



**Provincial General Services Office
External and Internal Services**



1. NA-APRUBAHANG REQUEST NG PAGGAMIT NG PAMPUBLIKONG SASAKYAN SA PAGKUHA NG YUMAO AT IBA PANG OPISYAL NA LAKAD.

Pagprepara ng byahe para sa naaprubahang request ng masasakyan sa pagkuha ng yumao at iba pang opisyal na lakad.

| | |
|--|---|
| Office or Division: | Provincial General Services Office |
| Classification: | Simple |
| Type of Transaction: | G2C - Government to Citizen G2G - Government to Government |
| Who may avail: | Mga residente ng Probinsya ng Isabela, Empleyado ng PGI at iba pang ahensya ng gobyerno |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Approved Request Letter (1 original) | Mula sa Provincial Governor's Office/Provincial Administrator's Office/Provincial General Services Office |
| 2. Travel Order ng Driver (1 original) | Office of the Provincial General Services (Records Division) |
| 3. Trip Ticket ng Driver (1 original) | |
| 4. Gas Slip para sa Fuel Consumption ng Government Vehicles (1 original) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| | Pagtanggap ng Naaprubahang request mula sa opisina ng Provincial Governor/ Provincial Administrator/ Provincial General Services Office | Wala | 5 – 10 Minuto | LIZA M. GULAN Admin. Officer I / IMELDA C. ESPEJO Administrative Aide VI Provincial General Services Office |
| 1. I-follow-up ng na-aprubahang request – sa Provincial General Services Office | 1.1. Pagberipika ng na-aprubahang request mula sa nai-file na record. | Wala | 5 – 10 Minuto | LIZA M. GULAN Admin. Officer I / IMELDA C. ESPEJO Admin. Aide VI Provincial General Services Office |
| | 1.2. Pag-iiskedyul ng byahe at pagtatalaga ng driver | Wala | 10 – 20 Minuto | MA. TERESA B. MARAMAG Admin. Officer V / YOLANDA V. FLORENDO Admin. Officer III General Services Office |
| | 1.3. Paghahanda ng Travel Order ng | Wala | 10 – 15 Minuto | REBECCA P. PAGAYATAN Admin. Aide I |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--|-----------------|-----------------|--|
| | Driver at iba pang mga dokumentong kakailanganin | | | / LIZA M. GULAN <i>Admin. Officer I</i> General Services Office |
| | 1.4. Pagapruha ng Travel Order | Wala | 5 – 10 Minuto | MR. RODRIGO T. SAWIT <i>Provincial General Services Officer</i> General Services Office |
| | 1.5. Pagbibigay alam na maaari ng tumungo sa pupuntahan ang nag-request na kliyente gamit ang sasakyan na ni-request | Wala | 5 – 10 Minuto | MA. TERESA B. MARAMAG <i>Admin. Officer V</i> / YOLANDA V. FLORENDO <i>Admin. Officer III</i> General Services Office |



2. NA-APRUBAHANG REQUEST SA PAGGAMIT NG MGA PAMPUBLIKONG PASILIDAD O KAGAMITAN.

Pagprepara para sa naaprubahang request sa paggamit ng pampublikong pasilidad o kagamitan.

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|-----------------------------|---|
| Office or Division: | Provincial General Services Office |
| Classification: | Simple |
| Type of Transaction: | G2C - Government to Citizen G2G - Government to Government |
| Who may avail: | Mamayan ng Probinsya ng Isabela at iba pang ahensya ng gobyerno |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Approved na Request Letter (1 original) | Provincial Governor's Office/Provincial Administrator's Office/Provincial General Services Office |
| 2. Opisyal na resibo (1 Original, kung may binayaran) | Provincial Treasurer's Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Magpapasuri at magpapaberipika ng iskedyul sa aprubadong request – sa Opisina ng Provincial General Services | 1. Pagsusuri sa request at pagbeberipika ng iskedyul upang masiguro ang petsa ng paggamit at walang kasabay na gagamit ng pasilidad na inirequest. | Wala | 5 – 10 Minuto | LIZA M. GULAN Admin. Officer I / GIDEON ANGOBUNG Admin. Aide III General Services Office |
| 2. Pagsusumite ng naaprubahang request letter – sa Opisina ng Provincial General Services | 2.1. Pagtanggap ng Naaprubahang request | Wala | 5 – 10 Minuto | LIZA M. GULAN Admin. Officer I / IMELDA C. ESPEJO Administrative Aide VI Provincial General Services Office |
| | 2.2. Pagtatala ng iskedyul sa paggamit ng pasilidad upang masiguro ang petsa at walang kasabay na gagamit. | Wala | 5 – 10 Minuto | MA. TERESA B. MARAMAG Admin. Officer V / GIDEON ANGOBUNG Admin. Aide III General Services Office |



