



General Service Department



Withdrawal of Construction & Other Materials

Service Information

ABOUT THE SERVICE: 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
1. Submits RIS for signature	Received/Log-in request to GSO for notation	none	1 minute	CGDH I or OIC
2. 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
3. Withdraws the requested materials	Materials requested release	none	5-30 minutes (depends upon the bulk of materials withdrawn)	Warehouseman III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 Various Deliveries of Goods & Services

Service Information

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
1.Submits request for inspection	Received Request for Inspection with copy of P.O. attached	none	1 minute	Administrative Aide III
	CGSO or OIC assigns specific inspector	none	1-2 minutes	CGDH I or Office in Charge
2.Present on hand items subject for inspection & 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

Service Information

ABOUT THE SERVICE: 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
1. Bring unserviceable /waste materials	Received/Records waste materials turned over to the office	none	3 minutes	Storekeeper I
	Document and prepare Waste Materials Report	None	10 minutes	Storekeeper I, Job- Order Employee
	Back to originating office for authorized signature	none	10 minutes	End- User/ MR holder
2. Ask for receiving copy	Solicit signatories	none	3 minutes	Storekeeper I, Job- Order Employee
	Total	none	26 minutes	
End of transaction				



Processing of Property Clearance

Service Information

ABOUT THE SERVICE: 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		
1.Clearance (CS form no. 7)		City Treasurer's Office		
Waste Materials or Unserviceable Supplies/ Property		General Services Department/ End User		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Bring CS form no.7	Received the clearance	None	1 minute	Storekeeper I
	Check the clients ICS, ARE for Clearing.	None	30 minutes	Storekeeper I, Job- Order Employee
	Signs initial and forward to CGSO for signature.	none	2 minutes	Storekeeper I Public Services Officer III
	Signs CS form no.7.	none	1 minute	CGDH I or OIC
	Total	none	34 minutes	
End of transaction				