



GENERAL SERVICES OFFICE

**Internal Services/
External Services**



23. Request/Scheduling of Municipal Properties

This caters to employees/Dumaraonons who wish to borrow Equipment such as; chairs, tables or use facilities owned by the municipality.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen			
Who may avail:	Dumaraonons and other stakeholders			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Letter request duly approved by the Municipal Mayor		To be provided by the client.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Request Letter duly approved by the Municipal Mayor	1.1 Verification of request.	None	1 minutes	Sandy D. Gonzaga/ Jamehil A. Gonzales, Jr. Jan Mark Hitalia
	1.2 Check availability of property/facility	None	2 minutes	
2. Client signs borrower's slip	1.3 Issuance of borrow slip.	None	2 minutes	Riza S. Humpay/ Sandy Gonzaga
TOTAL:		None	5 minutes	



24. Request/Scheduling of Use of Vehicles

This caters to employees/Dumaraonons who wish to borrow VEHICLES owned by the municipality.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen			
Who may avail:	Dumaraonons and other stakeholders			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Letter request duly approved by the Municipal Mayor		To be provided by the client.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Request Letter duly approved by the Municipal Mayor	1.1 Verification of request.	None	2 minutes	Emily F. Fungot Jamehil A. Gonzales, Jr. Zeny D. Palete
	1.2 Check availability of vehicle.	None	2 minutes	
	1.3 Inform Driver.	None		
2. Client signs trip ticket	2.4 Preparation of Trip Ticket.	None	2 minutes	
	2.2 Schedule trip.	None		
TOTAL:		None	6 minutes	



25. Request for Materials/Supplies/Medicine

This caters to LGU Departments who needs materials supplies or medicines in their offices.

Office or Division:		General Services Office		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Dumaraonons and other stakeholders		
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Letter request from BAC or Head of Office		To be provided by the client.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present letter request duly approved in the Head of Office or BAC	1.1 Approved of letter request.	None	2 minutes	Emily F. Fungot
2. Prepare PAR/ Inventory Custodian Slip (ICS) Forms	2.1 Record/ log book.	None	2 minutes	Imelda S. Horneja
	2.2 Check the materials / equipment/ medicine.	None	2 minutes	Imelda S. Horneja/ Zeny D. Palete
	2.3 Issuance of PAR/ ICS.	None	2 minutes	Jamehil A. Gonzales, Jr.
TOTAL:		None	8 minutes	