3. PAG REQUEST NG MGA SUPPLY (OFFICE SUPPLIES, JANITORIAL SUPPLIES & HOSPITAL SUPPLIES)

Pagrequest ng mga supply na available sa bodega

| | |
|-----------------------------|--|
| Office or Division: | Provincial General Services Office |
| Classification: | Simple |
| Type of Transaction: | G2G - Government to Government |
| Who may avail: | Liason ng iba't ibang opisina o departamento ng Pamahalaang Panlalawigan ng Isabela. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|--|
| 1. Requisition and Issue Slip (RIS) (1 original) | Provincial General Services Office (Supply Division) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1. Pag request ng supply na kailangan- sa Opisina ng Provincial General Services | 1.1. Pagbeberipika ng RIS kung mayroon ba ang mga kagamitan sa bodega | Wala | 5-10 minuto | ONELIA M. PASCUAL <i>Admin. Officer I</i> / GEORGE G. GACIAS <i>Admin. Assistant III</i> General Services Office |
| | 1.2. Pag-iisyu ng mga kagamitan na naka lista sa aprubadong RIS | Wala | 5-10 minuto | ONELIA M. PASCUAL <i>Admin. Officer I</i> / GLEN C. GILO <i>Admin. Aide I</i> General Services Office GEORGE G. GACIAS <i>Admin. Assistant III</i> / MARK HILL BALISI <i>Admin. Aide II</i> / WILLIAM C. CUARTEROS <i>Admin. Aide I</i> General Services Office |



4. PAG-PAPARECORD NG PURCHASE REQUEST

Pag paparecord at pagpapalagay ng control number ng Purchase request.

| Office or Division: | Provincial General Services Office |
|--|--|
| Classification: | Simple |
| Type of Transaction: | G2G - Government to Government |
| Who may avail: | Liason ng iba't ibang opisina o departamento ng Pamahalaang Panlalawigan ng Isabela. |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Approved Request Letter (1 Copy) | Opisinaang na pinagmulan ng request |
| 2. Purchased Request (PR) (1 Original) | Provincial General Services Office (Record and Supply Division) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Pag papatala ng Purchase Request – sa Opisina ng Provincial General Services | 1. Pagiinput sa system ng Purchase Request | Wala | 2-10 minuto | MA. VICTORIA S. BARTOLOME <i>Admin. Officer I</i> / ONELIA M. PASCUAL <i>Admin. Officer I</i> / DEBEE THALIA R. SALACUP <i>Admin. Aide II</i> / YOLANDA V. FLORENDO <i>Admin. Officer III</i> / JEROME BALLESTEROS <i>Admin. Aide. IV</i> General Services Office |
| 2. Magparecord ng PR | 2. Pagrerecord at paglalagay ng control number, pagbibigay alam na pwede nang idala sa Treasury ang dokumento | Wala | 5 -10 minuto | MARY ANN T. BALLESTEROS <i>Admin. Officer V</i> / GEORGE G. GACIAS <i>Admin. Assistant III</i> / YOLANDA V. FLORENDO <i>Admin. Officer III</i> / JEROME BALLESTEROS <i>Admin. Aide. IV</i> General Services Office |



