



# **Office of the City General Services Officer**

*Internal Service*



**MANDATE**

The Office of the City General Services Officer (OCGSO) was officially established in March 1993 by virtue of the Local Government Code of 1991. Comprising five divisions mandated to provide services on property and supplies, planning, general maintenance, records management and administrative related functions. In addition, the OCGSO develops plans and strategies supporting the welfare of constituents, through office initiatives and directives of the Local Chief Executive.

**VISION**

A service-oriented department geared towards the delivery of transparent and efficient service.

**MISSION**

To provide effective and efficient services through equal and fair treatment of our valued clients in pursuit of the delivery of an ideal public service.

**SERVICE PLEDGE**

The Office of the City General Services Officer is committed to:

- O** – Offer prompt and efficient service;
- C** – Capacitate our personnel to enhance service quality;
- G** – Genuine service to all clients;
- S** – Serve all clients equally and fairly; and,
- O** – Observe and assist applicants or requesting parties present in the office, ensuring they are attended to before the end of official working hours and during lunch breaks.

**ADMINISTRATIVE DIVISION**

**VARIOUS REQUEST**

Citizens, businesses, and government offices may request the office for any assistance which requires general services expertise and technical support services;

Office/Division:	Office of the City General Services Officer – Administrative Services	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
✓ Letter Request		✓ Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits letter request to Administrative Division	Acknowledges the receipt, record, and route letter request/Records Request Form to ACGSO, CGSO for appropriate action.  If approved, the letter request will be endorsed to the concerned division for immediate action. If not, the client will be informed on the disapproval.	None	5 minutes	Receiving Officer
Client receives his duplicate copy of the letter request.	Provides client's copy of the received request letter and will be briefed on the services to be provided by the OCGSO;	None	1minutes	Receiving Officer
Client receives update on the request. Client may also consult with OCGSO assistance/grievance desk or call its telephone number (064) 552-0864 or may drop suggestion/comment or any other medium of communication that is available.	Updates the client on the status of the request until action has been taken.	None	2 minutes	Attending personnel
TOTAL		None	8 Minutes	



RECORDS DIVISION

1. ISSUANCE OF CERTIFIED COPY/IES OF DOCUMENTS

Various offices may request the Office of the City General Services Officer for issuances of certified copy/ies of documents

Office/Division:	Office of the City General Services Officer – Records Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client G2G – Government to Government			
Who may avail:	Individual clients and various City Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Letter of request / Records Request Form		✓ Requesting office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client (external) submits letter request to OCGSO. Client (internal) accomplishes Records Request Form	1.1 Acknowledges the receipt and route letter request/Records Request Form to ACGSO, CGSO for appropriate action.  <i>If approved, will be routed to Records Division to facilitate the request</i>	None	5 minutes	Receiving Officer
	1.2 Retrieve and reproduce the document if available to be signed by the certifying officer. If not, will inform the client for the non-availability.	None	10 minutes	Attending personnel
2. Client signs and receives the document requested.	2.1 Records the transaction and will be signed by the client.	None	2 minutes	Receiving Officer
TOTAL		NONE	17 Minutes	



**2. REQUEST FOR COPIES OF OFFICE RECORDS & LAND TITLES FOR REFERENCE**

Various offices may request the Office of the City General Services Officer for a copy of office records/Land Titles for their perusal.

Office/Division:	Office of the City General Services Officer – Records Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Various City Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Letter of request / Records Request Form		✓ Client/OCGSO-Records Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client (external) submits letter request to OCGSO. Client (internal) accomplishes Records Request Form	1.1 Acknowledges the receipt and route letter request/Records Request Form to ACGSO, CGSO for appropriate action.  If approved, will be routed to Records Division to facilitate the request	None	2 minutes	Receiving Officer
	1.2 Retrieve and reproduce the document if available.	None	5 minutes	Attending personnel
2. Client signs the logbook and receives the document requested.	2.1 Release the document.	None	2 minutes	Attending personnel
TOTAL		None	9 Minutes	

**3. RELEASE OF TRANSFER CERTIFICATE OF TITLE (TCTs) FOR RESETTLEMENT PROGRAM BENEFICIARIES**

Malagapas Resettlement Beneficiaries request the original TCT from the Office of the City General Services – Records Division as part of the requirements of the Bureau of Internal Revenues to process the Transfer of Title in favor of the beneficiary.

