

City General Services Office External Services



1. Repair - Installation of Streetlightings Fixture

Repair/ Installation of Street lightings to various barangays

Office Or Division: CGSO - RMD (City General Services Office - Repair and Maintenance Division)

Classification: Simple

Type Of Transaction: G2C - Government to Citizen

Who May Avail: Client/Barangays

CHECKLIST OF REQUIREMENTSWHERE TO SECURERequest Letter for Repair (1 original copy)Barangay ConcernBarangay Resolution, Program of WorksBarangay Concern

FEES TO BE PROCESSING PERSON **CLIENT STEPS AGENCY ACTION** TIME RESPONSIBLE PAID 1. Evaluate / Approval from 1. Submit Letter – Admin Aide I 15 mins. None CGSO - RMD Request the City Mayor's Office 2. Submit Bray. 2. Evaluate / Approval from Admin Aide I None 15 mins. the City Mayor's Office CGSO - RMD Resolution TOTAL None 30 mins.

2. Burial Services Assistance

Transportation Assistance / Burial Services

Office Or Division: CGSO (City General Services Office)

Classification: Simple

Type Of Transaction: G2C – Government to Citizen

Who May Avail: Barangay Residents

CHECKLIST OF REQUIREMENTS

Letter – Request (1 original copy)

Barangay Residents

FEES TO BE PROCESSING PERSON CLIENT STEPS AGENCY ACTION PAID TIME RESPONSIBLE 1. Submit request to the Evaluate and Admin Aide I None 10 mins. GSO Schedule **CGSO TOTAL** None 10 mins.



3. Cleanliness/orderliness/Janitorial Services

Maintain the cleanliness/orderliness of Parks and Plazas / public toilets

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Office Or Division:	CGSO (City General Services Office)					
Classification:	Simple					
Type Of Transaction:	G2C - Government to Citizen					
Who May Avail:	Barangay / Public School					
CHECKLIST OF REQUIREMENTS WHERE TO SECURE						
Call City General Services (Office	Client				
CLIENT STEPS	AGENCY ACTION	FEES TO PROCESSING PERSO BE PAID TIME RESPONS				
Call CGSO for Assistance	1. Schedule Assistance	None	None	CGSO Officer GSO - RMD		
TOTAL None None						

4. Trimming and Grass – cutting / Janitorial Services

Trimming of Trees / grass – cutting in various public schools / barangays

Office Or Division:	CGSO (City General Services Office)				
Classification:	Simple				
Type Of Transaction:	G2C - Government to Citizen				
Who May Avail:	Barangay / Public School				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Letter – Request (1 original	copy)	Client			
CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit Letter – Request	1. Evaluate / Approval	None	10 mins.	Admin Aide III CGSO-RMD	
	None	10 Mins.			



5. Delivery of Goods

	Deliver goods to various government offices per approved PO as requested.						
Office Or Division:	CGSO (City G	CGSO (City General Services Office)					
Classification:	Simple	Simple					
Type Of Transaction:	G2G - Governr	ment to Government					
Who May Avail:	LGU – Govern	ment Offices					
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE				
Letter – Request (1 original copy)			Client				
Approved Purchase Order	(1 original copy,	3 photocopies)	Office				
CHENISTEDS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit Letter – Request and approved P.O (Purchase Order)		1. Evaluate / Approval	None	15 mins.	Admin Aide I CGSO		
	None	15 Mins.					

6. Preparation of Program of Works

Prepare program of works relative to request /project of various barangays

	TOTAL	None	5 days				
Submit / endorse barangay resolution	Evaluate / Prepare and process Program of works	None	5 days	Admin Aide I CGSO			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PERSON RESPONSIBLE				
Brgy. Resolution / Request	Brgy. Resolution / Request (5 original copies)			Client / Barangay			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE							
Who May Avail:	Clients / Barangay Council		·				
Type Of Transaction:	G2G - Government to Government G2C - Government to Citizen						
Classification:	Simple						
Office Or Division:	CGSO (City General Services Office)						



City General Services Office Internal Services



1. Repair / Maintenance Services

Conduct repairs of furniture's, air-conditioning unit, electrical facilities to various LGU – Offices.

