



Provincial General Services Office



1.Consolidation of PPMP into APP

Consolidation of Projects Procurement Management Plan by the BAC Secretariat which includes different programs, activities and projects of each PGLDN Offices/departments/units/divisions. (RA 9184)

Office or Division:	PROCUREMENT UNIT/ BAC Secretariat			
Classifications:	HIGHLY TECHNICAL			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN- Offices/departments/units/divisions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved PPMP			Budget Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client log book in the office lobby	1. Give the logbook to the client and assist the client to the person in charge	None	1 Minute	Officer of the day
2. Submit the approved PPMP to the Person in charge	2.1 Instruct the client to wait for awhile 2.2 Receive, skim read and verifies the submitted Approved PPMP if it has activity proposal, if incomplete return the PPMP to the client	None	5 Minutes	BAC Secretariat
3. Ask for a proof of submission	3. If complete, put stamp receive the copy of PPMP for the end user's file and give the copy to the client	None	1 Minute	BAC Secretariat
	3.1 Consolidate the Approved	None	15 Days	BAC Secretariat



	PPMP into an Annual Procurement Plan and process the APP for approval			
TOTAL:		None	15 Days And 7 Minutes	



2. Control of Purchase Request

Purchase Request will be logbook according to its fund charges and put an assigned control number and date.

Office or Division:	PROCUREMENT UNIT/ BAC Secretariat			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN- Offices/departments/units/divisions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Purchase Request(7 copies)			End –users liaison officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client log book in the office lobby	1. Give the logbook to the client and assist the client to the person in charge	None	1 Minute	Officer of the day
2. Submit the purchase request to the person in-charge	2. Receive the P.R. and Instruct the client to wait until the person in charge done with the controlling and review of the total amount of each items in the purchase request	None	8 Minutes	P.R. controller
3. Get the Purchase Request that is already controlled	3. Give the Purchase request with control number	None	1 Minute	
TOTAL:		None	10 Minutes	



3. Control of Purchase Order

Purchase Order will be logbook and put an assigned control number and date.

Office or Division:	PROCUREMENT UNIT/ BAC Secretariat			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN- Offices/departments/units/divisions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Purchase Request (7 copies)			End –users liaison officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client log book in the office lobby	1. Give the logbook to the client and assist the client to the person in charge	None	1 Minute	Officer of the day
2. Submit the purchase order to the person in-charge	2. Receive the P.O. and Instruct the client to wait until the person in charge done with the controlling	None	8 Minutes	P.O. controller
3. Get the Purchase Order that is already controlled	3. Give the Purchase Order with number already	None	1 Minute	
TOTAL:		None	10 Minutes	



4. Procurement of Goods and Services thru Public Bidding

Procurement thru public bidding for Good and Services such as items, supplies, materials and general support services which are essential in the operation of the Procuring Entity. This service is covered by RA 9184.

Office or Division:	PROCUREMENT UNIT/ BAC Secretariat			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN- Offices/departments/units/divisions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Purchase Request (7 copies) 2. Activity proposal (7 copies) 3. Certificate of availability of Funds (7 copies)			End –users liaison officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client log book in the office lobby	Give the logbook to the client and assist the client to the person in charge	None	1 Minute	Officer of the day
2. Submit the approved purchase request with approved activity proposal and CAF	2. Receive the approved purchase request with approved activity proposal and CAF	None	1 Minute	BAC Secretariat
	2.1 Conduct the Bidding Activities:	None		
	2.2 Pre-procurement	None	1 Day	BAC, BAC Secretariat, TWG
	2.3 Preparation of Bidding Document	None	1 Day	BAC Secretariat
	2.4 Preparation and posting of invitation to bid	None	7 Days	BAC Secretariat
	2.5 Pre-bid Conference	None	1 Day	BAC, BAC Secretariat, TWG
	2.6 Bid Opening	None	45 Days	BAC, BAC Secretariat, TWG
	2.7 Bid Evaluation	None	7 Days	BAC TWG



	2.8 Post-Qualification	None	45 Days	BAC TWG
	2.9 Preparation and Approval of BAC Resolution and Notice of Award	None	1 Day	BAC Secretariat
	2.10 Contract preparation and signing	None	1 Day	BAC Secretariat
	2.11 Preparation and Approval of Notice to proceed and Issuance of Approved Notice to Proceed to the winning bidder	None	1 Day	BAC Secretariat
	2.12 Submit to COA the contract documents for contract review	None	1 Hour	BAC Secretariat
3. Follow up for the status of the procurement of their projects after 28 CD	3. Inform the end user for the procurement status	None	10 Minutes	BAC Secretariat
TOTAL:		None	110 Days, 1 Hour & 12 Minutes	



5. Procurement of Civil Works thru Public Bidding

Procurement thru public bidding for Civil Works or Infrastructure which are essential in the operation of the Procuring Entity. This service is covered by RA 9184.

