

OFFICE OF THE MUNICIPAL GENERAL SERVICES OFFICER

Vision

A supply and property management for the Municipality of Malita, upholding values of transparency and accountability.

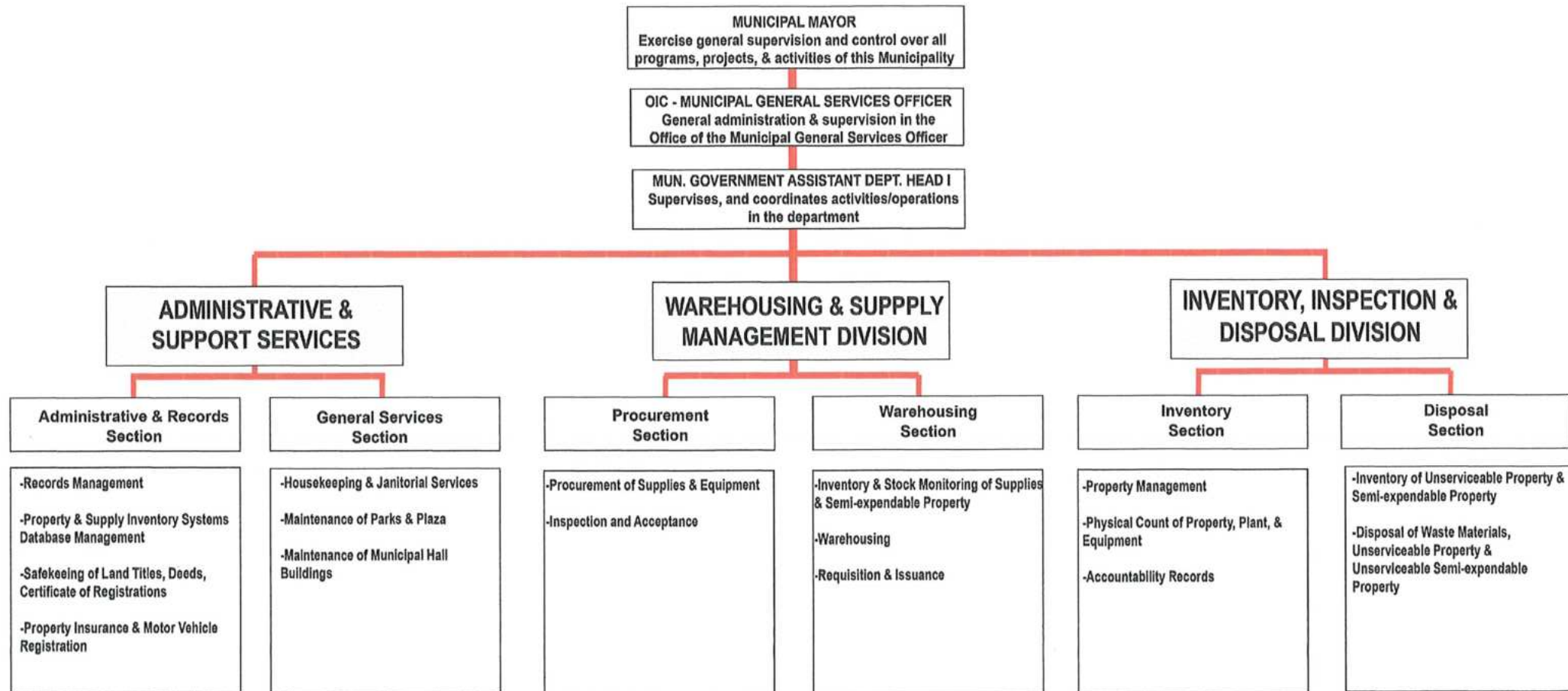
Mission

To provide a well-defined Supply and Property Management System for the local government unit, ensuring efficiency, economy, and effectiveness. To establish a centralized Local Procurement System for more efficient and cost-effective utilization of local government resources.