Office/Division:	Office of the City General Services Officer – Records Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All beneficiaries of Malagapas Resettlement			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Letter from OCPDO to OCGSO stating client has complied the necessary requirements & full		✓ CPDO		



payment of lot, thereby requesting the release of original TCT to client				
✓ Entry Pass (original)		✓ Client		
✓ Deed of Sale, properly notarized		✓ Any law firm/Attorney		
✓ Official Receipt (original) of full payment		✓ CTO		
✓ Two (2) Valid IDs		✓ Client		
✓ Community Tax Certificate (current)		✓ CTO		
✓ Physical appearance of beneficiary or Special Power of Attorney		✓ Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit endorsement letter from OCPDO to OCGSO	1.1 Receive the endorsement letter by the Administrative Division and will be routed to ACGSO, CGSO for appropriate action  <i>If approved, will be routed to Records Division to facilitate the release.</i>	None	5 minutes	Receiving Officer
	1.2 Check the completeness of requirements then retrieves and release the original TCT  Retrieves & prepares the original TCT, ready for release to the client after <i>Note: Original TCT shall be released only to the official beneficiary otherwise SPA be required.</i>  <i>Attending staff will get 1 copy of the original entry pass and 1 copy Original Deed of Sale</i>	None	5 minutes	Records Officer
	1.3 A photo op will be conducted for the awarding of title together with the beneficiary, City General Services Officer/Asst. City General Services Officer, Records Officer,	None	5 minutes	Records personnel



	and attending staff.			
2. Client signs the logbook and receives the corresponding original copy of documents.	2.1 Provide instructions to the beneficiary as to which agency (BIR & ROD) they will proceed to facilitate the transfer of title in their name.	None	5 minutes	Records personnel
<b>TOTAL</b>		<b>NONE</b>	<b>20 Minutes</b>	

**4. RECORDS DISPOSAL PROCESS OF VALUELESS RECORDS OF VALUELESS RECORDS**

The City Government conducts regular and emergency disposal of valueless records in accordance with the NAP Circular 1 & 2 of 2009.

<b>Office/Division:</b>		<b>Office of the City General Services Officer – Records Division</b>		
<b>Classification:</b>		<b>Highly Technical</b>		
<b>Type of Transaction:</b>		<b>G2G – Government to Government</b>		
<b>Who may avail:</b>		<b>All City Government Offices</b>		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
✓ NAP form # 3			✓ Requesting Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive a copy of Memorandum	1.1 Issue a memorandum signed by City Mayor informing all offices/divisions for the conduct of records disposal and directing them to submit NAP Form # 3 to the OCGSO, with invitation for orientation on Records Disposition.	None	2 hours	Attending personnel
2. Attend briefing orientation	2.1 Conduct Records Disposition orientation.	None	3 hours	Records Officer
3. Determine the valueless records by checking the RDS (CGA, LGU, City RDS) and afterward submit accomplished NAP Form No. 3 to OCGSO Records Section	3.1 Evaluate the received NAP form # 3 of participating offices.	None	5 days	Records Officers
	3.2 Consolidate and transmit all NAP Form No. 3 to NAP-RAN	None	1 month	NAP-RAN Davao Officer



	Davao/Manila and wait for their approval.			
	3.3 Make written communication informing different departments concern about the schedule set for records disposal, furnish them a copy of the for the Approved Authority to Dispose of Records (NAP Form No. 5) with Records Management Analysis Report (NAP Form No. 4). representatives of NAP, COA & department/agency to witness records disposal	None	2 hours	City General Services Officer
	3.4 Actual Disposal of Records (time may extend depends on the volume of records disposed): By sale – 4 hours; By Landfill – 3 hours.	None	4 hours	Records Officer
4. Receive a copy of NAP Form No. 6	4.1 Certificate of Disposal (NAP Form No. 6) to be signed by all representatives, then furnish copies to department concerned.	None	2 hours	NAP-RAN Davao
<b>TOTAL</b>		<b>NONE</b>	<b>1 month, 5 days, and 13 hours</b>	

**GENERAL MAINTENANCE DIVISION**

**1. BUILDING MAINTENANCE**

Various city government offices/agencies request the Office of the City General Services Officer for various building maintenance.

