

Request for Registration of Municipal Issued Vehicle.

Office or Division:	MUNICIPAL GENERAL SERVICES OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Business			
Who may avail:	Different Departments and Offices			
Checklist of Requirements		Where to Secure		
1.Smoke Test Result		Concerned Division/End user		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit latest Smoke test result	1. Assist in the compliance for Insurance of Vehicle	To be determined by the Government Service Insurance System	4 minutes	<i>GSIS</i>
	Acquire/request billing from Land Transportation Office (LTO)	To be determined by the LTO	1-2 days	<i>LTO Personnel</i>
	Process voucher, copy payment	None	30 minutes	<i>LILIAN I. PASTORES GSO</i>
	Submit voucher, copy of COC from GSIS, smoke test & OR/CR to LTO for renewal	None	2-3 days	<i>LILIAN I. PASTORES GSO</i>
	Total	None	3-5 days & 34 minutes	

Property Clearance

Property clearance is a document that shows whether an employee of former employee has property accountability or none. It is part of the official clearance form emanating from the Human Resources Management Office (HRMO). It is issued by the General Services Office (GSO) to application which may include an employee who is about to resign, retire or separate from the service and on leave, former officials/employee who intends to use such clearance for any purpose. An application for Property Clearance who has existing property accountability shall not be cleared.

Office or Division:	MUNICIPAL GENERAL SERVICES OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Different Department and Offices			
Checklist of Requirements		Where to Secure		
1. Duly – accomplished clearance form emanating from the HRMO (1 Original Copy)		HRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a duly accomplished clearance form issued by the HRMO	1. Check property accountability records of the client. If there is none the client will be cleared from any property accountability. Otherwise, a list of property accountability issued to the client will be provided.	None	30 minutes	<i>LILIAN I. PASTORES</i>
2. Present copy of property return slip of property accountability	2. Verification of the records submitted	None	30 minutes	<i>LILIAN I. PASTORES</i>
3. Receive duly signed Property Clearance from the GSO	3. Issued Property Clearance	None	5 minutes	<i>LILIAN I. PASTORES</i>
	Total	None	1 hour & 5 minutes	

I. CONFORME OF PURCHASE ORDER

This division immediately responds to every approved purchase request for procurement.

Office or Division:	MUNICIPAL GENERAL SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Business			
Who may avail:	All offices with approved Purchase Request			
Checklist of Requirements			Where to Secure	
1. Obligation Request 2. Purchase Request 3. BAC Certification 4. Canvas 5. Voucher 6. Abstract 7. Inspection Report 8. Acceptance			Municipal General Service Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Conform PO	1. Receive documents and fill up the logbook with the details of the transaction	None	5 minutes	GSO Personnel/Staff
	2. Receive control conform PR	None	5 minutes	GSO Personnel/Staff
	3. Prepare voucher and other documents	None	30 minutes	GSO Personnel/Staff
	4. Deliver Documents to the concerned offices	None	5 minutes	GSO Personnel/Staff
	Total	None	45 minutes	

II. RECEIVING

All devices are inspected and recorded.

Office or Division:	MUNICIPAL GENERAL SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Business			
Who may avail:	All offices with approved Purchase Request			
Who may avail:	All Suppliers			
Checklist of Requirements		Where to Secure		
Delivery of Receipt of Purchase		Municipal General Service Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive delivery	1. Fill up the logbook with the details of the transaction	None	5 minutes	GSO/Personnel/Staff
	2. Receive, inspect and control	None	35 minutes	GSO Personnel/Staff
	3. Prepare RIS, RIV and acceptance report	None	15 minutes	GSO Personnel/ Staff
	4. Deliver the items or units to concerned officers	None	30 minutes	GSO Personnel/ Staff
	5. Prepare documents for payment and deliver documents to concerned offices	None	30 minutes	GSO Personnel/ Staff
	Total	None	45 minutes	
END OF TRANSACTION				