



GENERAL SERVICES DEPARTMENT



MANDATE

The General Services Department was created with a mandate to promote ideal practices and procedures in City Government Procurement System; Facility and Property Administration which includes the inventory of all City Government-owned properties; Supply management; safekeeping of materials, supplies, and equipment; maintenance and preservation of the aesthetical status quo of Batangas City; and the provision of all frontline support services in a safe, reliable, accessible, and efficient manner.

VISION

WE, EMPLOYEES OF THE GENERAL SERVICES DEPARTMENT SHALL BE:

The prime movers for the advancement, promotion and preservation of the aesthetical soundness and safety measures of the City through public cooperation and participation with the end of uplifting the environmental condition of its constituents; and

Instrumental in the efficient and effective implementation of RA 9184 otherwise known as the New Government Procurement Act with the thrust of maximizing the use of government resources through the spirit of transparency, professionalism in all aspect of procurement system.

MISSION

The General Services Department as the heart of the support Services of the city government plays a pivotal role in the pursuit of its goals of delivering basic services to the Batangueños which includes but not limited to the following:

1. Handles the maintenance or upkeep of various city streets and various government facilities;
2. Spearheads the implementation of programs and policies concerning Solid Waste Management and Clean and Green Projects;
3. Fulfills the multifarious tasks assigned to it like the procurement, maintenance, disposition of supplies and equipment;
4. Performs the much-needed inventory of supplies, equipment and fixed assets of the city government and steadfast in its commitment to fully effect change and to institute reform measures in the procurement system.



CORE VALUES

- Teamwork
- Commitment
- Transparency
- Integrity
- Diversity
- Equal Opportunity
- 24/7 Service to the Community
- Excellence
- Mutual Respect
- Professionalism

SERVICE PLEDGE

The General Services Department employees commit to:

1. Deliver accessible support service to Batangueños.
2. Provide an excellent service management of the city’s property, supply, goods and services procurement with efficient prompt and courteous personnel.
3. Further pledge that we shall be held accountable in the performance of our duties and responsibilities with utmost honesty and dignity.
4. Be an instrument in the delivery of projects and programs in a timely and cost effective manner.



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- Request for Scaffolds, Tents, Stage, and Platform
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1. Provision of Tables and Chairs

Provision of Tables and Chairs to Offices and Barangays needing the use of such.

Office or Division:	General Services Maintenance Division – Physical Arrangement & Utility Services Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Barangays and Government Offices

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the letter/request.	1.1 Accepts and receives the endorsement;	None	1 minute	Admin Aide III
None	1.2 Checks the Borrower’s Schedule to verify if there are tables and chairs available on the requested date.	None	1 minute	-do-
2. Accepts, signs, and conforms to the requisites of the department.	Prepares the Job Order for the delivery/retrieval of the requested items on the	None	3 minutes	Supvg. Administrative Officer (SAO)



	requested/scheduled date.			
3. Signs the Job Order form as acknowledgment of the delivered/retrieved items.	Delivers/retrieves the items to/from the requesting barangay or office.	None	30 minutes	Admin Aide I
Total:		None	35 minutes	

2. Rental of Tables and Chairs

Rental of Tables and Chairs to Offices, Barangays, and Organizations needing the use of such.

Office or Division:	General Services Maintenance Division – Physical Arrangement & Utility Services Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Barangays and Government Offices

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Order of Payment				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved letter/request of the client from the City Mayor’s Office.	1.1 Accepts and receives the approved letter/endorsement;	None	1 minute	Admin Aide III
None	1.2 Checks the Borrower’s Schedule to verify if there are tables and chairs available on the requested date.	None	1 minute	Supvg. Administrative Officer (SAO)
	GSD to issue the Order of Payment.		3 minutes	Supvg. Administrative Officer (SAO)
			5 minutes	



Pays the specified amount stated in the Order of Payment at the BOSS.		Whatever is stated in the Order of Payment		
3. Presents the Official Receipt to the SAO.	Accepts the Official Receipt and confirms the scheduled date of delivery and retrieval.		5 minutes	Supvg. Administrative Officer (SAO)
Total:		Whatever is stated in the Order of Payment	15 minutes	

3. Use of the Batangas City Convention Center

Rental and use of the Batangas City Convention Center for an event or activity.