5. PAG RERELEASE NG ORDER (PURCHASE ORDER)

Proseso ng pagrelease ng Purchase Order

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|-----------------------------|--|
| Office or Division: | Provincial General Services Office |
| Classification: | Simple |
| Type of Transaction: | G2G - Government to Government |
| Who may avail: | Liason ng iba't ibang opisina o departamento ng Pamahalaang Panlalawigan ng Isabela. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| 1. Approved Request Letter (1 Copy) | Opisinang pinagmulan ng request |
| 2. Approved Purchase Request (PR) (1 Original) | Provincial General Services Office (Record and Supply Division)y |
| 3. 3 copy of Accomplished Canvass Form (1 Original) | |
| 4. Approved Abstract of Canvass (1 original) | |
| 5. Opisyal na resibo (1 original) | Supplier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Pagpapagawa nang Purchase Order - sa Opisina ng Provincial General Services | 1. Pag-gawa ng Purchase Order at paglalagay ng system Control Number. | Wala | 5 – 10 Minuto | ONELIA M. PASCUAL <i>Admin. Officer I</i> / CAROL M. VISITACION <i>Admin. Aide IV</i> / DEBEE THALIA R. SALACUP <i>Admin. Aide II</i> / MA. VICTORIA S. BARTOLOME <i>Admin. Officer I</i> / MARY ANN T. BALLESTEROS <i>Admin. Officer V</i> / GEORGE G. GACIAS <i>Admin. Assistant III</i> / YOLANDA V. FLORENDO <i>Admin. Officer III</i> / JEROME BALLESTEROS <i>Admin. Aide. IV</i> General Services Office |
| | 1.2. Pag-inisyal ng Purchase Order | Wala | 5 – 10 Minuto | NOEL MANUEL R. LOPEZ <i>Provincial</i> |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|---|---|
| | | | | <i>Administrator</i> |
| | 1.3. Pag-apruba ng Purchase Order | Wala | 15-20 Minuto | HON. RODOLFO T. ALBANO III Governor |
| | 1.4. Paglalagay ng Purchase Order control number | Wala | 5 – 10 Minuto | MARY ANN T. BALLESTEROS Admin. Officer V / GEORGE G. GACIAS Admin. Assistant III / YOLANDA V. FLORENDO Admin. Officer III / JEROME BALLESTEROS Admin. Aide. IV General Services Office |
| | 1.5. Pagpapapirma ng Purchase Order sa Supplier | Wala | 5 – 10 Minuto | ONELIA M. PASCUAL Admin. Officer I / CAROL M. VISITACION Admin. Aide IV / MA. VICTORIA S. BARTOLOME Admin. Officer I / MARY ANN T. BALLESTEROS Admin. Officer V / ALEXIS P. GUZMAN Admin. Aide VI / YOLANDA V. FLORENDO Admin. Officer III General Services Office |
| | 1.6. Pagaabot sa supplier ng Listahan ng mga aprubadong request. *mayroon lamang 7 working days ang supplier upang maibigay ang mga kagamitang nirequest | Wala | 10-15 Minuto | ONELIA M. PASCUAL Admin. Officer I / CAROL M. VISITACION Admin. Aide IV / MA. VICTORIA S. BARTOLOME Admin. Officer I / MARY ANN T. BALLESTEROS Admin. Officer V / ALEXIS P. GUZMAN Admin. Aide VI / YOLANDA V. FLORENDO Admin. Officer III General Services Office |
| 2. Tatanggap ng mga kagamitan nakalagay sa PO mula sa supplier. | 2. Patanggap at pagiiinspect ng mga kagamitan na idineliber ng supplier. | Wala | 5 – 10 Minuto (Minimal na materyal ang tatanggapin at susuriin mga bilang 1 -5 piraso) | YOLANDA V. FLORENDO Admin. Officer III / RHODORA RAMIREZ Admin. Aide IV |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|---|--|
| | | | 30 Minuto – 2 oras (10 pataas na bilang ng materyal ang tatanggapin at susuriin) | / MA. VICTORIA S. BARTOLOME <i>Admin. Officer I</i> / CANDELARIA B. VALEROS <i>Admin. Aide IV</i> / IMELDA C. ESPEJO <i>Admin. Aide VI</i> / ARNOLD G. BELTRAN <i>Admin. Officer I</i> / JOHNNY BALLOGA <i>Laborer General Foreman</i> / CAROL M. VISITACION <i>Admin. Aide IV</i> / JULIE C. GAÑGAN <i>Admin. Aide IV</i> General Services Office |



6. PAGREQUEST NG MGA SUPPLY (KUNG WALANG AVAILABLE SA BODEGA).

Pagbili ng aprobadong request na mga supply na hindi available sa bodega.