Republic of the Philippines
Province of Davao Occidental
Municipality of Malita

OFFICE OF THE MUNICIPAL GENERAL SERVICES OFFICER

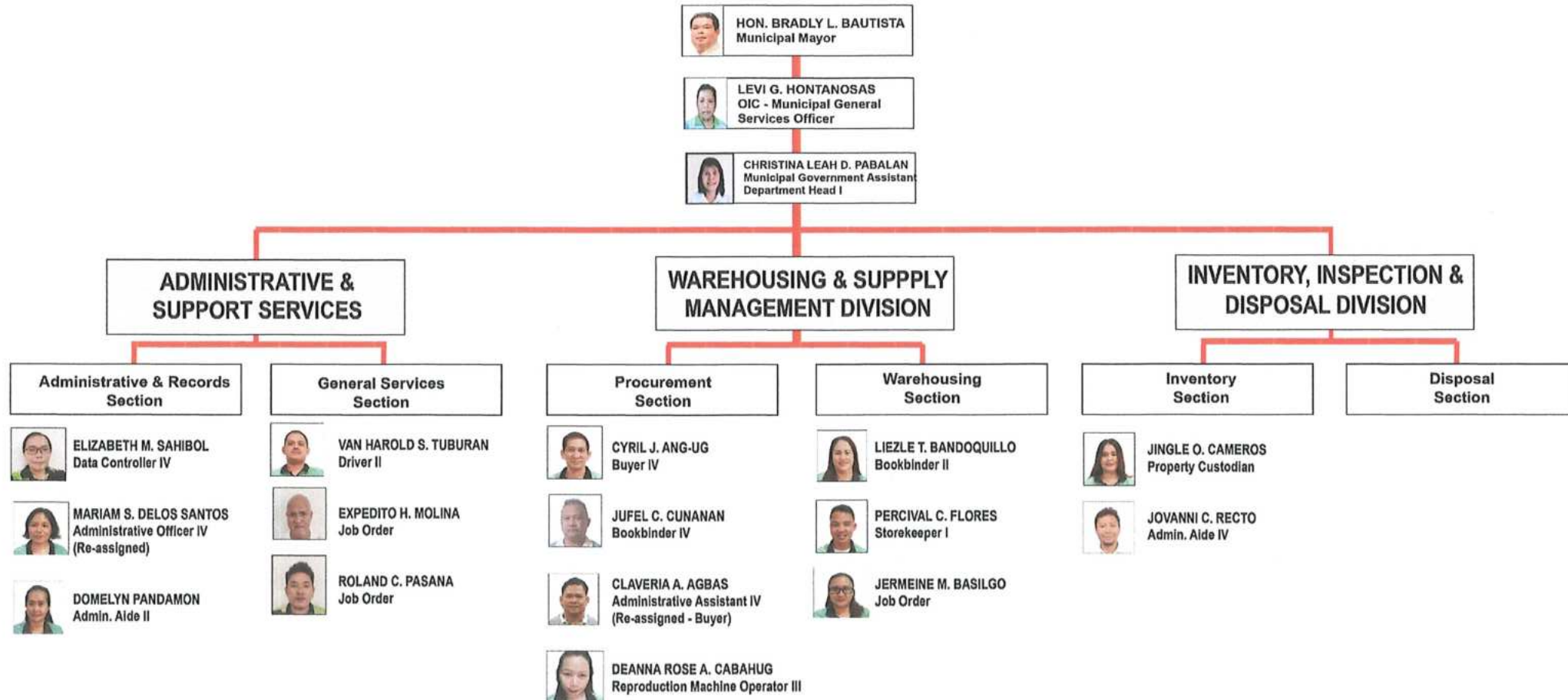
FUNCTIONAL CHART



Republic of the Philippines
Province of Davao Occidental
Municipality of Malita

OFFICE OF THE MUNICIPAL GENERAL SERVICES OFFICER

ORGANIZATIONAL STRUCTURE





Republic of the Philippines
 Province of Davao Occidental
 Municipality of Malita

