



Republic of the Philippines
 City of Lapu-Lapu, 6015
City General Services Office (CGSO)

2nd Floor GSO Bldg., Lapu-Lapu City Hall, Pusok, Lapu-Lapu City Telephone: 340-5735

CGSO FRONTLINE SERVICES

A. ISSUANCE OF GAS SLIP TO AUTHORIZED GOVERNMENT MOTOR VEHICLES

WHO MAY AVAIL THE SERVICE	REQUIREMENTS	SCHEDULE OF SERVICE AVAILABILITY	HOW TO AVAIL OF THE SERVICE	FEES		IN-CHARGE PERSONNEL
<ul style="list-style-type: none"> Different departments/offices with gov't motor vehicles 	<ul style="list-style-type: none"> Last issued Gas Slip Trip ticket w/ corresponding computation and signature of the head of office 	<ul style="list-style-type: none"> Monday –Friday (8:00am-5:00pm) 	a. Submit all the requirements to the gas slip issuer	N/A	5 mins.	Paulo Pagobo Arlyn Ybañez

B. PROCESSING OF PAYMENT OF VARIOUS UTILITY BILLS

WHO MAY AVAIL THE SERVICE	REQUIREMENTS	SCHEDULE OF SERVICE AVAILABILITY	HOW TO AVAIL OF THE SERVICE	FEES		IN-CHARGE PERSONNEL
<ul style="list-style-type: none"> Different departments/offices 	<ul style="list-style-type: none"> Utility Billing Statement 	<ul style="list-style-type: none"> Monday –Friday (8:00am-5:00pm) 	a. Submit the utility billing statement to receiving clerk	N/A	2 mins.	Juvelyn Ybañez
			b. Preparation of OBR, Disbursement Voucher and VAT Statement		10 mins.	Helen Mecares
			c. Signature of the CGSO Department Head on the OBR;		5 mins.	Ronaldo Malacora
			c. Forward documents to City Budget Office (CBO)		5 mins.	Puriza Soliano



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C. ISSUANCE OF BIDDING DOCUMENTS

WHO MAY AVAIL THE SERVICE	REQUIREMENTS	SCHEDULE OF SERVICE AVAILABILITY	HOW TO AVAIL OF THE SERVICE	FEES		IN-CHARGE PERSONNEL
<ul style="list-style-type: none"> ▪ Interested Bidders/Suppliers 	<ul style="list-style-type: none"> ▪ Order of payment issued by the BAC Secretariat 	<ul style="list-style-type: none"> ▪ Monday –Friday (8:00am-5:00pm) 	a. Request for order of payment for bid documents	N/A	2 mins.	Quenie Espinosa
			b. Pay corresponding fee to the City Treasurer's Office	Subject to ABC to be BID	5 mins.	City Treasurer Office Cashier
			c. Present the receipt of the Order of Payment to the BAC Secretariat	N/A	2 mins.	Vanessa Dela Serna Quenie Espinosa
			d. Printing and releasing of Bidding Documents after ascertaining that the required documents are complete and in order	N/A	5 mins.	Quenie Espinosa



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D. RELEASING OF PURCHASE ORDER

WHO MAY AVAIL THE SERVICE	REQUIREMENTS	SCHEDULE OF SERVICE AVAILABILITY	HOW TO AVAIL OF THE SERVICE	FEES		IN-CHARGE PERSONNEL
<ul style="list-style-type: none"> ▪ Winning Bidders/Supplier 	<ul style="list-style-type: none"> ▪ Company ID / Authorization Letter ▪ Performance Bond (if applicable) 	<ul style="list-style-type: none"> ▪ Monday –Friday (8:00am-5:00pm) 	a. Present Company ID / Authorization Letter to P.O releasing in-charge	N/A	5 mins.	Vanja Dela Serna Quenie Espinosa
			b. Submit requirements as required		5 mins.	
			c. Releasing of Purchase Order		5 mins.	

