

**GENERAL SERVICES OFFICE
(GSO)
Bacolod City**

To attend to the documentation activities on procurement, care, utilization and disposal of supplies, materials, equipment and assets of Bacolod City Government

<p>Location: 3rd Floor, Old City Hall Bldg. Araneta-Luzuriaga Sts., Brgy. 13, Bacolod City. 6100</p> <p>Phone Number: (034) 432-0529; 433-8060; 433-2797; 700-1782 (Plaza); 434-0724 (Bodega)</p>
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I. ACCEPTANCE OF SUPPLIES, MATERIALS AND EQUIPMENT

ABOUT THE SERVICES: Acceptance of supplies, materials and equipment delivered to various department of the city

REQUIREMENTS: Duly accomplished Acceptance and Inspection Report and Request for Inspection.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Request to this office to inspect delivery at the site	5 Minutes	<i>Jerome M. Solinap Victor Espina Gary Yanson</i>
2. Prepares Acceptance and Inspection Report for approval	5 Minutes	<i>Jocelyn Salanga April Tan</i>
3. Prepares Requisition Issue Slip (RIS) for approval	5 Minutes	<i>Victor Espina Jocelyn Salanga April Tan</i>
4. Approval	5 Minutes	<i>Jerome Solinap</i>

II. ISSUANCE OF ACKNOWLEDGEMENT RECEIPT OF EQUIPMENT

ABOUT THE SERVICES: Issues Acknowledgement Receipt of Equipment to accountable personnel of the city, City School Division Office, DepEd Personnel, Bacolod City Police Office personnel, Bureau of Fire Protection personnel, and Department of Justice court personnel.

REQUIREMENTS: Approved Purchase Order and name of accountable personnel.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Prepares Acknowledgment Receipt of Equipment for approval	15 Minutes	<i>Robert Lim Jocelyn Salanga April Tan</i>
2. Approval of Acknowledgement Receipt of Equipment	5 Minutes	<i>Jerome Solinap</i>

III. APPROVAL OF APPLICATION FOR CLEARANCE OF GOVERNMENT EMPLOYEES

ABOUT THE SERVICES: Approval of clearance of requesting city government employees, DepEd, City Schools Division personnel, Bacolod City Police Office personnel, Bureau of Fire Protection personnel and Department of Justice court personnel

REQUIREMENTS: Clearance form duly approved by the head of office of the applicant

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit clearance form duly approved by the Head of Office of the applicant		<i>April Tan Jocelyn Salanga</i>
2. Evaluation of accountabilities of applicant	15 Minutes	<i>Robert Lim April Tan John Raymund Ventura Vincent Pescador</i>
3. Approval if applicant is cleared of accountabilities	5 Minutes	<i>Jerome Solinap</i>

IV. APPROVAL OF APPLICATION FOR BURIAL PERMIT AT BURGOS PUBLIC CEMETERY

ABOUT THE SERVICES: Approval of application for burial permit at Burgos Public Cemetery

REQUIREMENTS:

Death Certificate, Exhumation permit and Official Receipt of burial permit issued by City Treasurer's Office

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit complete requirements for evaluation	10 Minutes	<i>Suzette Abanero Maria Gemma Ruso</i>
2. Approval of application	5 Minutes	<i>Melvin Recabar</i>