| Office or Division: | Provincial General Services Office | |
|---|--|-----------------|
| Classification: | Simple | |
| Type of Transaction: | G2G - Government to Government | |
| Who may avail: | Iba't ibang Departamento o opisina ng PGI at iba pang Government Agencies. | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Small Value Purchase Request Form (SVPRF) (1 original) | Provincial General Services Office (Records and Supply Division) | |
| 2. Certification of Emergency Purchase (CEP) (1 original) | | |
| 3. Inspection and Acceptance Report (IAR) (1 original) | | |
| 4. Inventory Custodian Slip (ICS) / Property | | |
| 5. Acknowledgement Receipt (PAR) (1 original) | | |
| 6. Opisyal na Resibo (1 original) | Supplier | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Magpapaberipika sa naaprubahang Small Value Purchase Request Form – sa Opisina ng Provincial General Services | 1. Pagberipika ng isinumiteng approved Small Value Purchase Request Form | Wala | 5 – 10 Minuto | ONELIA M. PASCUAL Admin. Officer I / MA. VICTORIA S. BARTOLOME Admin. Officer I / MARY ANN T. BALLESTEROS Admin. Officer V / GEORGE G. GACIAS Admin. Assistant III / DERRICK M. VIZCARRA Assistant Provincial / YOLANDA V. FLORENDO Admin. Officer III General Services Office |
| 2. Magpapagawa ng Certification of Emergency Purchase – sa Opisina ng Provincial General Services | 2.1. Pag-gawa ng Certification of Emergency Purchase | Wala | 2 – 5 Minuto | ONELIA M. PASCUAL Admin. Officer I / MA. VICTORIA S. BARTOLOME Admin. Officer I / DIEGO M. MANGABAT Admin. Officer I |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|--|--|
| | | | | / MARY ANN T. BALLESTEROS <i>Admin. Officer V</i> / GEORGE G. GACIAS <i>Admin. Assistant III</i> / YOLANDA V. FLORENDO <i>Admin. Officer III</i> General Services Office |
| | 2.2. Pag bili ng mga kagamitan na kailangan | Wala | 2 – 5 Oras | ONELIA M. PASCUAL <i>Admin. Officer I</i> / MA. VICTORIA S. BARTOLOME <i>Admin. Officer I</i> / MARY ANN T. BALLESTEROS <i>Admin. Officer V</i> / GEORGE G. GACIAS <i>Admin. Assistant III</i> / YOLANDA V. FLORENDO <i>Admin. Officer III</i> General Services Office |
| 3. Susuriin ang mga biniling kagamitan at pipirma ng Acceptance sa ibabang bahagi ng IAR - sa Opisina ng Provincial General Services | 3. Pagsusuri ng mga kagamitan na binili base sa opisyal na resibo at pipirma ng Inspection sa ibabang bahagi ng IAR | Wala | 5 – 10 Minuto (Minimal na oras, para sa minimal na items na iinspekin) 1 – 2 Oras (Maximum na oras para sa maramihang items na iinspekin) | YOLANDA V. FLORENDO <i>Admin. Officer III</i> / RHODORA RAMIREZ <i>Admin. Aide IV</i> / MA. VICTORIA S. BARTOLOME <i>Admin. Officer I</i> / CANDELARIA B. VALEROS <i>Admin. Aide IV</i> / IMELDA C. ESPEJO <i>Admin. Aide VI</i> / ARNOLD G. BELTRAN <i>Admin. Officer I</i> / JOHNNY BALLOGA <i>Laborer General</i> |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|--|--|
| | | | | <i>Foreman</i> / CAROL M. VISITACION <i>Admin. Aide IV</i> / JULIE C. GAÑGAN <i>Admin. Aide IV</i> General Services Office |
| 4. Pipirma sa ibabang bahagi ng ICS/PAR, bilang katunayan ng pagtanggap (received by) | 4. Paglalagay ng ICS o PAR sa mga items na nasuri kung kinakailangan at pagpapapirma sa Provincial General Services Officer sa ibabang bahagi ng ICS/PAR | Wala | 5 – 10 Minuto (Minimal na Papel ang pananamberan mga bilang 1 - 5 piraso) 30 Minuto – 2 Oras (10 pataas na bilang ng papel) | CANDELARIA B. VALEROS <i>Admin. Aide IV</i> / DEBEE THALIA R. SALACUP <i>Admin. Aide I</i> / CAROL M. VISITACION <i>Admin. Aide IV</i> / CHERRY C. UBAL <i>Admin. Aide I</i> / CHERRIE ANN C. SUYU <i>Admin. Aide I</i> General Services Office |



