



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 REQUIREMENTS		WHERE TO SECURE		
Request Letter for Repair (1 original copy)		Barangay Concern		
Barangay Resolution, Program of Works		Barangay Concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter – Request	1. Evaluate / Approval from the City Mayor’s Office	None	15 mins.	<i>Admin Aide I</i> CGSO - RMD
2. Submit Brgy. Resolution	2. Evaluate / Approval from the City Mayor’s Office	None	15 mins.	<i>Admin Aide I</i> CGSO – RMD
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		WHERE TO SECURE		
Letter – Request (1 original copy)		Barangay Residents		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to the GSO	2. Evaluate and Schedule	None	10 mins.	<i>Admin Aide I</i> CGSO
TOTAL		None	10 mins.	



3. Cleanliness/orderliness/Janitorial Services

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

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 BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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
TOTAL		None	10 Mins.	



5. Delivery of Goods

Deliver goods to various government offices per approved PO as requested.

Office Or Division:	CGSO (City General Services Office)			
Classification:	Simple			
Type Of Transaction:	G2G - Government to Government			
Who May Avail:	LGU – Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter – Request (1 original copy)			Client	
Approved Purchase Order (1 original copy, 3 photocopies)			Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter – Request and approved P.O (Purchase Order)	1. Evaluate / Approval	None	15 mins.	<i>Admin Aide / CGSO</i>
TOTAL		None	15 Mins.	

6. Preparation of Program of Works

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

Office Or Division:	CGSO (City General Services Office)			
Classification:	Simple			
Type Of Transaction:	G2G - Government to Government G2C - Government to Citizen			
Who May Avail:	Clients / Barangay Council			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Brgy. Resolution / Request (5 original copies)			Client / Barangay	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit / endorse barangay resolution	1. Evaluate / Prepare and process Program of works	None	5 days	<i>Admin Aide / CGSO</i>
TOTAL		None	5 days	



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 REQUIREMENTS		WHERE TO SECURE		
Letter – Request (1 original copy)		Client / Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter – Request	1. Evaluate / Approval	None	15 mins.	<i>Admin Aide I- CGSO Admin Aide III- CGSO -RMD</i>
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 Government			
Who May Avail:	LGU – Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Call City General Services Office		1. None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call CGSO	1. Schedule services	None	None	<i>Admin Aide I-CGSO</i>
TOTAL		None	None	



3. Preparation of Office Documents / Attachment

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

Office Or Division:	CGSO (City General Services Office)			
Classification:	Simple			
Type Of Transaction:	G2G - Government to Government			
Who May Avail:	LGU – Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved purchase order / voucher (2 original copies, 3 photocopies)			Client / Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare purchase order/voucher	1. Evaluate / Approval	None	15 mins.	<i>Admin Aide VI- CGSO</i>
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 (City General Services Office)			
Classification:	Simple			
Type Of Transaction:	G2G - Government to Government G2C - Government to Citizen			
Who May Avail:	Clients / LGU – Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved purchase order (2 original copies, 3 photocopies)			Client / Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver/endorse approved purchase order	1. Evaluate / Approval	None	20 mins.	<i>Storekeeper II CGSO - Warehouse</i>
TOTAL		None	20 mins.	



5. Recording/Safekeeping of Public Documents

Service Description: Conduct safekeeping/recording of public documents such as Certificate of Titles, ARE'S, WMR, etc.

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