Office or Division:	PROCUREMENT UNIT/ BAC Secretariat			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN- Offices/departments/units/divisions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Program of Work (7 copies) 2. Approved Budget Cost (7 copies) 3. Standard Drawing 4. Certificate of availability of Funds (7 copies)			End –users liaison officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client log book in the office lobby.	1. Give the logbook to the client and assist the client to the person in charge	None	1 minute	Officer of the day
	2. Receive the approved necessary document		1 Minute	BAC Secretariat
2. Submit the approved program of work with approved budget cost, CAF and standard drawing.	2.1 Conduct the Bidding Activities:			
	2.2 Pre-procurement	None	1 Day	BAC, BAC Secretariat, TWG
	2.3 Preparation of Bidding Document	None	1 Day	BAC Secretariat
	2.4 Preparation and posting of invitation to bid	None	7 Days	BAC Secretariat
	2.5 Pre-bid Conference	None	1 Day	BAC, BAC Secretariat, TWG
	2.6 Bid Opening	None	50 Days	BAC, BAC Secretariat, TWG
	2.7 Bid Evaluation	None	7 Days	BAC TWG
	2.8 Post-Qualification	None	45 Days	BAC TWG



	2.9 Preparation and Approval of BAC Resolution and Notice of Award	None	15 Days	BAC Secretariat
	2.10 Contract preparation and signing	None	10 Days	BAC Secretariat
	2.11 Approval of contract by higher authority	None	20 Days	BAC Secretariat
	2.12 Preparation and Approval of Notice to proceed and Issuance of Approved Notice to Proceed to the winning bidder	None	7 Days	BAC Secretariat
	2.13 Submit to COA the contract documents for contract review	None	1 Hour	BAC Secretariat
3. Follow up for the status of the procurement of their projects after 29 C.D.	3. Inform the end user for the procurement status	None	10 Minutes	BAC Secretariat
TOTAL:		None	164 Days, 1 Hour & 12 Minutes	



6. Procurement of Consultancy thru Public Bidding

Procurement thru public bidding for Consulting services which refers to services for infrastructure projects and other type of activities requiring adequate external technical and professional expertise that are beyond the capability of the LGU to undertake. This service is covered by RA 9184.

Office or Division:	PROCUREMENT UNIT/ BAC Secretariat			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN- Offices/departments/units/divisions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Terms of Reference (7 copies) 2. Certificate of availability of Funds (7 copies)			End –users liaison officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client log book in the office lobby.	1. Give the logbook to the client and assist the client to the person in charge	None	1 Minute	Officer of the day
2. Submit the approved terms of reference with Certificate of Availability of Funds (CAF)	2. Receive the approved necessary document	None	1 Minute	BAC Secretariat
	2.1 Conduct the Bidding Activities:	None		
	2.2 Pre-procurement	None	1 Day	BAC, BAC Secretariat, TWG
	2.3 Preparation of Bidding Document	None	1 Day	BAC Secretariat
	2.4 Preparation and posting of invitation to bid	None	7 Days	BAC Secretariat
	2.5 Eligibility check and short listing	None	1 Day	BAC, BAC Secretariat, TWG
	2.6 Pre-bid Conference	None	1 Day	BAC, BAC Secretariat, TWG
	2.7 Bid Opening	None	75 Days	BAC, BAC Secretariat, TWG
	2.8 Bid Evaluation	None	7 Days	BAC TWG



	2.9 Approval of ranking by the HOPE	None	1 Day	BAC Secretariat
	2.10 Notification for Negotiation	None	1 Day	BAC Secretariat
	2.11 Negotiation	None	1 Day	BAC
	2.12 Post-Qualification	None	30 Days	BAC TWG
	2.13 Preparation and Approval of BAC Resolution and Notice of Award	None	15 Days	BAC Secretariat
	2.14 Contract preparation and signing	None	10 Days	BAC Secretariat
	2.15 Approval of contract by higher authority	None	30 Days	BAC Secretariat
	2.16 Preparation and Approval of Notice to proceed and Issuance of Approved Notice to Proceed to the winning bidder	None	7 Days	BAC Secretariat
	2.17 Submit to COA the contract documents for contract review	None	1 Hour	BAC Secretariat
3. Follow up for the status of the procurement of their projects after 33 C.D	3. Inform the end user for the procurement status	None	10 Minutes	BAC Secretariat
TOTAL:		None	158 Days, 1 Hour & 12 Minutes	



7. Procurement of Goods and Services thru Shopping

Procurement thru goods and services thru shopping refers to purchases with an approved budget which is below Fifty Thousand and below. This service is covered by RA 9184.