7. PAGPAPA-APRUBA NG EMERGENCY NA PAGBILI.

Pagpapa-abrub ng emergency na pagbili ng gamot o kagamitan.

| Office or Division: | Provincial General Services Office | |
|---|---|-----------------|
| Classification: | Simple | |
| Type of Transaction: | G2G - Government to Government | |
| Who may avail: | Iba't ibang Departamento at mga Opital ng Pamahalaang Panlalawigan ng Isabela | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Small Value Purchase Request Form (SVPRF) (1 original) | Provincial General Services Office (Records and Supply Division) | |
| 2. Certification of Emergency Purchase (CEP) (1 original) | | |
| 3. Inspection and Acceptance Report (IAR) (1 original) | | |
| 4. Opisyal na resibo ng biniling gamot o kagamitan (1 original) | Supplier | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Magpapasuri at magpapatala ng Emergency SVPRF - sa Opisina ng Provincial General Services | 1. Pagsusuri at pagtatala ng Emergency SVPRF | Wala | 10 – 30 Minuto | <i>LIZA M. GULAN</i> <i>Admin. Officer I</i> / <i>ONELIA M. PASCUAL</i> <i>Admin. Officer I</i> <i>General Services Office</i> |
| 2. Magpa-apruba ng SVPRF and CEP - sa Opisina ng Provincial General Services | 2. Pag-aapruba ng SVPRF and CEP | Wala | 10 – 20 Minuto | <i>RODRIGO T. SAWIT</i> <i>Provincial General Services Officer</i> <i>General Services Office</i> |



8. PROSESO NG PAGKONSUMO NG GASOLINA

Pag isyu ng Gas slip para sa pagconsumo ng gasolinang gagamitin ng Government vehicles

| Office or Division: | Provincial General Services Office |
|---------------------------------------|--|
| Classification: | Simple |
| Type of Transaction: | G2G - Government to Government |
| Who may avail: | Iba't ibang departamento ng Pamahalaang Panlalawigan ng Isabela na mayroong na isyung sasakyan ng Pamahalaan |
| CHECKLIST OF REQUIREMENTS | |
| 1. Gas slip (1 original) | Provincial General Services Office (Records Division) |
| 2. Trip Ticket ng Driver (1 original) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---------------------------|-----------------|-----------------|--|
| 1. Mag fill-up ng trip ticket na makukuha sa Guard – sa Opisina ng Provincial General Services | 1. Pagisyu ng Gas Slip | Wala | 3 - 5 Minuto | <i>REBECCA P. PAGAYATAN Admin. Aide I General Services Office</i> |
| 2. Magpa-apruba ng gas slip - sa Opisina ng Provincial General Services | 2. Pag-abruba ng gas slip | Wala | 5 – 10 Minuto | <i>RODRIGO T. SAWIT Provincial General Services Officer / DERRICK M. VIZCARRA Assistant Provincial / MA. TERESA B. MARAMAG Admin. Officer V / YOLANDA V. FLORENDO Admin. Officer III / REBECCA PAGAYATAN Admin. Aide I / JOSEPH M. PUZON Admin. Aide VI General Services Office</i> |



