General Services Office

Internal Service

30. Issuance Of Office, Janitorial, Electrical and Other Supplies

Manage and distribute a wide range of supplies to maintain smooth operations in the workplace, supporting productivity, cleanliness, and safety.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Departments/Offices within LGU-Pantabangan			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Approved Requisition and Issuance Slip (RIS)		General Services Office		
Acknowledgement Receipt		General Services Office		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
8. Request for Office, Janitorial, Electrical and Other Supplies	8.1 Check items requested based on approved RIS	None	5 mins	GSO General Services Office
	8.2 Prepare requested supplies	None	5 mins	GSO General Services Office
9. Accept requested supplies	9.1 Issue requested supplies	None	10 mins	GSO General Services Office
10. Sign Acknowledgement Receipt	10.1 Encode/File Acknowledgement Receipt for monitoring purposes	None	3 mins	GSO General Services Office
	TOTAL	None	23 mins	

31. Issuance of Acknowledgement Receipt for Equipment for newly acquired Properties

Documentation and formal acknowledgment of newly acquired equipment or property.

Office or Division:	General Services Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All Departments/Offices within LGU-Pantabangan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Purchased Order papers with attached inspected Official Receipt.	Municipal Treasurer's Office/Municipal Accounting Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Bring the Purchased Order and inspected official receipt Acknowledgement Receipt for Equipment (ARE) and MR detailing the property.	1.1 Receive and review all documents. 1.2 Prepare Triplicate copy of Acknowledgement Receipt for Equipment and MR.	None None	5 mins 5 mins	GSO General Services Office GSO General Services Office
2. Signed the accomplished Acknowledgement Report and MR for Equipment and give back to the office clerk	2.1 Receive and check completely. 2.2 Record and place inventory tags	None	5 mins 3 mins	GSO General Services Office GSO General Services Office
3. Have a copy of ARE and MR for file	3.1 Give one copy of ARE and MR at Clients one copy for MAO keep the last one for file	None	3 mins	GSO General Services Office
	TOTAL	None	21 mins	