



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF MARCOS

GENERAL SERVICE OFFICE

Head: Hon. Antonio V. Mariano
Municipal Mayor
GSO Designate: Iezel Amor J. Reyes
GSO Aide (COS): Queeny Francis M. Agmata
Mobile No.: 0995-973-9269

The General Service Office is responsible to take custody and be accountable for all properties, real or personal, owned by the Local Government Unit (LGU) and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects. Perform archival and record management, collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by LGU and perform all other functions pertaining to supply and property management and records, inventory, maintenance and disposal.

FRONTLINE SERVICES

- A. ACCEPTANCE OF PROCURED SUPPLIES, MATERIALS AND EQUIPMENT
- B. ISSUANCE OF PROCURED PROPERTY, PLANT AND EQUIPMENT (PPE)
- C. ISSUANCE OF PROCURED SUPPLIES AND MATERIALS
- D. INVENTORY OF PROPERTY, PLANT AND EQUIPMENT (PPE)
- E. INSPECTION OF EQUIPMENT FOR REPAIR

Schedule of Services:

Monday to Friday 8:00am – 12:00am 1:00pm – 5:00pm

A. ACCEPTANCE OF PROCURED SUPPLIES, MATERIALS AND EQUIPMENT

THE SERVICE:

The service shall cover the acceptance of procured supplies, materials and equipment from certain supplier.

The Client shall	The Service Provider shall	It will take	Responsible Person
Deliver the procured supplies, materials and equipment.	Verify the completeness of the	20 minutes	GSO – Designate GSO Aide

	delivery base on the Purchase Order.		
Issue Delivery Receipt.	Sign and acknowledge the original copy of the delivery receipt.	2 minutes	GSO - Designate
Accomplish Client Feedback form and Drop at designated Drop box at the Municipal Hall			
TOTAL RESPONSE TIME: 22 minutes			

B. ISSUANCE OF PROCURED PROPERTY, PLANT AND EQUIPMENT (PPE)

THE SERVICE:

The service shall cover the issuance of procured Property, Plant and Equipment (PPE) to end users.

The Client shall	The Service Provider shall	It will take	Responsible Person
1. Request for Property, Plant and Equipment (PPE).	Prepare Property Acknowledgement Receipt (PAR) for issuance of Property, Plant and Equipment (PPE).	10 minutes	GSO – Designate GSO Aide
2. Accept requested Property, Plant and Equipment (PPE).	Issue requested Property, Plant and Equipment (PPE).	20 minutes	GSO – Designate GSO Aide
3. Acknowledge receipt by signing the "Received by" portion of the Property Acknowledgement Receipt (PAR).	Issue a copy of Property Acknowledgement Receipt (PAR) to end user.	5 minutes	GSO – Designate GSO Aide
Accomplish Client Feedback form and Drop at designated Drop box at the Municipal Hall			
TOTAL RESPONSE TIME: 45 minutes			

C. ISSUANCE OF PROCURED SUPPLIES AND MATERIALS

THE SERVICE: The service shall cover the issuance of procured supplies and materials to end users.





The Client shall	The Service Provider shall	It will take	Responsible Person
1. Request for supplies and materials.	Prepare Requisition and Issue Slip for the issuance of supplies and materials for signature by the requesting personnel and for approval by the Municipal Mayor.	5 minutes	GSO – Designate GSO Aide
2. Accept requested supplies and materials.	Issue requested supplies and materials to end users.	30 minutes	GSO – Designate GSO Aide
3. Acknowledge receipt by signing the "Received by" portion of the Requisition and Issue Slip (RIS).	Issue a copy of Requisition and Issue Slip to end user.	5 minutes	GSO – Designate GSO Aide
4. Submit a Summary of Supplies and Materials Issued (SSMI).	Certify and sign the Summary of Supplies and Materials Issued (SSMI).	5 minutes	GSO – Designate
Accomplish Client Feedback form and Drop at designated Drop box at the Municipal Hall			
TOTAL RESPONSE TIME: 45 minutes			

D. INVENTORY OF PROPERTY, PLANT AND EQUIPMENT

THE SERVICE:

The service shall cover the inventory of Property, Plant and Equipment.

The Client shall	The Service Provider shall	It will take	Responsible Person
1. Present the Property Acknowledgement Receipt (PAR) of all	Verify the existence and condition (serviceable or	1 Hour	GSO – Designate GSO Aide

the Property, Plant and Equipment (PPE) under his/her custody.	unserviceable) of the Property, Plant and Equipment (PPE).		
	Prepare Report on Physical Count of Property, Plant and Equipment (RPCPPE).	1 Hour	GSO – Designate GSO Aide
	Reconcile Report on Physical Count of Property, Plant and Equipment (RPCPPE) with the records of Accounting Office.	2 Hours	GSO – Designate GSO Aide
Accomplish Client Feedback form and Drop at designated Drop box at the Municipal Hall			
TOTAL RESPONSE TIME: 4 Hours			

E. INSPECTION OF EQUIPMENT FOR REPAIR

THE SERVICE:

The service shall cover the inspection of equipment for repair.

The Client shall	The Service Provider shall	It will take	Responsible Person
1. Request for Pre-Inspection of the equipment subject for repair.	Inspect the equipment for repair.	15 minutes	GSO – Designate
2. Prepare Pre-Inspection Report stating the condition of the equipment for repair.	Sign the "Pre-Inspected by" portion of the Pre-Inspection Report.	2 minutes	GSO – Designate
Accomplish Client Feedback form and Drop at designated Drop box at the Municipal Hall			
TOTAL RESPONSE TIME: 17 minutes			