<b>Office/Division:</b>	<b>Office of the City General Services Officer – General Maintenance Division</b>	
<b>Classification:</b>	<b>Simple</b>	
<b>Type of Transaction:</b>	<b>G2G – Business; G2G – Government to Government</b>	
<b>Who may avail:</b>	<b>City Government offices/Various agencies/Business</b>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>





✓ Letter request/Phone call/Verbal		✓ Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client visits/call the office or submits letter request	1.1 Receive and records the request then route the request to City General Services Officer for approval.	None	5 minutes	Receiving Officer
	1.2 Inspects the job request.	None	15 minutes	General Maintenance personnel
	1.3 Estimates the materials needed for the said request.	None	10 minutes	General Maintenance personnel
	1.4 Schedules the request and prepares a Job Order.	None	5 minutes	General Maintenance personnel
2. Client signs the Job Order after its completion.	2.1 Actual Building Maintenance Work.	None	1 day (minor) 3 days (major)	General Maintenance personnel
Total if minor repair:		None	1 day and 35 minutes	
Total if major repair:		None	3 days and 35 minutes	

**2. ILLUMINATION AND TUBE REPLACEMENT OF STREETLIGHTS AND CITY PARKS**

Clients/Barangay Officials request the City Government to repair busted streetlights.

Office/Division:	Office of the City General Services Officer – General Maintenance Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to client G2G – Government to Government			
Who may avail:	Various clients & Barangay Local Government Unit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Letter request/Phone call/Verbal		✓ Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Receive the letter request and forward to Office of the City Mayor thru OCGSO regarding additional streetlights or thru ABC President, for	None	20 minutes	Receiving Officer



	approval.			
	1.2 Ocular inspection of light post location on the 1st day.	None	1 day	General Maintenance personnel
	1.3 Endorsement to CLPC thru Office of the City Mayor on the 2nd day	None	1 day	Attending personnel
2. Client signs the Job Order after its completion.	2.1 Approval of request/endorsement by the City Mayor then submission of approval request to CLPC on the 3rd day	None	1 day	Attending personnel
<b>TOTAL</b>		<b>NONE</b>	<b>3 days and 20 minutes</b>	

**3. STREAMER INSTALLATION RELATIVE TO CITY GOVERNMENT ACTIVITIES**

Various internal/external clients request the City Government – Office of the City General Services Officer streamer installation for the conduct of their activity/event.

<b>Office/Division:</b>	<b>Office of the City General Services Officer – General Maintenance Division</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>All City Government Offices</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
✓ Letter request/Phone call/Verbal		✓ Requesting Client/ Business/Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requesting Client/Business/ Office submits letter request.	1.1 Receives and records the request, then routes the letter to City General Services Officer for approval.	None	5 minutes	Receiving Officer
	1.2 Approved request forwarded to action unit.	None	2 minutes	Receiving Officer
2. Requesting Client/Business/ Office will be informed on the date of the installation.	2.1 Action unit schedules the request then streamer/s will be installed.	None	10 minutes	General Maintenance personnel



	2.2 Placing/hanging of streamers is 30 minutes – if within the City Hall premises, 1 hour if outside.	None	Within City Hall = 30 minutes Outside City Hall = 1 hour	General Maintenance personnel
<b>Total if within City Hall premises</b>		<b>None</b>	<b>47 minutes</b>	
<b>Total outside within City Hall premises:</b>		<b>None</b>	<b>1 hour and 17 minutes</b>	

**4. SOUND SYSTEM WITH TABLES AND CHAIRS**

Various internal/external clients request the City Government – Office of the City General Services Officer for a sound system with tables and chairs for the conduct of their activity/event.

<b>Office/Division:</b>		<b>Office of the City General Services Officer – General Maintenance Division</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of Transaction:</b>		<b>G2C – Government to Client G2B – Government to Business G2G – Government to Government</b>		
<b>Who may avail:</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
✓ Letter request/Phone call/Verbal			✓ Requesting Client/Office/Business	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client visits/calls the office or submit letter request	1.1 Gathers pertinent information, i.e. client’s name, date of activity and sketch of the exact location of the venue.	None	2 minutes	Receiving Officer
	1.2 Route the request to the CGSO/ACGSO/General Maintenance Head for approval  <i>If approved, General Maintenance will facilitate the request.</i>	None	5 minutes	Receiving Officer
2. Client will be informed on the approval	2.1 Inform the client of the approval	None	2 minutes	General Maintenance personnel



	2.2 Actual setup of sound system, tables, and chairs will be 1 to 2 hours before the program.	None	30 minutes	General Maintenance personnel
TOTAL		NONE	39 minutes	

PROPERTY & SUPPLY DIVISION

1. PROPERTY ACCOUNTABILITY CLEARANCES

Personnel secure property accountability clearance prior to travel abroad, retirement, transfer, and resignation to release the official or employee from responsibility and/or liability for the property granted and/or entrusted to officials/employees.