Office or Division:	Administrative Division – Facility Administration
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Business (G2B) and Government (G2G)
Who may avail:	Anybody

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved letter/request of the client from the City Mayor’s Office. None	1.1 Accepts and receives the approved letter/endorsement;	None	1 minute	Admin Aide III
	1.2 Checks and forwards the letter/request to the facility administrator for the scheduling of event, if available.	None	5 minutes	-do-
2.1 Proceeds to CMO/GSD for the Order of Payment;	CMO/GSD to issue the Order of Payment.	None	5 minutes	City Mayor’s Office / Facility Administrator



2.2 Pays the specified amount stated in the Order of Payment at the BOSS.	None	Whatever is stated in the Order of Payment	5 minutes	
3. Presents the Official Receipt to the Facility Administrator.	Accepts the Official Receipt and confirms the scheduled date of activity.		1 minute	Facility Administrator
Total:		Whatever is stated in the Order of Payment	17 minutes	

4. Use of the Batangas City Sports Coliseum

Rental and use of the Batangas City Sports Coliseum for an event or activity.

Office or Division:	Administrative Division – Facility Administration
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Business (G2B) and Government (G2G)
Who may avail:	Anybody

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved letter/request of the client from the City Mayor’s Office. None	1.1 Accepts and receives the approved letter/endorsement;	None	1 minute	Admin Aide III
	1.2 Checks and forwards the letter/request to the facility administrator for the scheduling of event, if available.	None	5 minutes	-do-



2.1 Proceeds to CMO/GSD for the Order of Payment;	CMO/GSD to issue the Order of Payment.	None	5 minutes	City Mayor’s Office / Facility Administrator
2.2 Pays the specified amount stated in the Order of Payment at the BOSS.	None	Whatever is stated in the Order of Payment	5 minutes	
3. Presents the Official Receipt to the Facility Administrator.	Accepts the Official Receipt and confirms the scheduled date of activity.		1 minute	Facility Administrator
Total:		Whatever is stated in the Order	17 minutes	

5. Use of the Teachers’ Conference Center

Rental and use of the Teachers’ Conference Center for an event or activity.

Office or Division:	Administrative Division – Facility Administration
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Business (G2B) and Government (G2G)
Who may avail:	Anybody

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved letter/request of the client from the City Mayor’s Office. None	1.1 Accepts and receives the approved letter/endorsement;	None	1 minute	Admin Aide III
	1.2 Checks and forwards the letter/request to the facility administrator for the scheduling of event, if available.	None	5 minutes	-do-



2.1 Proceeds to CMO/GSD for the Order of Payment;	CMO/GSD to issue the Order of Payment.	None	5 minutes	City Mayor’s Office / Facility Administrator
2.2 Pays the specified amount stated in the Order of Payment at the BOSS.	None	Whatever is stated in the Order of Payment	5 minutes	
3. Presents the Official Receipt to the Facility Administrator.	Accepts the Official Receipt and confirms the scheduled date of activity.		1 minute	Facility Administrator
Total:		Whatever is stated in the Order of Payment	17 minutes	

6. Use of the Batangas City Recreation Center (Pool and Oval)

Rental and use of the Batangas City Recreation Center for an event or activity.

Office or Division:	Administrative Division – Facility Administration
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Business (G2B) and Government (G2G)
Who may avail:	Anybody

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved letter/request of the client from the City Mayor’s Office. None	1.1 Accepts and receives the approved letter/endorsement;	None	1 minute	Admin Aide III
	1.2 Checks and forwards the letter/request to the facility administrator for the scheduling of event, if available.	None	5 minutes	-do-



2.1 Proceeds to CMO/GSD for the Order of Payment;	CMO/GSD to issue the Order of Payment.	None	5 minutes	City Mayor’s Office / Facility Administrator
2.2 Pays the specified amount stated in the Order of Payment at the BOSS.	None	Whatever is stated in the Order of Payment	5 minutes	
3. Presents the Official Receipt to the Facility Administrator.	Accepts the Official Receipt and confirms the scheduled date of activity.		1 minute	Facility Administrator
Total:		Whatever is stated in the Order	17 minutes	

7. Rental of Parking Space (BCCC and BCSC Grounds)

Rental of parking space at the Batangas City Convention Center and Sports Center grounds.