**Office of the Municipal General Services Officer
 CITIZEN'S CHARTER**

PROCUREMENT

1. ANNUAL PROCUREMENT PLAN				
Consolidation of all Project Procurement Management Plan (PPMP)				
Office or Division	Municipal General Services Office			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All Departments and Offices concerned			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Project Procurement Management Plan (PPMP)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare 3 copies of PPMP for the ensuing year. Submit to Muni. Budget Office for review and correction	1.1 Review and correct submitted PPMP	None	3 days	MBO
2. The MBO will transmit the reviewed/corrected PPMP to GSO	2.1 Received final PPMP.	None	5-10 mins	Domelyn Pandamon Reproduction Machine Operator I
	2.2 Consolidate all PPMP into the Annual Procurement Plan	None	3 Days	BAC Secretariat
	2.3 Recommending Approval	None	1 day	Levi G. Hontanosas OIC-MGSO

	2.4 Endorse the Annual Procurement Plan to the Municipal Mayor	None	1 day	Domelyn Pandamon Reproduction Machine Operator I
	2.5 Submit Approved copy for COA, and submit hard and soft copy to Accounting Office for uploading to DILG FDPP portal.	None	1 day	Domelyn Pandamon Reproduction Machine Operator I

2.A. PURCHASE REQUEST				
Processing of Purchase Request				
Office or Division	Municipal General Services Office			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All Departments and Offices concerned			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Purchase Request				
2. Project Procurement Management Plan (PPMP)				
3. Annual Procurement Plan (APP)			GSO	
4. Allotment Release Order (ARO)			MBO	
5. Other Supporting Documents (see list)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Request with required documents	1.1 Check purchase request, PPMP, APP, ARO.	None	1 day	Levi G. Hontanosas OIC-MGSO
	1.2 Number Purchase Request	None		Deanna Rose Bacaron Reproduction Machine Operator III
	1.3 Purchase Request Approval	None	Variable	Mun. Treasurer, LCE
Bids & Awards Committee				
2. Transmit Approved PR to BAC				
3. End user Prepares Purchase Order.				

2.B AGENCY PURCHASE REQUEST (DBM - PROCUREMENT SERVICE)				
Processing of Purchase Request for Common Use Supplies and Equipment				
Office or Division	Municipal General Services Office			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All Departments and Offices concerned			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Agency Purchase Request			download form at https://ps-philgeps.gov.ph/	
2. Project Procurement Management Plan (PPMP)				
3. Annual Procurement Plan (APP)			GSO	
4. Allotment Release Order (ARO)			MBO	
5. Other Supporting Documents (see list)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Agency Purchase Request with required documents	1.1 Agency Purchase Request Approval	None	Variable	GSO, Mun. Accountant, LCE
	1.2 Verify to DBM-PS as to availability of stock	None	5 Days (cut off every Friday 4:00 PM)	Cyril B. Ang-ug Buyer I
	1.3 Amend Agency Purchase Request	None	1 Day	Deanna Rose Bacaron Reproduction Machine Operator III
	1.4 Agency Purchase Request Approval	None	Variable	GSO, Mun. Accountant, LCE
2. Submit Approved Amended Agency	2.1 Number and Sign OBR	None	Variable	MBO
3. Prepare Disbursement Voucher				
4. Transmit Disbursement Voucher and Approved APR to MACCO for Pre-Audit	4.1. Pre-audit Disbursement Voucher and APR	None	Variable	MACCO
	4.2 Transmit approved disbursement voucher to MTO for issuance of check	None		MACCO

	4.3 Issue and signs check	None	Variable	MTO, LCE
	4.4 Secures check, disbursement voucher, APR to pick up items at DBM - PS	None	5 Days (cut off every Friday 4:00 PM. Delivery of items is every Tuesday 10:00 am)	Cyril B. Ang-ug Buyer I
5. Proceed to #4. DELIVERY, ACCEPTANCE AND INSPECTION, ISSUANCE				