Office or Division:	PROCUREMENT UNIT/ BAC Secretariat			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN- Offices/departments/units/divisions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Purchase Request (7 copies)			End –users liaison officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client log book in the office lobby.	1. Give the logbook to the client and assist the client to the person in charge	None	1 Minute	Officer of the day
2. Submit the Approved Purchase Request	2. Receive the approved Purchase Request and Instruct the client to follow up after 10Days	None	1 Minute	Canvasser/ Buyer
	2.1 Preparation of Canvass	None	1 Hour	Canvasser/ Buyer
	2.2 Canvass for 3 suppliers	None	3 Days	Canvasser/ Buyer
	2.3 Prepare approval and abstract of bid	None	1 Day	Canvasser/ Buyer
	2.4 Prepare and approval of Purchase Order	None	2 Days	Canvasser/ Buyer
	2.5 Prepare for the Delivery	None	4 Days	Canvasser/ Buyer
3. Follow up the procurement status after 10 Calendar Days	3. Inform for the status for delivery	None	1 Minutes	Canvasser/ Buyer
TOTAL:		None	10 Days & 1 Hour & 3 Minutes	



8. Procurement of Goods and Services, Civil Works and Consultancy thru Negotiated Procurement

Procurement thru goods and services thru shopping refers to purchases with an approved budget which is One Million and below. This service is covered by RA 9184.

Office or Division:	PROCUREMENT UNIT/ BAC Secretariat			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	PGLDN- Offices/departments/units/divisions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Purchase Request (7 copies)			End –users liaison officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client log book in the office lobby.	1 Give the logbook to the client and assist the client to the person in charge	None	1 Minute	Officer of the day
2. Submit the Approved Purchase Request	2. Receive the approved Purchase Request and Instruct the client to follow up after 10 Days	None	1 Minute	Receiving Officer
	2.1 Preparation of Request for Quotation	None	1 Hour	BAC Secretariat
	2.2 Posting of Request for Quotation	None	7 Days	BAC Secretariat
	2.3 Opening of RFQ	None	6 Days	BAC Secretariat
	2.4 Prepare approval and abstract of bid	None	1 Day	BAC Secretariat



	2.4 Prepare and approval of Purchase Order	None	2 Days	BAC Secretariat
	2.5 Prepare for the Delivery	None	4 Days	
3. Follow up the procurement status after 10 Calendar Days	3. Inform for the status for delivery	None	1 Minutes	BAC Secretariat
TOTAL:		None	20 Days, 1 Hour & 3 Minutes	



9. Release of Bidding Documents

Release of bidding documents to the bidder.

Office or Division:	PROCUREMENT UNIT/ BAC Secretariat			
Classifications:	Simple			
Type of Transactions:	G2B- Government to Business			
Who may avail:	Business Entity /Suppliers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Paid Official Receipt (7 copies)			Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client log book in the office lobby.	1. Give the logbook to the client and assist the client to the person in charge	None	1 Minute	Officer of the day
2. Ask for Order Payment	2. Prepare and Issue the order payment 2.2 Instruct the client to pay the bidding document fee at the Treasurer's office and come back to the procurement office for the bid document	Bid doc fee per project ABC 500,000.00 and below – 500.00; 1 Million and below – 1,000.00; 5 Million and below – 5,000.00; 10 Million and below – 10,000.00; 50 Million and below – 25,000.00, 500 Million and below – 50,000.00, More than 500 Million 75,000.00.	5 Minutes	BAC Secretariat
3. Secure the official Receipt and give a copy to the BAC Secretariat	3.1 Get a copy of Official Receipt 3.2 Print the bid document 3.3 Give the printed Bid document.	None	30 Minutes	BAC Secretariat
TOTAL:		None	36 Minutes	



10. Control of Purchase Request of Supplies, Materials and Equipments

- Receives and control PR for the procurement of Supplies, materials and equipments.
- Check and review, as to Unit, quantity, appropriations and specifications.