Office or Division:	Administrative Division – Facility Administration
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Business (G2B) and Government (G2G)
Who may avail:	Anybody

Checklist of Requirement		Where to Secure		
Parking Ticket		Facility Administrator / Security Guard on Duty		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Enters the facility grounds to park their vehicle.	1.1 Logs the plate number and time of arrival;	None	2 minutes	Security Guard
2.1 Pays the amount upon parking their vehicle;	1.1 Collects payment;	P40.00 for the first eight (8) hours	3 minutes	Facility Administrator



	1.1 Issues parking ticket.		1 minute	-do-
3. Presents parking ticket to security guard upon exit.	Checks parking ticket if client did not exceed the standard number of hours. <i>If client exceeds, collects payment.</i>	P10.00 for every succeeding hour	1 minute	Facility Administrator -do-
Total:		P40.00 for the first eight hours; P10.00 for every succeeding hour	7 minutes	

8. Rental of Concessionaire’s Booth at the Batangas City Sports Coliseum

Rental of Concessionaire’s Booth at the Batangas City Sports Coliseum during events or activities.

Office or Division:	Administrative Division – Facility Administration
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Business (G2B) and Government (G2G)
Who may avail:	Anybody

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Order of Payment				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved letter/request of the client from	1.1 Accepts and receives the approved letter/endorsement;	None	1 minute	Admin Aide III



the City Mayor’s Office. None	1.2 Checks and forwards the letter/request to the facility administrator for the scheduling of event, if available.	None	5 minutes	-do-
2.1 Proceeds to CMO/GSD for the Order of Payment; 2.2 Pays the specified amount stated in the Order of Payment at the BOSS.	CMO/GSD to issue the Order of Payment. None	None Whatever is stated in the Order of Payment	5 minutes 5 minutes	City Mayor’s Office / Facility Administrator
3. Presents the Official Receipt to the Facility Administrator.	Accepts the Official Receipt.		1 minute	Facility Administrator
Total:		Whatever is stated in the Order of Payment	17 minutes	

9. Availment of Clean-up, Grass Cutting Services, and Heavy Equipment Support Services

Extension of Clean-up, Grass Cutting, and Heavy Equipment Support Service to Batangas City residents and offices requesting for such.

Office or Division:	Public Service & Maintenance Unit – Quick Response Team / Streetsweeping Section / Motorpool& Dispatch Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Batangas City Residents

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible



1. Presents the letter/request, stating the specific request, to the CGSO for endorsement and eventual scheduling at the PSMU. None	1.1 Accepts and receives the letter/request;	None	1 minute	Admin Aide III
	1.2 Forwards/Endorses the request to PSMU for Confirmation Call and/or scheduling of Ocular Inspection of Site.	None	15 minutes	CGSO
2. Waits for the confirmation call from the PSO IV / PSO III regarding the actual Ocular Inspection of the site.	Notifies client and sends Inspection Team to the Site to relay the actual Date and Time of the commencement of the requested service.	None	1 hour	PSO IV / PSO III
Total:		None	1 hour and 16 minutes	

10. Use of Service Vehicle (Carpooling)

Provision of Service Vehicle to Barangays and City Government Offices requesting for such.

Office or Division:	Public Service & Maintenance Unit – Motorpool & Dispatch Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Batangas City Residents

Checklist of Requirement	Where to Secure
Any of the following: 1. Request/Letter noted/approved by the City Mayor or any authorized official	City Mayor’s Office City Mayor’s Office



2. Telephone Call from the City Mayor’s Office directing for the provision of Vehicle 3. Telephone Call from any City Government Department Head requesting for the provision of Vehicle (Carpooling Services)		Respective Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the Request/letter to the CGSO.	Forwards/Endorses the request to PSMU for scheduling and the preparation of various documents relative to the trip.	None	15 minutes	CGSO
None	Notifies the Administrative Officer I and /or the Carpool Personnel on Duty via telephone call regarding the specifics of the trip (such as destination, Date and time of trip, number of passengers etc) and the preparation of various documents relative to the trip.	None	15 minutes	CGSO
3. Awaits the confirmation of the trip from the CGSO via telephone call after having conferred with the Administrative Officer I and/or her staff regarding the scheduling of trip (Carpooling Service).	Notifies the client regarding the confirmation of the trip.	None	15 minutes	Administrative Officer I
Total:		None	45 minutes	



11. Rental of Passenger-Type Vehicle, City Bus and/or City Coaster

Rental of the City Bus and Coaster to groups in need of such.