Office/Division:		Office of the City General Services Officer – Property & Supply Division		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		All city government personnel who travel abroad, retire, transfer and resign		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Clearance Form		✓ OCGSO - Property Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits clearance form.	1.1 Checks the property record of the client.	None	5 minutes	Property Personnel
2. For retirement, Transfer, and resignation. Client transfers/returns all issued equipment to the Office of the City General Services Officer (OCGSO).	2.1 Review and initial Clearance.  Note: Property personnel check/receive all issued equipment for Retirement, Transfer, and Resignation.	None	5 minutes	Property Personnel
	2.2 Approval of Clearance by CGSO.	None	5 minutes	City General Services Officer (CGSO)
3. Client receives the clearance.	3.1 Records and releases the Clearance.	None	2 minutes	Property Personnel
TOTAL		NONE	17 Minutes	



**2. ISSUANCE OF PROPERTY ACKNOWLEDGEMENT RECEIPT OF EQUIPMENT (PARE)/INVENTORY CUSTODIAN SLIP (ICS)**

The recipient or end-user of the property will be issued a PARE (15,000.00 and above)/ ICS (below 15,000.00) as the basis for accountability.

Office/Division:	Office of the City General Services Officer – Property & Supply Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All officer property officer/recipients/ end user of the property (Regular/Plantilla position)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Property Acknowledgement Receipt for Equipment (PARE)		✓ OCGSO - Property Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests for issuance of PARE/ICS Form	1.1 Prepares and encodes data on PARE/ICS Form.	None	10 minutes	Property Personnel
2. Client will sign PARE/ICS Form.	2.1 The Supervising Administrative Officer will affix his initial then will be sent to City General Services Officer for approval	None	2 minutes	Supervising Administrative Officer (SAO), Office of the City General Services Officer (OCGSO)
	2.2 Accomplished PARE/ICS Form will be submitted to the City Mayor for approval. Note: For equipment and motor vehicles.	None	20 minutes	Property personnel
3. Client receives the item and a copy of PARE/ICS	3.1 If the PARE form is approved by the LCE, the concerned personnel release the item and provide copy of PARE/ICS.	None	2 minutes	Property personnel
TOTAL		NONE	34 Minutes	



**3. INSPECTION & ACCEPTANCE REPORT FORM (IAR)**

Supply and/or Property Custodian requests the office for inspection to ensure that the correct quantity of goods is received; ensure that the goods, works, or services meet the technical standards defined in the contract; ensure that the goods, works or services have been delivered or completed on time, or that any delay has been noted.

<b>Office/Division:</b>		<b>Office of the City General Services Officer – Property &amp; Supply Division</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of Transaction:</b>		<b>G2G – Government to Government</b>		
<b>Who may avail:</b>		<b>All officer property officer/recipients/ end user of the property (Regular/Plantilla position)</b>		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
✓ Inspection & Acceptance Report Form (IAR)			✓ OCGSO - Property Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits IAR	1.1 Inspects the supplies or equipment as to the quantity, quality, and specifications.	None	30 minutes	Property Personnel
	1.2 Certifies IAR	None	2 minutes	Administrative Officer
2. Receives the IAR	2.1 Release IAR to client	None	3 minutes	Property Personnel
<b>TOTAL</b>		<b>NONE</b>	<b>35 minutes</b>	

**4. INVENTORY & INSPECTION REPORT OF UNSERVICEABLE PROPERTY (IIRUP)**

The IIRUP is a report prepared by the Supply and/or Property Unit as basis to record dropping from the books of the unserviceable properties carried in the PPE accounts.