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Preparation of Purchased Request (7 copies)			By office under PGLDN	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Filled-out Purchase Request Form Receives	1. Signed by the department head for control number If complete and in order,	None	15Minutes	Lorenzo Golilat Data Entry Machine Operator III
2. Purchase Request	2. Records in the logbook assigns number and date to Purchase Request, initials then return to client	None	15Minutes	Lorenzo Golilat Data Entry Machine Operator III
3. Receives Request	3. If not complete, returns to client and advices client to comply requirements	None	10 Minutes	Lorenzo Golilat Data Entry Machine Operator III
TOTAL:		None	45 Minutes	



11. Inspection of Delivery of Various Supplies, Materials & Equipments (Shopping Mode)

- Conduct inspection of various deliveries
- Verify items/units, quantity, quality and specifications.
- Cross-checked invoices/delivery receipts to Purchase Order (P.O)
- Make a report

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Purchase Order/Delivery Receipt and Award (7 copies)			GSO OFFICE (Procurement Div)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Supplier submits a copy of delivery receipt	1. Conduct inspection and segregate of supplies per office	None	1 Day	Gianne Carlos Lacson Clerk II Alejandro Idal Buyer I
TOTAL:		None	1 Day	



12. Inspection of Infra Projects (Provincial Inspectorate team)

- Conduct inspection in various infrastructure Projects implemented by PGLDN.

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Letter/Memo (3 copies)			Administration Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Inform contractor for inspection of project	1. Conduct inspection on the infra projects	None	1 Day	Gianne Carlos Lacson Clerk II Alejandro Idal Buyer I
TOTAL:		None	1 Day	



13. Inspection of Delivery of Various Supplies, Materials & Equipments (Provincial Inspectorate Team; Bidding Results)

- Conduct inspection in various deliveries of supplies, materials, equipments.

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Purchase Order/Delivery Receipt and Award (7 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Supplier submits a copy of delivery receipt	1. Conduct inspection of various supplies and equipment with end user	None	1 Day	Gianne Carlos Lacson Clerk II Alejandro Idal Buyer I
TOTAL:		None	1 Day	



14. Releasing of Supplies to End User/Agency concern

- Inform the office concern to withdraw the requested supplies.
- Check and review the unit, Quantity and specifications.

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved purchased order/Purchase request (7 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Inform the end user on the schedule on releasing of supplies.	1. Conduct inspection on the infra projects	None	1 Day	Florencio Ligaray Clerk II
TOTAL:		None	1 Day	



15.Preparation of Acknowledgement Receipt of Equipment for Capitalized Equipment

- Prepare A.R.E form and Database thru excel
- Check and review

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
. Approved documents/Bidding or Shopping (3 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Various government offices	1.Data Encoding	None	2 Hours	Alejandro Idal Buyer I
TOTAL:		None	2 Hours	



16.Consolidation of Annual Inventory on Report on Physical Count Property Plant and Equipment (Semi Annual: January to June and July to December)

- Prepare Memorandum for the submission of the Inventory Report to all PGLDN Dept. and Provincial Hospitals.
- Actual Physical count to determine the unserviceable and serviceable properties.
- Prepare consolidated Inspection and Inventory Report (I and II)
- Recommendation of the Disposal Committee

Office or Division:	Provincial Government Services Office			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 Semi Annual Report from the end user (3 copies)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submit semi-annual inventory report	1.Consolidate all semi-annual inventory reports	None	30 Days	Gianne Carlos Lacson Clerk II
TOTAL:		None	30 Days	



17.Submission of Annual Inventory reports

- Submit consolidated annual report to the C.O.A and Accounting Department from January to December.

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 Semi Annual Report from the end user(3 copies)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submit semi-annual inventory report	1.Consolidate all semi-annual inventory reports	None	30 Minutes	Gianne Carlos Lacson Clerk II
TOTAL:		None	30 Minutes	



18.Preparation of Insurance application for motor vehicles and properties signed for approval

- Prepare insurance application form
- Approval of the Insurance application

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Billing(2 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Signing of documents	1.Data encoding	None	30 Minutes	Alejandro Idal Buyer I
TOTAL:		None	30 Minutes	



19.Processing of Land Transportation Office (LTO) registration of Motor Vehicles

- Prepare motor vehicle application form.
- Prepare voucher for payment of registration.