9. PAG PAPAAYOS NG SASAKYAN NA PAG MAMAY ARI NG PAMAHALAANG PANLALAWIGAN NG ISABELA

Proseso ng pag papaayos ng sasakyan ng Pamahalaang Panlalawigan

| | |
|-----------------------------|--|
| Office or Division: | Provincial General Services Office |
| Classification: | Simple |
| Type of Transaction: | G2G - Government to Government |
| Who may avail: | Iba't ibang departamento ng Pamahalaang Panlalawigan ng Isabela na mayroong na isyung sasakyan ng Pamahalaan |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Request Letter (1 original) | Opisinang pinagmulan ng request |
| 2. Pre-Repair Inspection Report (1 original) | Provincial General Services Office (Records Division) |
| 3. Inspection and Acceptance Report (IAR) (1 original) | |
| For Cost of Repair (above 50,000.00 Php) <ul style="list-style-type: none"> • Approved Purchase Request (PR) (1 Original) • Accomplished Canvass Form (3 Copies, 1 Original) • Approved Abstract of Canvass (1 original) • Approved Purchased Order (1 original) | |
| For Cost of Repair (50,000.00 Php below) <ul style="list-style-type: none"> • Small Value Purchase Request Form (SVPRF) (1 original) • 3 copy of Accomplished Canvass Form (1 Original) • Approved Abstract of Canvass (1 original) • Certification of Emergency Purchase (CEP) (1 original) | |
| 4. Pre-Repair Inspection Report (OPE form) (1 original) | Provincial Engineering Office |
| 5. Opisyal na resibo (1 original) | Supplier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1. Mag sumite ng Approved Request Letter at Pre-repair Inspection report form (OPE form) – sa Opisina ng Provincial General Services | 1.1. Pagpeprepara ng Pre-repair Inspection Report, pagtatala at paglalagay ng control number. | Wala | 5 – 10 Minuto | YOLANDA V. FLORENDO Admin. Officer III / JEROME BALLESTEROS Admin. Aide. IV General Services Office |
| | 1.2. Pag-apruba ng Pre-repair Inspection | Wala | 5 – 10 Minuto | YOLANDA V. FLORENDO Admin. Officer III |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--|-----------------|-----------------|--|
| | Report | | | / MA. TERESA B. MARAMAG Admin. Office V / RODRIGO T. SAWIT Provincial General Services Officer General Services Office |
| | 1.3. Pagprepara ng proseso ng pagbili ng Spare Parts/ Lubricants o Tires | Wala | 5 – 10 Minuto | YOLANDA V. FLORENDO Admin. Officer III General Services Office |



10. PAG PAPAAYOS NG KAGAMITAN PANG OPISINA AT PANG OSPITAL NA PAG MAMAY -ARI NG PAMAHALAANG PANLALAWIGAN NG ISABELA

Proseso ng Pag papaayos ng kagamitang pang hospital at pang opisina nap ag mamay ari ng pamahalaan.

| Office or Division: | Provincial General Services Office | |
|---|---|------------------------------------|
| Classification: | Simple | |
| Type of Transaction: | G2G - Government to Government | |
| Who may avail: | Iba't ibang departamento ng Pamahalaang Panlalawigan ng Isabela na mayroong na isyung kagamitang pag mamay ari ng Pamahalaan ng Isabela | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Request Letter | | Opisinang pinagmulang ng request |
| 2. Pre-Repair Inspection Report (1 original) | | Provincial General Services Office |
| 3. Inspection and Acceptance Report (IAR) (1 original) | | |
| For Cost of Repair (above 50,000.00 Php) | | |
| <ul style="list-style-type: none"> • Approved Purchase Request (PR) (1 Original) • 3 copy of Accomplished Canvass Form (1 Original) • Approved Abstract of Canvass (1 original) • Approved Purchased Order (1 original) | | |
| For Cost of Repair (50,000.00 Php below) | | |
| <ul style="list-style-type: none"> • Small Value Purchase Request Form (SVPRF) (1 original) • 3 copy of Accomplished Canvass Form (1 Original) • Approved Abstract of Canvass (1 original) • Certification of Emergency Purchase (CEP) (1 original) | | |
| 4. Opisyal na resibo | | Supplier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Mag sumite ng request ng pag papa-ayos ng kagamitan – sa Opisina ng Provincial General Services | 1.1. Pag tanggap ng sinumiteng request | Wala | 5 – 10 Minuto | <i>DIEGO M. MANGABAT</i> Admin. Officer I / <i>ONELIA M. PASCUAL</i> Admin. Officer I General Services Office |
| | 1.2. Pag-apruba sa Request | Wala | 5 – 10 Minuto | <i>RODRIGO T. SAWIT</i> Provincial General |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---|-----------------|-----------------|---|
| | | | | Services Officer General Services Office |
| | 1.3. Pagsusuri ng kagamitan upang maberipika ang sira ng kagamitan. | Wala | 10 – 20 Minuto | DIEGO M. MANGABAT Admin. Officer I / ONELIA M. PASCUAL Admin. Officer I General Services Office |
| | 1.4. Pagprepara ng Pre-repair Inspection Report | Wala | 5 – 10 Minuto | DIEGO M. MANGABAT Admin. Officer I General Services Office |
| | 1.5. Pag-apruba ng Pre-repair Inspection Report | Wala | 5 – 10 Minuto | YOLANDA V. FLORENDO Admin. Officer III / MA. TERESA B. MARAMAG Admin. Office V / RODRIGO T. SAWIT Provincial General Services Officer General Services Office |
| | 1.6. Pag-Canvass ng halaga ng parte ng mga kagamitan. | Wala | 5 Oras - 1 Araw | MARY ANN T. BALLESTEROS Admin. Officer V / DIEGO M. MANGABAT Admin. Officer I / GEORGE G. GACIAS Admin. Assistant III / ALEXIS P. GUZMAN Admin. Aide VI / ONELIA M. PASCUAL Admin. Officer I / LIZA M. GULAN |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------------------------------|-----------------|-----------------|---|
| | | | | <i>Admin. Officer I</i> General Services Office |
| | 1.7. Pagsusuri ng naayos ng kagamitan | Wala | 10 – 20 Minuto | YOLANDA V. FLORENDO <i>Admin. Officer III</i> / DIEGO M. MANGABAT <i>Admin. Officer I</i> / ARNOLD G. BELTRAN <i>Admin. Officer I</i> / IMELDA C. ESPEJO <i>Admin. Aide VI</i> General Services Office |



