

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

**3<sup>RD</sup> FLOOR OLD CITY HALL BUILDING  
TEL. NO. 432-0529/433-2797**

**MANDATE:**

- To attend to the procurement, care, utilization, and disposal of supplies, materials, equipment and assets of the Bacolod City Government.
- To formulate measures, take custody of all properties of the City Government.

**VISION:**

General services office as a leading department in providing excellent and economic and quality service to the City Government of Bacolod.

**MISSION:**

The City General Services Office as one of the mandatory department of the LGU under the local government code of 1991 aims to efficiently provide quality service and support to the city government to safeguard, account, maintain, record all the city properties and ensure that all are properly issued and utilized according to its purpose.

**ORGANIZATIONAL OUTCOME:**

Effective and quality services/management pertaining to supply and property.

**1. Acceptance and Inspection of Supplies (Goods/Meals), Materials and Equipment Delivered to Various City Offices and Departments**

<b>Office or Division:</b>	GSO Procurement Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B - Government to Business Entry; G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Inspection Request Submitted by End-User at Least Three (3) Working Days Before Delivery		Client
Attachments: (a) Approved Purchase Order		

2. Duly Accomplished Acceptance and Inspection Report  Attachments: (a) Pictures of supplies delivered as proof of delivery (b) Request for inspection		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request for Inspection (3 days before delivery date)	1.1 Receives Request for Inspection from client	None	5 minutes	<b>Roberto Castijon Jr.</b> Utility Worker I  <b>Mary Jane Marfil</b> Utility Worker I
	1.2 Checks Attachments for the said Request	None	5 minutes	<b>Roberto Castijon Jr.</b> Utility Worker I
	1.3 Designate authorized inspector to inspect delivery	None	3 minutes	<b>Victor Emmanuel C. Espina</b> Supply Officer IV  <b>April C. Tan</b> Supply Officer II

1.1 Client receives signed and inspected docs.	1.4 Inspects and verifies items to quantity and conformity with specifications based on the DR and approved PO and if found in order, signs and indicates date of inspection in the “inspected column”	None	As scheduled	<b>Victor Emmanuel C. Espina</b> Supply Officer IV  <b>April C. Tan</b> Supply Officer II  <b>Gary Yanson</b> Buyer III  <b>Jovin Chua</b> Clerk II  <b>Rogelio Hechanova Jr.</b> Buyer I  <b>Ricardo Danoy Jr.</b> Utility Worker I
	1.5 Release duly signed inspection report to client	None	5 minutes	<b>Roberto Castijon Jr.</b> Utility Worker I  <b>Mary Jane Marfil</b> Utility Worker I
2. Submit Acceptance and Inspection Report/RIS	2.1 Receives Acceptance and Inspection Report/RIS	None	15 minutes	<b>Roberto Castijon Jr.</b> Utility Worker I  <b>Mary Jane Marfil</b> Utility Worker I
	2.2 Checks Attachments for the said Request	None	5 minutes	<b>Evelyn Zambales</b> Utility Worker I  <b>Marivic Sto. Domingo</b> Buyer I
	2.3 Signs in “acceptance” column, acknowledging receipt of the items delivered	None	5 minutes	<b>Gilda Lluisma</b> City General Services Officer

3. Client receives signed acceptance report	3. Release to client duly signed acceptance report.	None	5 minutes	<b>Roberto Castijon Jr.</b> Utility Worker I  <b>Mary Jane Marfil</b> Utility Worker I
TOTAL		None	48 minutes	

## 2. Issuance of Property Acknowledgement Receipt (PAR)

Issues Property Acknowledgement Receipt (PAR) to accountable personnel of the City.

<b>Office or Division:</b>	GSO – Inventory Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business Entry; G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Purchase Order and name of accountable personnel				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Duly accomplished Property Acknowledgement Receipt	1.1 Receives Duly Accomplished Acknowledgement Receipt from client	None	15 minutes	<b>Jocelyn Salanga</b> AA III (Storekeeper III)  <b>Jinky Chua</b> Utility Worker I
	1.2 Records Property Acknowledgement Receipts	None		<b>Jinky Chua</b> Utility Worker I  <b>Soledad Arellano</b>

				AA III (Utility Worker II) <b>Jerielyn Palalon</b> Utility Worker I
	1.3 Approval of acknowledgement Receipt of goods and equipment	None	5 minutes	<b>Gilda Lluisma</b> City General Services Officer
2. Client Receives signed Property Acknowledgement Receipt (PAR)	2. Release to client approved Acknowledgement Receipt (PAR)	None	5 minutes	<b>Jocelyn Salanga</b> AA III (Storekeeper III)  <b>Jinky Chua</b> Utility Worker I
TOTAL		None	25 minutes	

### 3. Approval of Application for Clearance of Government Employees

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.

<b>Office or Division:</b>	GSO – Inventory Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Clearance Form duly approved by the Head of Office of the Applicant				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Clearance Form duly approved by the Head of Office	1.1 Receives Clearance from client	None	10 minutes	<b>Jinky Chua</b> Utility Worker I  <b>Soledad Arellano</b> AA III (Utility Worker II)  <b>Jerielyn Palalon</b>

				Utility Worker I
	1.2 Checks and review employees records on accountabilities	None		<b>Robert Lim</b> Supply Officer II (Property Officer II)
	1.3 Approves Clearance once employee is cleared of accountabilities	None	5 minutes	<b>Gilda Lluisma</b> City General Services Officer
2. Client receives Approved Clearance	2. Release approved Clearance to client	None	5 minutes	<b>Jinky Chua</b> Utility Worker I  <b>Soledad Arellano</b> AA III (Utility Worker II)  <b>Jerielyn Palalon</b> Utility Worker I
TOTAL		None	20 minutes	

#### 4. Approval for Application for Burial Permit at Handumanan/Granada Cemetery

Approval of application for burial permit at Handumanan/Granada Cemetery

<b>Office or Division:</b>	GSO – Admin Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Death Certificate, Exhumation permit and Official Receipt of burial permit issued by City Treasurer’s Office				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit burial permit complete with	1.1 Receives Burial Permit	None	5 minutes	<b>Suzette Abanero</b> Utility Worker I

requirements for evaluation	1.2 Evaluates application for Burial Permit	None	5 minutes	<b>Suzette Abanero</b> Utility Worker I
	1.3 Approves Burial Permit	None	5 minutes	
2. Client receives approved Burial Permit	2. Release of Burial Permit to client	None	5 minutes	<b>Suzette Abanero</b> Utility Worker I
TOTAL		None	20 minutes	