Office or Division:	Public Service & Maintenance Unit – Motorpool & Dispatch Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Batangas City Residents

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Order of Payment				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved letter/request of the client from the City Mayor’s Office. None	1.1 Accepts and receives the approved letter/endorsement;	None	1 minute	Admin Aide III
	1.2 Forwards the letter/request to the Dispatch Section for the scheduling of vehicle, if available.	None	5 minutes	-do-
2.1 Proceeds to PSMU – Motorpool Section for the Order of Payment; 2.2 Pays the specified amount stated in the Order of Payment at the BOSS.	GSD to issue the Order of Payment.	None	5 minutes	Administrative Officer I
	None	Whatever is stated in the Order of Payment	5 minutes	
3. Presents the Official Receipt to the Administrative Officer I.	Accepts the Official Receipt and confirms the scheduled date of trip.		1 minute	Administrative Officer I
Total:		Whatever is stated in the Order of Payment	17 minutes	

12. Rental of Heavy Equipment



Rental of heavy equipment (i.e. Payloader, Backhoe) to individuals or groups in need of such.

Office or Division:	Public Service & Maintenance Unit – Motorpool & Dispatch Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Batangas City Residents

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Order of Payment				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved letter/request of the client from the City Mayor’s Office. None	1.1 Accepts and receives the approved letter/endorsement;	None	1 minute	Admin Aide III
	1.2 Forwards the letter/request to the Dispatch Section for the scheduling of event, if available.	None	5 minutes	-do-
2.1 Proceeds to PSMU – Motorpool Section for the Order of Payment; 2.2 Pays the specified amount stated in the Order of Payment at the BOSS.	PSO IV to issue the Order of Payment.	None	5 minutes	PSO IV
	None	Whatever is stated in the Order of Payment	5 minutes	
3. Presents the Official Receipt to the PSO IV.	Accepts the Official Receipt and confirms the scheduled date of requested service.		1 minute	PSO IV
Total:		Whatever is stated in the Order of Payment	17 minutes	

13. Availment of Vehicle Towing Service

Extension of Towing Service to Batangas City residents and offices requesting for such.



Office or Division:	Public Service & Maintenance Unit – Motorpool & Dispatch Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Batangas City Residents

Checklist of Requirement		Where to Secure		
Any of the following: 1. Request/Letter noted by the City Mayor or any authorized official 2. Distress Call from the CDRRMO Command Center, TDRO or CGSO for emergency situations.		City Mayor’s Office CDRRMO, TDRO, CGSO		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the letter/request, stating the request to the CGSO for endorsement and eventual scheduling at the PSMU.	Forwards/Endorses the request to PSMU for Confirmation Call and/or scheduling of Ocular Inspection of Site.	None	15 minutes	CGSO
2. Waits for the confirmation call from the PSO IV regarding the actual Ocular Inspection of the site.	Notifies client and sends Inspection Team to the Site to relay the actual Date and Time of the commencement of the requested service.	None	1 hour	PSO IV
Total:		None	1 hour and 15 minutes	

14. Provision of Construction, Maintenance Materials, and Equipment



Provision of materials and equipment to Batangas City residents and offices requesting for such.

Office or Division:	Supply Management Division
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Barangays, Schools of DepEd, and City Government Offices

Checklist of Requirement		Where to Secure		
Endorsed Barangay Resolution and/or Request Letter with the corresponding list of requested materials, supplies, and equipment duly approved by the City Mayor or any authorized official		City Mayor’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the barangay resolution and/or request letter from the City Mayor’s Office with the specific request.	1.1 Accepts and receives the barangay resolution and/or request letter;	None	1 minute	Admin Aide I
None	1.2 Checks the availability of supplies, materials, and equipment;	None	5 minutes	Admin Aide I
None	1.3 Endorses/Forwards the list of requests to the GSM Division for Ocular Inspection;	None	1 minute	Admin Aide I
None	1.4 Prepares and forwards the Bill of Materials to GSM Division for the Cost Estimate. <i>[Backroom Operations]</i>	None	15 minutes	Admin Aide I
	1.5 Checks the availability of stocks:	None	5 minutes	



None	<i>If not available on stock, consolidates all request for unavailable requested items.</i>	None	2 days	Warehouseman IV / Supply Officer I
None	<i>[Backroom Operations]</i>			
None	<i>If available and the amount exceeds P10,000.00, forwards the request to the City Engineer’s Office for the Program of Work.</i>	None	5 minutes	Admin Aide IV
None	<i>If available and the amount is below P10,000.00, prepares the Requisition Issue Slip (RIS) with the following signatories: Requisitioning Office, City Mayor, and CGSO.</i>		5 minutes	Admin Aide IV
	1.5 Releases the approved RIS Form.		5 minutes	Admin Aide IV
None			5 minutes	Admin Aide IV
2.1 Proceeds to the City Warehouse and presents the approved RIS for issuance.	2.1 Accepts the approved RIS;	None	1 minute	Warehouseman IV / Supply Officer I
2.2 Accepts the requested materials,	2.2 Issues and delivers (optional) the requested	None	30 minutes	Warehouseman IV / Supply Officer I



supplies, and equipment.	materials, supplies, and equipment.			
Total:		None	1 hour and 13 minutes up to 2 days	

15. Request for Property Clearance

Signing of Clearance Form of City Government Employees and Barangay Officials requesting for such.