11. PAGSUMITE NG WASTE MATERIAL.

Pagsumite ng waste material o kagamitan na pagmamay-ari ng Provincial Government of Isabela.

| | |
|---------------------------------------|--|
| Office or Division: | Provincial General Services Office |
| Classification: | Simple |
| Type of Transaction: | G2G - Government to Government |
| Who may avail: | Iba't ibang Departamento at mga Ospital ng Pamahalaang Panlalawigan ng Isabela at iba pang Government Agencies |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Waste Material Report (1 original) | Provincial General Services Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Pagbalik ng waste materials – sa Opisina ng Provincial General Services | 1. Pagsusuri ng binalik na waste material galing sa pina-ayos na sasakyan o kagamitan | Wala | 10 – 20 Minuto | YOLANDA V. FLORENDO Admin. Officer III / DIEGO M. MANGABAT Admin. Officer I / ONELIA M. PASCUAL Admin. Officer I General Services Office |
| 2. Pagpirma sa Waste Material Report ng Certified Correct - sa Opisina ng Provincial General Services | 2.1. Pag-gawa ng Waste Material Report | Wala | 5 – 10 Minuto | YOLANDA V. FLORENDO Admin. Officer III / DIEGO M. MANGABAT Admin. Officer I General Services Office |
| | 2.2. Pag-apruba sa Waste Material Report | Wala | 5 – 10 Minuto | RODRIGO T. SAWIT Provincial General Services Officer General Services Office |



12. PAGSUMITE NG SEPARATION CLEARANCE (AS TO PROPERTY)

Pagsumite ng Separation Clearance (As to Property) para sa mga magreretirong empleyado ng Provincial Government of Isabela.

| Office or Division: | Provincial General Services Office |
|---|--|
| Classification: | Simple |
| Type of Transaction: | G2G - Government to Government |
| Who may avail: | Mga mareretirong empleyado ng Provincial Government of Isabela |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Internal Clearance (Office) (1 original) | Provincial Human Resource Management Office |
| 2. Talaan ng mga biniling kagamitan Property Acknowledgement Receipt (PAR) (1 original) | Provincial General Services Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Pagsumite ng <i>Separation Clearance</i> para sa pagbeberipika sa talaan ng Property Accountability - sa Opisina ng Provincial General Services | 1.1. Pagberipika sa talaan ng Property Accountability | Wala | 10 – 20 Minuto | <i>CAROL M. VISITACION</i> Admin. Aide IV / <i>ONELIA M. PASCUAL</i> Admin. Officer I / <i>DIEGO M. MANGABAT</i> Admin. Officer I General Services Office |
| | 1.2. Paglipat ng pananagutan sa mga Property | Wala | 1 – 2 Araw | <i>CAROL M. VISITACION</i> Admin. Aide IV / <i>DIEGO M. MANGABAT</i> Admin. Officer I / <i>ONELIA M. PASCUAL</i> Admin. Officer I General Services Office |
| | 1.3. Pag-apruba ng Property Clearance | Wala | 5 – 10 Minuto | <i>RODRIGO T. SAWIT</i> Provincial General Services Officer General Services Office |