3. PURCHASE ORDER	
Processing of Purchase Order	
Office or Division	Municipal General Services Office
Classification	Simple
Type of Transaction	G2G - Government to Government
Who may avail	All Departments and Offices concerned
	CHECKLIST OF REQUIREMENT
	WHERE TO SECURE
1. Purchase Order	
2. Approved Purchase Request	
3. OBR	MBO
4. Annual Procurement Plan (APP)	GSO
5. Allotment Release Order (ARO)	MBO
6. PPMP	
7. Public Bidding: Invitation to Bid(ITB), Certification(Philgeps,Bulletin Board), Biddocs, Proof of Invitation to Observers, Bidders Technical & Financial Documents, Bid Securing Declaration, Minutes of Bidding, Notice of Eligibility, Goods Offered, Technical Specifications, Bid Evaluation Report, Post-Qualification Evaluation Report, BAC Resolution, Notice of Post-Qualification, Abstract of Bids, Notice of Award, Philgeps Award Notice, Performance Bond, Contract & Agreement, Notice to Proceed	BAC

8. Alternative Mode of Procurement: Request For Quotation and Abstract of Bids		BAC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Order	1.1 Receive Purchase Order, and validate all items, specification, brand, model, terms & condition and supporting documents. Encode all pertinent information to system.	None	1 day	Liezle T. Bandoquillo Bookbinder II
	1.2 Number Purchase Order	None		Liezle T. Bandoquillo Bookbinder II
2. Forward Purchase Order for LCE's Approval		None	Variable	
	2.1 Serve the approved Purchase Order to Supplier for acceptance and delivery of items	None	3 days	Canvasser
	2.2 Submit perfected Purchase Order/Contract to COA.	None	1 day (cut off 4:00 PM daily)	Van Harold S. Tuburan Driver II
3. Submit Approved Purchase Order to MBO for processing of OBR	3.1 Submit Approved PO for approval of OBR to MBO	None	Variable	MBO

4. DELIVERY, ACCEPTANCE AND INSPECTION, ISSUANCE				
Inspection and Acceptance of delivered items based on Purchase Order				
Office or Division	Municipal General Services Office			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All Departments and Offices concerned			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Approved Purchase Order				
2. Delivery Receipt/Charge Invoice/ Sales Invoice/ Statement of Account			Supplier	
3. Other Supporting Documents from process 1 and 2				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit Inspection Request, Purchase Order, Delivery Receipt with other supporting documents to GSO	1.1 Receive Inspection Request, Purchase Order, Delivery Receipt with other supporting documents	None	10-60 minutes	Jermeine Basilgo Job Order
	1.2 Approve Inspection Request and prepare Inspection Order	None	1 day	Levi G. Hontanosas OIC-MGSO
	1.3 Authorized Inspection Order	None		Levi G. Hontanosas OIC-MGSO Bradly L. Bautista Municipal Mayor
	1.4 Received Authorized Inspection Order and Check Delivery Receipt against Purchase Order	None	3 days	Jufel C. Cunanan Adminstrative Assistant IV
	1.5 Inspect delivered items as to Purchase Order and Delivery Receipt Technical Specifications, and Quantity	None		Jufel C. Cunanan Adminstrative Assistant IV
2. Submit Supplies Availability Inquiry	2.1 Check Stock Cards for availability of Supplies	None	1 day	Percival C. Flores Storekeeper I
3. Prepare Requisition and Issue Slip	3.1 For Supplies: Release supplies and update stock cards	None		Percival C. Flores Storekeeper I
	3.2 For PPE: Prepare PAR and Tag new PPE	None	1 day	Jingle O. Cameros Property Custodian
	3.3 For Semi-expendable property: Prepare ICS and Tag new semi-expendable Property	None	1 day	Jovanni C. Recto Admin. Aide IV
	3.4 Transmit Served Purchase Order to COA	None	Monthly	Liezle T. Bandoquillo Bookbinder II

5. PRE-REPAIR, INSPECTION REPORT	
Inspection of the motor vehicle or machinery & equipment to check the validity of the repair.	
Office or Division	Municipal General Services Office
Classification	Technical
Type of Transaction	G2G - Government to Government
Who may avail	All Departments and Offices concerned
CHECKLIST OF REQUIREMENT	
1. Pre-repair inspection report form.	
2. Vehicle Ledger Card	GSO
WHERE TO SECURE	

