan Mathis
	Accomplished order slip and forward to GSO and Mayors office for approval	None	Min. 10 mins.	Emma Fontanos Leo Angelo Tejano Jennifer Laigo
	Pick up materials from supplier and issue to field staff	None	Min. 30 mins.	Leo Angelo Tejano Jimmy Barba Emma Fontanos
	Field staff do the repair and maintenance	None	Min. 30 mins.	Simplicio Damisil Jerry Turalba Allan Mathis Dante Delim Angelo Acosta Rodan Jucar Jimmy Barba Arish Turalba Raymund Lomboy
Client fills up satisfaction slip				
	File job request slip	None	1 min.	Emma Fontanos



**GSO-006 Environmental Services**

In charge in the cleanliness and orderliness of Municipal Government Facilities  
(plaza, auditorium, municipal building, main streets)

<b>Office or Division:</b>		General Services Office		
<b>Classification:</b>		SIMPLE		
<b>Type of Transaction:</b>		G2G		
<b>Who may avail:</b>		Various offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Street sweeping Maintains cleanliness along the national road	none	30mins. To 1 hr /one way	Arish Turalba Jimmy Barba Rodan Jucar Dante Delim Simplicio Damisil Jerry Turalba Angelo Acosta Glen Sanchez
	Plaza-Auditorium maintenance		45 mins. To 1 hr/session	Arish Turalba Jimmy Barba Rodan Jucar Dante Delim Simplicio Damisil Jerry Turalba Angelo Acosta Allan Mathis Glen Sanchez
	Gardening, watering, trimming of plants and grass cutting	None	Min. 1 hr.	Jerry Turalba Jimmy Barba Angelo Acosta Allan Mathis Rodan Jucar
	Municipal building maintenance(janitorial) and its surroundings	None	Min. 2 hrs.	Linda Caluza