



General Services Department



Withdrawal of Construction & Other Materials

Withdrawal of Construction Materials from GSD Warehouse for various City Projects.

Office or Division:	General Services Department			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	Project Liaison Officer/ Representatives			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Approved RIS			General Services Department/ End User	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits RIS for signature	Received/Log-in request to CGDH I/ OIC for notation	none	1 minute	CGDH I or OIC
Bring RIS to GSD Warehouse for the availability of materials and cause for its approval	Check availability of materials in the RIS	none	5-10 minutes (depends upon the bulk of materials requested)	Warehouseman III Public Services Foreman
	Approved the RIS		1 minute	Warehouseman III
Withdraws the requested materials	Materials requested release	none	5-30 minutes (depends upon the bulk of materials withdrawn)	Warehouseman III
	Total	none	42 minutes	
End of transaction				



Inspection of Deliveries

Inspection of various deliveries of goods and services to every departments/office.

Office or Division:	General Services Department			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	All Operating Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Request for Inspection 2.Copy of Purchase Order (P.O.)		General Services Department/ End User		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits request for Inspection	Received Request for Inspection with copy of P.O. attached	none	1 minute	Administrative Aide III
	CGDH I or OIC assigns specific inspector	none	1-2 minutes	CGDH I or Officer in Charge
Present on hand items subject for inspection and attest the veracity of items being delivered	Inspector proceed and conducts inspection to location where goods and services are delivered	none	5-30 minutes depending on the distance	End- user and Inspector assigned
	Total	none	33 minutes	
End of transaction				



Waste Materials Report

Issuance of Waste Materials Report to various departments

Office or Division:	General Services Department			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	All Operating Departments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Waste Materials or Unserviceable Supplies/ Property			General Services Department/ End User	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Bring unserviceable /waste materials	Received/Records waste materials turned over to the office	None	3 minutes	Administrative Aide IV
	Document and prepare Waste Materials Report	None	10 minutes	Administrative Aide IV
	Back to originating office for authorized signature	None	10 minutes	End- User/ MR holder
Ask for receiving copy	Solicit signatories	none	3 minutes	Administrative Aide IV
	Total	none	26 minutes	
End of transaction				



Processing of Property Clearance

Signing/Processing of Clearance (CS Form no. 7) of employees from Local and National Offices

Office or Division:	General Services Department			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	All Operating Departments/ National Offices (Dep- Ed, PNP, RTC,etc.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Clearance (CS form no. 7)			City Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Bring CS form no.7	Received the clearance	None	1 minute	Administrative Aide IV
	Check the clients ICS, ARE for clearing.	None	30 minutes	Administrative Aide IV
	Signs initial and forward to CGSO for signature.	None	2 minutes	Administrative Aide IV Public Services Officer III
	Signs CS form no.7.	None	1 minute	CGDH I or OIC
	Total	none	34 minutes	
End of transaction				