3. Job Estimate/ Price Quotation		Exclusive Service Center for both Vehicle and Equipment		
4. Certificate of Exclusive Distributorship		Exclusive Service Center for both Vehicle and Equipment		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the Pre-repair Inspection Report. Submit to Mechanic for inspection.	1.1 For vehicles: Conduct inspection. Fill up job order for labor and materials	none	Variable	Sonny A. Manreal Mechanic
	1.2 Check and update Vehicle Ledger Card	none	1 day	Roland Pasana Order Job
	1.3 Approve repair	none	Variable	GSO, LCE

6. WASTE MATERIALS AND UNSERVICEABLE PROPERTY				
Inspection and Acceptance of waste materials from repairs and returned unserviceable property.				
Office or Division	Municipal General Services Office			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All Departments and Offices concerned			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Waste Materials: Pre-repair, copy of PO, waste materials report				
2. Unserviceable Property, waste/scrap				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.A Submit Approved Waste Materials Report and waste materials	1.A.1 Check Waste Materials Report against Pre-repair and PO.	none	1 day	Jufel C. Cunanan Adminstrative Assistant IV
	1.A.2 Inspect waste materials, against Waste Materials Report	none		Jufel C. Cunanan Adminstrative Assistant IV
	1.A.3 Sack and tag waste materials for storage and disposal by auction at the end of the year.	none		Jufel C. Cunanan Adminstrative Assistant IV

1.B Bring unserviceable property to GSO for inspection	1.B.1 Locate property card, PAR/ICS of the returned unserviceable property	none	1 day	Jingle O. Cameros(PAR) Property Custodian Jovanni C. Recto(ICS) Admin. Aide IV
	1.B.2 Inspect the unserviceable property for completeness	none		Jufel C. Cunanan Adminstrative Assistant IV
	1.B.3 Cancel PAR/ CS	none		Jingle O. Cameros(PAR) Property Custodian Jovanni C. Recto(ICS) Admin. Aide IV
	1.B.4 Record returned property, and issue Property Return Slip to the Accountable Person	none		Elizabeth M. Sahibol Data Controller III

7. REQUEST FOR ACCOUNTABILITY CLEARANCE				
GSO clearance is issued to employees that are retiring, applying for leave, or unofficial travel abroad.				
Office or Division	Municipal General Services Office			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All Departments and Offices concerned			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Employee Accountability List			GSO	
2. Clearance Form			HRMO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Clearance form to GSO	1.1 GSO will search for PAR/ICS records assigned to the accountable employee. If none is found, the GSO will proceed to signing the Clearance Form	None	1 day	Jingle O. Cameros Property Custodian Levi G. Hontanosas OIC-MGSO
2. If the employee has been assigned a PAR/ICS	2.1 The employee will be required to surrender the PPE or semi-expendable property to GSO.	None		Jingle O. Cameros Property Custodian

	2.2 The surrendered property or semi-expendable property will be subject for inspection	None	1 day	Jufel C. Cunanan Administrative Assistant IV
	2.3 If the Property is still usable, a new PAR/ICS will be issued to another employee from the same department/office	None		Jingle O. Cameros(PAR) Property Custodian Jovanni C. Recto(ICS) Admin. Aide IV
	2.4 If the property is unserviceable, a Property Return Slip (PRS) will be issued to the clearance applicant	None		Elizabeth M. Sahibol Data Controller III
	2.5 After a new PAR/ICS or PRS is issued, proceed to signing of the clearance form	None		Levi G. Hontanosas OIC-MGSO
3. If the employee is unable to present assigned property or semi-expendable property	3.1 Demand letter will be serve to accountable employee.	None	Variable	Levi G. Hontanosas OIC-MGSO Bradly L. Bautista Municipal Mayor
	3.2 Report of Loss, Stolen, Damage or Destroyed Property will be prepared.	None	1 day	Levi G. Hontanosas OIC-MGSO
4. Explain in the report the circumstance of the missing item. Notarized the Report of Loss, Stolen, Damage or Destroyed Property	4.1 If due to theft, fire and force majeure, additional requirements for submission to COA: Police Report, BFP Report, MDRRMO/Pag-asa/Phivolcs Report, Certificate/Reason for late filing of Report of Loss	Notarial Fee	7 days	Levi G. Hontanosas OIC-MGSO
	4.1 If approved by COA, proceed to signing of clearance	None		Levi G. Hontanosas OIC-MGSO