E. ISSUANCE OF RECORDS/DOCUMENTS FROM THE ARCHIVES

WHO MAY AVAIL THE SERVICE	REQUIREMENTS	SCHEDULE OF SERVICE AVAILABILITY	HOW TO AVAIL OF THE SERVICE	FEES		IN-CHARGE PERSONNEL
<ul style="list-style-type: none"> ▪ Gov't Employees ▪ General Public 	<ul style="list-style-type: none"> ▪ Letter Request approved by the City Mayor 	<ul style="list-style-type: none"> ▪ Monday –Friday (8:00am-5:00pm) 	a. Submit approved letter request to receiving clerk	N/A	2 mins.	Juvelyn Ybañez
			b. Request Letter will be evaluated		5 mins.	Elmer Ponce
			c. Retrieve requested documents from the CGSO Archive		8 hours	Elmer Ponce
			d. Release of requested documents		3 mins.	Elmer Ponce

F. ISSUANCE OF PROPERTY ACKNOWLEDGEMENT REPORT (PAR) AND PROPERTY RETURN SLIP (PRS)



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▪ City Gov't Employees	▪ Accomplished Request Slip	▪ Monday –Friday (8:00am-5:00pm)	a. Fill-up request slip and submit to Property Division receiving clerk	N/A	2 mins.	Jane Rose Cajés
			b. Preparation of PAR and PRS		5 mins.	Shera Pinote Lovely Jean Daño
			c. Approval of the CGSO Head of Office		2 mins.	Ronaldo Malacora
			d. Release of requested PAR and PRS		2 mins.	Lovely Jean Daño

G. ISSUANCE OF CGSO CLEARANCE

WHO MAY AVAIL THE SERVICE	REQUIREMENTS	SCHEDULE OF SERVICE AVAILABILITY	HOW TO AVAIL OF THE SERVICE	FEES		IN-CHARGE PERSONNEL
▪ City Gov't Employees	▪ Clearance issued from City Treasurer's Office (CTO)	▪ Monday –Friday (8:00am-5:00pm)	a. Submit the Clearance issued from HRMDO	N/A	2 mins.	Lovely Jean Daño
			b. Verification if equipments are being issued to the employee		5 mins.	Belinda Mag-usara
			c. Signature of the CGSO Head		2 mins.	Ronaldo Malacora



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H. RELEASING OF SUPPLIES (ON-STOCK)

WHO MAY AVAIL THE SERVICE	REQUIREMENTS	SCHEDULE OF SERVICE AVAILABILITY	HOW TO AVAIL OF THE SERVICE	FEES		IN-CHARGE PERSONNEL
▪ All departments/offices	▪ Request Issued Slip (RIS)	▪ Monday –Friday (8:00am-5:00pm)	a. Submit the RIS with signature of the Head of Office	N/A	2 mins.	Victor Alexis Lastimosa
			b. Verify stocks availability		3 mins.	Victor Alexis Lastimosa Marie Collin Gilig
			c. Secure approval from the CGSO Head		5 mins.	Victor Alexis Lastimosa
			d. Release of supplies and materials		5 – 10 mins.	Kenneth Vilo

I. MINOR CARPENTRY REPAIR / REPAINTING

WHO MAY AVAIL THE SERVICE	REQUIREMENTS	SCHEDULE OF SERVICE AVAILABILITY	HOW TO AVAIL OF THE SERVICE	FEES		IN-CHARGE PERSONNEL
▪ Different departments/offices	▪ Letter Request from the requisitioning office	▪ Monday –Friday (8:00am-5:00pm)	a. Submit letter request to receiving clerk	N/A	2 mins.	Juvelyn Ybañez
			b. Request Letter will be evaluated and referred to CGSO-OIC for approval		5 mins	Ronaldo Malacora
			c. Transmit approved letter to the Maintenance Division for the scheduling of work		5 mins.	Juvelyn Ybañez
			d. Issuance of Job Order		3 mins.	Noel Quilantang



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J. PROVISION OF AUDIO SYSTEM

WHO MAY AVAIL THE SERVICE	REQUIREMENTS	SCHEDULE OF SERVICE AVAILABILITY	HOW TO AVAIL OF THE SERVICE	FEES		IN-CHARGE PERSONNEL
▪ Different departments/offices	▪ Letter Request from the requisitioning office	▪ Monday –Friday (8:00am-5:00pm)	a. Submit letter request to receiving clerk	N/A	3 mins.	Juvelyn Ybañez
			b. Transmit approved letter to the Maintenance Division for the scheduling of the sound system		3 mins.	Juvelyn Ybañez
			d. Issuance of Job Order once schedlued		3 mins.	Cirilo Patalinghug

Prepared by:

ALYSSA JANE A. TECLING
Supervising Administrative Officer IV

Noted by:

RONALDO D. MALACORA
Officer-in-Charge, CGSO