13. PROSESO NG PAGREQUEST NG MATERIAL O KAGAMITAN

Proseso ng pagrequest ng materyales o kagamitan para sa various offices, grants and donations.

| Office or Division: | Provincial General Services Office | |
|---|--|-----------------|
| Classification: | Simple | |
| Type of Transaction: | G2G - Government to Government | |
| Who may avail: | Iba't ibang Departamento ng PGI at iba't ibang Barangay, Munisipyo at Lungsod ng Pamahalaang Panlalawigan ng Isabela at iba pang Government Agencies | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Approved Request Letter (1 original) | Provincial Governor's Office/Provincial Administrator's Office/Provincial General Services Office | |
| 2. Approved Purchase Request (PR) (1 Original) | Provincial General Services Office | |
| 3. 3 copy of Accomplished Canvass Form (1 Original) | | |
| 4. Approved Abstract of Canvass (1 original) | | |
| 5. Approved Purchased Order (1 original) | | |
| 6. Inspection and Acceptance Report (IAR) (1 original) | | |
| 7. Inventory Custodian Slip (ICS) / Property Acknowledgement Receipt (PAR) (1 original) | | |
| 8. Opisyal na resibo | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Pag sumite/ pag-follow-up ng naisumiteng request - sa Opisina ng General Services | 1.1. Pagtanggap at pagsumite ng aprubadong Request Letter sa Pinuno ng Opisina | Wala | 5 – 10 Minuto | LIZA M. GULAN Admin. Officer I / IMELDA C. ESPEJO Admin. Aide VI General Services Office |
| | 1.2. Pagsusuri ng Papeles, Request Letter o Resolution | Wala | 5 – 10 Minuto | RODRIGO T. SAWIT Provincial General Services Officer General Services Office |
| | 1.3. Pag-aabot sa supplier ng mga kagamitan na bibilhin | Wala | 10 – 20 Minuto | ONELIA M. PASCUAL Admin. Officer I / MA. VICTORIA S. BARTOLOME Admin. Officer I / CAROL M. VISITACION Admin. Aide IV General Services Office |
| | 1.4. Pagbili ng mga nirequest na | Wala | 1 Araw | ONELIA M. PASCUAL |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---|-----------------|--|--|
| | materyales o kagamitan | | | Admin. Officer I / MA. VICTORIA S. BARTOLOME Admin. Officer I / CAROL M. VISITACION Admin. Aide IV General Services Office |
| | 1.5. Pagsusuri ng mga kagamitan na nabili | Wala | 30 Minuto – 1 Oras | YOLANDA V. FLORENDO Admin. Officer III / CANDELARIA B. VALEROS Admin. Aide IV / MA. VICTORIA S. BARTOLOME Admin. Officer I / CAROL M. VISITACION Admin. Aide IV / RHODORA RAMIREZ Admin. Aide IV / JULIE C. GAÑGAN Admin. Aide IV General Services Office |
| | 1.6. Paglalagay ng ICS o PAR sa mga items na sinuri kung kinakailangan. | Wala | 5 – 10 Minuto (Minimal na Papel ang pananamberan mga bilang 1 - 5 piraso) 30 Minuto – 2 oras (10 pataas na bilang ng papel) | DEBEE THALIA R. SALACUP Admin. Aide II / CAROL M. VISITACION Admin. Aide IV / CHERRY C. UBAL Admin. Aide II General Services Office |
| | 1.7. Pag-isyu ng mga kagamitan | Wala | 5 – 10 Minuto | ONELIA M. PASCUAL Admin. Officer I / MA. VICTORIA S. BARTOLOME Admin. Officer I / CAROL M. VISITACION Admin. Aide IV General Services Office |