Office Or Division:	CGSO (City General Services Office)					
Classification:	Simple					
Type Of Transaction:	Government to Government					
Who May Avail:	LGU – Offices					
CHECKLIST OF REQUIRE	WHERE TO SECURE					
Letter – Request (1 original	copy)	Client / Office				
CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1. Submit Letter – Request	1. Evaluate / Approval	Admin Aide I- CGSO Admin Aide III- CGSO -RMD				
	TOTAL	None	15 mins.			

2. Janitorial / Maintenance Services

Service Description: Maintenance cleanliness/orderliness of public buildings such as City hall building, etc. and public toilets

Office Or Division:	CGSO (City General Services Office)				
Classification:	Simple				
Type Of Transaction:	G2G- Government to Gove	G2G- Government to Government			
Who May Avail:	LGU – Offices				
CHECKLIST OF REQUIRE	WHERE TO SECURE				
Call City General Services (Office	1. None			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PROCESSING PAID TIME		PERSON RESPONSIBLE	
1. Call CGSO	1. Schedule services	None	None	Admin Aide I-CGSO	
	TOTAL	None	None		



3. Preparation of Office Documents / Attachment

Prepare ARE's, WMR, ICS, VOUCHERS, etc for various LGU - Government Offices.

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Office Or Division:	CGSO (CGSO (City General Services Office)				
Classification:	Simple	Simple				
Type Of Transaction:	G2G - G	overnment to Governmen	ıt			
Who May Avail:	LGU – C	Offices				
CHECKLIST OF REQUIRE	CHECKLIST OF REQUIREMENTS WHERE TO SECURE					
Approved purchase order / voucher (2 original copies, 3 photocopies)				Client / Office		
		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Prepare purchase order/voucher 1. Evaluate / Appro		1. Evaluate / Approval	None	15 mins.	Admin Aide VI-CGSO	
		TOTAL	None	15 mins.		

4. Inspection and Receiving of Goods Delivered

Delivery of goods per approved PO shall be subject for Inspection/Receiving

Office Or Division:	CGSO (C	CGSO (City General Services Office)				
Classification:	Simple	Simple				
Type Of Transaction:	G2G - Government to Government					
Type Of Transaction.	G2C - Government to Citizen					
Who May Avail:	Clients / L	GU – Offices				
CHECKLIST OF REQUIRE	CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Approved purchase order (2 original co	opies, 3 photocopies)	Client / Office			
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		FEES TO	PROCESSING	PERSON	
CLILINI STEPS	CLIENT STEPS AGENCY ACTION		BE PAID	TIME	RESPONSIBLE	
1. Deliver/endorse approved 1. E		1. Evaluate /	None	20 mins.	Storekeeper II	
purchase order Approval		NONE	20 1111113.	CGSO - Warehouse		
		TOTAL	None	20 mins.		



5. Recording/Safekeeping of Public DocumentsService Description: Conduct safekeeping/recording of public documents such as Certificate of Titles, ARE'S, WMR, etc.

	TOTAL	None	15 mins.				
Submit / endorse requirements to CGSO	Record / Safekeeping	None	15 mins.	Admin Aide VI CGSO			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PROCESSING PAID TIME R		PERSON RESPONSIBLE			
ARE'S,WMR,Certificate of Titles, ICS (4 original copies, 1 photocopy)		Client / Office					
CHECKLIST OF REQUIRE	CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Who May Avail:	Client / LGU – Offices	·	·				
Type Of Transaction:	Government to Government Government to Citizen						
Classification:	Simple						
Office Or Division:	CGSO (City General Services Office)						