<b>Office/Division:</b>		<b>Office of the City General Services Officer – Property &amp; Supply Division</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of Transaction:</b>		<b>G2G – Government to Government</b>		
<b>Who may avail:</b>		<b>All property officer/recipients/ end user of the property (Regular/Plantilla position)</b>		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
✓ Inventory of Inspection Report of Unserviceable Property Form (IIRUP)			✓ OCGSO - Property Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit IIRUP form	1.1 Inspects and certifies the unserviceable equipment to prove that it is already beyond economic repair.	None	10 minutes	Property personnel
	1.2 CGSO signs the certification.	None	2 minutes	Property personnel
	1.3 Transmit IIRUP to Office of the City Mayor for approval by the Local Chief Executive.	None	5 minutes	Property personnel
2. Accountable officer relinquishes the inspected property/equipment	2.1 Disposition of equipment to be witnessed by the State Auditor.  Note: Cancel PARE of accountable officer to relieve property/equipment from his/her accountability.	None	15 minutes	Property personnel
<b>TOTAL</b>		<b>NONE</b>	<b>32 Minutes</b>	

**5. WASTE MATERIAL REPORT (WMR)**

The Supply and/or Property Custodian request for WMR to report all waste materials previously taken up in the books of accounts as assets in his/her custody so that they may properly disposed.

<b>Office/Division:</b>		<b>Office of the City General Services Officer – Property &amp; Supply Division</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of Transaction:</b>		<b>G2G – Government to Government</b>		
<b>Who may avail:</b>		<b>All property officer/recipients/ end user of the property (Regular/Plantilla position)</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
✓ Waste Material Report Form		✓ OCGSO - Property Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Waste Material Report form.	1.1 Inspects the waste supplies & equipment and signs the form.	None	15 minutes	Property personnel
	1.2	None	5 minutes	Property



	Transmit WMR to the Secretary to the City Administrator for approval.			personnel
2. Accountable officer relinquishes the inspected waste material.	2.1 Disposal of waste to be witnessed by the City Accountant.  Note: Cancel PARE of Accountable officer to relieve the property/supplies from his/her accountability.	None	15 minutes	Property personnel
<b>TOTAL</b>		<b>NONE</b>	<b>35 Minutes</b>	

**6. PROCUREMENT OF GOODS, INFRASTRUCTURE, AND CONSULTING SERVICES**

LGU’s conduct of procurement of goods, infrastructure, and consulting services undergone procurement process in accordance with R.A. 7160 Section 361 & Section 490, b,3,viii, R.A. 9184 Annex "H", V, B-2-a C-2-a-I, C-2-b-i.

<b>Office/Division:</b>		<b>Office of the City General Services Officer – Property and Supply Division</b>		
<b>Classification:</b>		<b>Highly Technical</b>		
<b>Type of Transaction:</b>		<b>G2G – Government to Government</b>		
<b>Who may avail:</b>		<b>All City Government Offices</b>		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
✓ Purchase Request (PR)			✓ Requesting Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requesting office submits (PR) to responsible person.	1.1 Receives, checks and records the Purchase Request	None	1 day	Supply personnel
	1.2 Preparation of Request for Quotation (RFQ) or Philippine Bidding Documents (PBD)	None	2 hours	Supply personnel
	1.3 Advertisement (PhilGEPS & Bulletin Board)	None	1 day	Supply personnel
	1.4 Distribution of Request for Quotation (RFQ)	None	1 day	Supply personnel





	1.5 Receive/collect Request for Quotation (RFQ)	None	7 days	Supply personnel
	1.6 Advertisement period	None	2 hours (for PhilGEPS) 1 day (for 3 Bulletin Boards)	Supply personnel
	1.7 Opening of Bids	None	8 days	Supply Personnel BAC secretariat
	1.8 Preparation and approval of Abstract of Quotation	None	12 days	Supply personnel
	1.9 Preparation and approval of Purchase Order (PO)	None	1 day	Supply personnel
	1.10 Issuance of Purchase Order	None	1 day	Supply personnel
2. Requesting office receive the purchased items.	2.1 Inspection of Purchase items	None	30 minutes	Supply personnel
<b>Total if the Advertisement period goes through PhilGEPS:</b>		<b>NONE</b>	<b>32 days, 4 hours, and 40 minutes</b>	
<b>Total if the Advertisement period is posted in bulletin board:</b>		<b>NONE</b>	<b>33 days, 2 hours, and 40 minutes</b>	



OCGSO ORGANIZATIONAL CHART

