



OFFICE OF THE CITY GENERAL SERVICES

EXTERNAL SERVICES



1. COLLECTION OF GARBAGE WASTE AND CLEAN-UP DRIVE SERVICES

Clean-Up Drive/Residual waste collection within the area of coverage including Central Business District shall abide with the Rules and Regulations of RA 9003 to ensure proper waste disposal for the protection of Environment. People's participation are enjoined.

Office or Division:	Office of the City General Services Officer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Schedule of Collection and letter request		City General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s register in the office logbook for Client Information	1. Assist the client to register in the office logbook.	None	1 minute	<i>Officer of the day assigned</i> (Office of the City General Services Officer)
2. Submit the letter request.	2. Received the letter request 2.1. Indorse the letter to Administrative Officer then forward to GSO Head for its approval. 2.2. Once the request approved same will be indorsed to Solid Waste Management Section for its actions.	None	10 minutes	<i>Administrative Officer V</i> (Office of the City General Services Officer)
3. Wait for the approval of the request and/or follow up if needed.	3. Action upon its approval.	None	10 minutes – 1 day depending on the area/site of collection	<i>General Construction and Maintenance Foreman</i> (Office of the City General Services Officer)



4. Acknowledgement of the request granted	4. Action taken.	None	3 minutes	<i>General Construction and Maintenance Foreman (Office of the City General Services Officer)</i>
TOTAL			1 Day and 14 Minutes	



4. CONDUCT RA 9003 ORIENTATION

Information Education Campaign on RA 9003 or Ecological Solid Waste Management are being undertaken to different schools and barangays within Iriga City to promote awareness on the issues and concern relative to proper waste management and its disposal for Environmental Protection.

Office or Division:	Office of the City General Services Officer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request		City General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s register in the office logbook for Client Information	1. Assist the client to register in the office logbook.	None	2 minutes	<i>Officer of the Day (Office of the City General Services Officer)</i>
2. Submit the letter request for Information Education Campaign (IEC) on RA 9003	2. Received the letter request and forward to the personnel concerned	None	3 minutes	<i>Clerk/Receiving Clerk (Office of the City General Services Officer)</i>
3. Wait for the confirmation of the letter request	3. Approval of letter request.	None	10 minutes	<i>Administrative Aide VI (Office of the City General Services Officer)</i>
4. Acknowledgement of the services rendered	4. Orientation Proper as scheduled	None	15 minutes	<i>Administrative Aide VI (Office of the City General Services Officer)</i>
TOTAL			30 Minutes	



3. ISSUANCE OF GARBAGE CLEARANCE

Business establishments/Trimobile Operators seeking for the approval of Garbage Clearance are required to have garbage receptacles in their trimobile and be aware of the City Ordinance 2012-12 (Anti-Plastic) which aim to protect our environment.

Office or Division:	Office of the City General Services Officer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Garbage Receptacle (Trimobile and Business Establishments)		Operators and Business Owners		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s registers in the office logbook for client Information.	1. Assist the client to register in the office logbook.	None	1 minute	<i>Officer of the Day</i> (Office of the City General Services Officer)
2. Present the application form for garbage clearance (Trimobile/Business Establishment)	2. Receive and record the application for garbage clearance.	None	3 minutes	<i>Administrative Aide VI</i> (Office of the City General Services Officer)
3. Present the Trimobile/Business Establishments for inspection (Presence of Garbage Receptacle)	3. Inspect the trimobile/business establishments of the presence of garbage receptacle. 3.1. Verify or check payment for garbage fee. 3.2. Indorse the documents for signature of the General Services Officer.	Payment for garbage Fee incorporated at business permit charges	10 minutes	<i>Administrative Aide VI</i> (Office of the City General Services Officer)
4. Sign at the office release logbook.	4. Assist the client to sign at the release logbook.	None	1 minute	<i>Administrative Aide VI</i> (Office of the City General Services Officer)



TOTAL	14 Minutes
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4. SECURING PR, PO, QUOTATIONS AND VOUCHER NUMBER FOR PAYMENT FROM LGU TO ANY CLAIMS

Vouchers of any claims from the Local Government Unit shall accomplished forms and/or documents needed and request for PO and PR number in accordance with COA Circular on Supply and Property Management.

Office or Division:	Office of the City General Services Officer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly approved/signed form for PR, PO, Quotations and vouchers		City General Services Office		
2. Copy of the approved PR and PO		City General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the voucher	1. Receive the voucher. 1.1. Review the entire documents 1.2. Records and numbers the documents	None	15 minutes	<i>Clerk</i> (Office of the City General Services Officer)
2. Sign and furnish a copy of the documents needed.	2. Release of the Approved and numbered vouchers.	None	2 minutes	<i>Clerk</i> (Office of the City General Services Officer)
TOTAL			17 Minutes	



OFFICE OF THE CITY GENERAL SERVICES

INTERNAL SERVICES



1. TURN-OVER OF UNSERVICEABLE GOVERNMENT PROPERTIES AND EQUIPMENT

Every department shall render their accounts to the City General Services Office semi-annually in accordance with COA Circular on Supply and Property Management and shall turn-over to the same office the Unserviceable Property accounted to the office concerned for proper safe keeping and for record purposes.

Office or Division:	Office of the City General Services Officer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inventory Report of the unserviceable property/equipment duly signed by the requesting officer.		Concern Office		
2. Attachment of Memorandum Receipts		Concern Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Inventory and Inspection Report of Unserviceable Property.	1. Received the I&I Report.	None	2 minutes	<i>Administrative Officer / (Office of the City General Services Officer)</i>
2. Turn-over of the unserviceable properties.	2. Inspection of items/properties for turn-over 2.1 Indorse i&I Report for the approval of turn-over property. 2.2. Indorsement of the I&I Report to the City Accountant for signature. 2.3. Recording for Supply and property management. 2.4. Disposition/ Safe Keeping of Return properties.	None	15 minutes	<i>Administrative Officer / (Office of the City General Services Officer)</i>
3. Acknowledgement of request copy of the I&I Report submitted.	3. Release of a copy of I&I Report submitted.	None	1 minute	<i>Administrative Officer / (Office of the City General Services Officer)</i>
TOTAL			15 Minutes	



2. RELIEF OF ACCOUNTABILITY FOR PROPERTIES/EQUIPMENT CLEARANCE

Employees of the City Government may request this kind of clearance for the following purposes; Transfer to other agencies, leave of absence, travel and retirement.

Office or Division:	Office of the City General Services Officer			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government Employee/Official			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clearance		Personnel Concern		
2. Memorandum Receipts		Personnel Concern		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s register in the office logbook for Client Information	1. Assist the Client to sign in the office logbook.	None	1 minute	<i>Officer of the Day</i> (Office of the City General Services Officer)
2. Present the Application of Clearance	2. Review and verify the records for accountability.	None	15 minutes	<i>Administrative Officer V</i> (Office of the City General Services Officer)
3. Waiting for the approval of the clearance	3. Received the MR of succession to accountability. 3.1 Approval of the clearance.	None	2 minutes	<i>Administrative Officer V/ Department Head</i> (Office of the City General Services Officer)
4. Receive the approved clearance and Sign in the releasing logbook.	4. Get a copy of the approved clearance.	None	2 minutes	<i>Administrative Officer V</i> (Office of the City General Services Officer)
TOTAL			20 Minutes	