	4.2 If disapproved, or due to negligence, write a letter to Municipal Accountant, attaching Report of Loss, Stolen, Damage or Destroyed Property, requesting establishment of Receivable Account for the Accountable Employee.	None	2 days	Levi G. Hontanosas OIC-MGSO
	4.3 After establishing the Accounts Receivable for the Accountable Employee amounting to the net book value of the property, proceed to signing of clearance	None		Levi G. Hontanosas OIC-MGSO

8. REGISTRATION AND INSURANCE OF MOTOR VEHICLE				
Updating of registration and GSIS insurance of all motor vehicle of this LGU				
Office or Division	Municipal General Services Office			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All Departments and Offices concerned			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Official Receipt - LTO			GSO	
2. Certificate of Registration			GSO	
3. Stencil of Engine and Chassis number				
4. MVIR Form			LTO website	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit photocopy of Official Receipt, Certificate of Registration and stencil of engine and chassis number of the motor vehicle	1.1 Receive requirements, and advise the driver to get emission test for the motor vehicle.		2-3 days	Mariam S. delos Santos Admin. Officer IV
	1.2 Request for billing statement of insurance to GSIS		Variable	Cyril J. Ang-ug IV Buyer

	1.3 Prepare and process disbursement voucher for payment of GSIS insurance		Variable	Mariam S. delos Santos Admin. Officer IV
	1.4 Deliver check to GSIS and retrieve the insurance policy.		1 day	Cyril J. Ang-ug IV Buyer
2. Get emission test for the motor vehicle				Private Emission Testing Center
	2.1 Bring motor vehicle, emission test, GSIS Insurance Policy to LTO for Motor Vehicle Registration and Inspection	variable	1 day	Cyril J. Ang-ug IV Buyer
	Note: Registration fee may be paid in advance and reimburse later for faster transaction or request billing from LTO for disbursement voucher processing.			
	Note: Penalties and apprehension fee is charge to driver/end user of the motor vehicle			
	2.2 Prepare disbursement voucher for reimbursement of LTO registration fee and emission test fee		1 day	Mariam S. delos Santos Admin. Officer IV
	2.3 Process disbursement voucher for reimbursement of LTO registration fee and emission		7 days	Mariam S. delos Santos Admin. Officer IV

Supporting Documents Attached to Purchase Request

1. For repair and maintenance:
 - a. Office Building (By Administration)
 - Program of Works (POW)
 - Plan (Building)/ Illustration or Floor Plan
 - Bill of Materials (for minor repair)
 - b. Vehicle (Heavy and Light/ Motorcycle)
 - Pre-Repair Inspection Report
 - Vehicle Ledger Card photocopy
 - c. Office Equipment
 - Pre-Repair Inspection Report

Note: Additional requirement if the repair is done under exclusive Service Center for both Vehicle and Office Equipment:

 - o Job Estimate/ Price Quotation
 - o Certificate of Exclusive Distributorship
2. Meals and Snacks (Catering Services with or without venue)
 - Project/ Training/ Activity Design
 - Agenda (for meetings)
3. Printing Services
 - Sample of Forms
 - Illustration Design (for tarpaulin and streamer)
4. Sports Attire/ Uniform
 - Illustration/ Design
 - Swatches
5. Fabrication
 - Illustration/ Design/ Dimension
 - Bill of Materials
6. Gasoline
 - Vehicle Information and Fuel Distribution Summary