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Billing, Official Receipt/ Certificate of Registration/ stencil motor vehicles (2 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submit the following requirements: - Billing - O.R - C.R - Stencil	1.Prepare documents required by the LTO	None	1 Day	Alejandro Idal Buyer I
TOTAL:		None	1 Day	



20.Processing for the payment of GSIS insurance premiums

- Prepare voucher for payment of premiums
- Submit the check for the issuance of COC/policy

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Billing (2 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submit the required documents to the person in-charge for initial assessment and verification	1.Email the approved application form to the GSIS office 1.1Waiting for the response of	None	30 Minutes	Alejandro Idal Buyer I
-Billing from GSIS	GSIS	None	30 Minutes	Alejandro Idal Buyer I
TOTAL:		None	1 Hour	



21. Processing of Insurance Claims in Case of Vehicular Accident

- Prepare and submit relevant supporting documents to GSIS
- Prepare voucher for payment of insured counter-part

Office or Division:	Provincial Government Services Office			
Classifications:	Highly Technical			
Type of Transactions:	G2G/G2NG – Government to Government/Non-Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Complete documents of insurance(2 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Person/vehicle involved during accidents	1. Negotiations	None	30 Days	Alejandro Idal Buyer I
2. Submit document required for insurance	2. Process for Made payment	None	30 Days	Alejandro Idal Buyer I
TOTAL:		None	30 Days	



22.Maintenance of Office Equipments

- Provide immediate action to any queries.
- Make a report on the action taken thereof,

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved letter request by end-user(2 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submits Request Form	1.Receives and makes schedule for maintenance or services.	None	10 Minutes	1. Plumbing services: Dante Ebro 2. Electrical services: Norberto Retes 3. Janitorial Services: Nancita Duhaylungsod Edwin Hagonoy Santiago Dalidig 4. Water Supply: Isidro Penida,Jimmy Pido
TOTAL:		None	10 Minutes	



23. Annual Physical Inventory on Property, Plant and Equipment

- Prepare memorandum to inform the Inventory Committee for the schedule activity.
- Conduct actual inventory to verify the records of the property.

Office or Division:	Provincial Government Services Office			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Annual Report on Physical count of Property, Plant and Equipment(3 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Inform the Inventory Committee for the schedule date	1. Conduct actual physical count on different offices and hospital with the coordination of P.I,C	None	2-3 Times a Week	Project Inventory Committee and PGSO staff
TOTAL:		None	7 Days	



24. Attending to Queries of Walk in Clients

- Provide assistance to clients.

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities and Non-Government			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved letter request by end-user(2 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills-up Logbook	1. Leads client to the concerned employee or Department Head	None	2 Minutes	Irene Longcob Clerk II
2. Leaves the office	2. Attends to walk-in client's concern	None	10 Minutes (for simple transaction) 1 Hour (for complex transaction)	Irene Longcob Clerk II
TOTAL:		None	1 Hour & 12 Minutes	



25. Signing of Clearance from Government Properties Accountability

- Review the attached documents before signing.

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities and Non-Government			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Reviewed and Approved clearance(5 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Clearance with attached Official Receipt	1.1 Receives the clearance submitted	None	2 Minutes	Alejandro Idal Buyer I
	1.2 Checks for signed ARE accountable by the client	None	1 Hour & 30 Minutes	Gianne Carlos Lacson Clerk II Alejandro Idal Buyer I
	1.3 If cleared, initials the clearance then routes to the Department Head.	None	2 Minutes	Gianne Carlos Lacson Clerk II Alejandro Idal Buyer I
2. Receives clearance	2.Skim reads, signs the clearance then releases the clearance to client.	None	3 Minutes	Simeon P. Fama, Jr Acting Department Head
3. Leaves the office	3.If not cleared, advises the client to return equipment or re-ARE to other employee.	None	3 Minutes	Gianne Carlos Lacson Clerk II Alejandro Idal Buyer I
TOTAL:		None	1 Hour And 40 Minutes	



26.Receiving of Documents

- Check and review the documents that are being received.

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities and Non-Government			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Signed and Reviewed (2 copies)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Documents	1. Receives, skim reads the document, initials the client's logbook	None	3 Minutes	Irene Longcob Clerk II
2. Leaves the office	2. Advises client appropriately	None	2Minutes	Irene Longcob Clerk II
TOTAL:		None	5 Minutes	



27.Preparation of Property Transfer Report

- Process the approval of Property Transfer Report.

Office or Division:	Provincial Government Services Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Acceptance(4 copies)			GSO OFFICE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submit documents required for PTR	1.Prepare PTR to be signed by the end-user	None	1 Day	Gianne Carlos Lacson Clerk II
TOTAL:		None	1 Day	