Office or Division:	Supply Management Division – Inventory Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	City Government Employees and Barangay Officials

Checklist of Requirement		Where to Secure		
Clearance Form		Human Resources Management and Development Office (HRMDO)		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the duly filled-up and signed Clearance Form.	1.1 Checks the Property Acknowledgment Receipt (PAR) and the Inventory Custodian Slip (ICS) of the accountable employee/barangay official;	None	15 minutes	Admin Aide I / Admin Aide IV / Admin Aide VI
None	1.2 Checks the Physical Inventory of Equipment:	None	15 minutes	Admin Aide I / Admin Aide IV / Admin Aide VI
None	<i>If serviceable,</i> prepares the Transfer of Accountability.	None		
None	<i>If unserviceable,</i> prepares Inventory and Inspection Report of Unserviceable	None		



None	Property (IIRUP) and Invoice Receipt for Property (IRP).	None	30 seconds	Supply Officer III / Supply Officer IV / ACGSO CGSO
None	1.3 Initials the form; 1.4 Signs the form.	None	30 seconds	
2. Accepts the signed Clearance Form.	Releases the signed Clearance Form.	None	30 seconds	CGSO
Total:		None	30 minutes	

16. Request for Condemnation

City Government Offices, Barangays, and Schools of DepEd informs GSD that they have unserviceable materials and equipment and is requesting for its condemnation.

Office or Division:	Supply Management Division – Inventory Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	City Government Employees, Barangays, and Schools of DepEd

Checklist of Requirement		Where to Secure		
Letter or Request for Condemnation		Respective office/barangay/school		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
None	1.1 Checks the Physical Inventory of Unserviceable Equipment;	None	15 minutes	Admin Aide I / Admin Aide IV / Admin Aide VI
	1.2 Prepares the IIRUP and IRP with the corresponding	None	15 minutes	Admin Aide I / Admin Aide IV / Admin Aide VI



	supporting documents.			
2. Accepts the copy of the IIRUP and IRP.	Releases the copy of the IIRUP and IRP.	None	30 seconds	Admin Aide I / Admin Aide IV / Admin Aide VI
Total:		None	30 minutes	

17. Inquiry on the Posted Invitation to Bid (ITB) of Various Goods & Services

Interested bidders inquires about the posted Invitation to Bid.

Office or Division:	Bids and Awards Committee (BAC) Secretariat
Classification:	Simple
Type of Transaction:	Government to Business (G2B)
Who may avail:	Interested Bidders

Checklist of Requirement		Where to Secure		
None				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Proceeds to the BAC-Secretariat Office (PG).	1. Answers all inquiries of the interested bidders thru face-to-face inquiry, phone call, and email.	None	10 minutes	Admin Officer V
Total:		None	10 minutes	

18. Inquiry of All items to be Procured using All Modes of Procurement

Interested bidders inquires about items to be procured.

Office or Division:	Bids and Awards Committee (BAC) Secretariat
Classification:	Simple
Type of Transaction:	Government to Business (G2B)
Who may avail:	Interested Bidders



Checklist of Requirement		Where to Secure		
None				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Proceeds to the BAC-Secretariat Office (PG).	1. Answers all inquiries of the interested bidders thru face-to-face inquiry, phone call, and email.	None	10 minutes	Admin Officer V
Total:		None	10 minutes	

19. Issuance of Bid Documents for Procurement of Goods and Services

BAC Secretariat issues bid documents to interested bidders.

Office or Division:	Bids and Awards Committee (BAC) Secretariat
Classification:	Simple
Type of Transaction:	Government to Business (G2B)
Who may avail:	Interested Bidders

Checklist of Requirement		Where to Secure		
Official Receipt		City Treasurer’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Proceeds to the BAC-Secretariat Office (PG) and requests for bid documents.	1.1 Issues Bidder’s Order of Payment;	Depends on the amount of the Approved Budget for the Contract (ABC) as per guidelines	5 minutes	Admin Officer V
None	1.2 Advises the client to proceed to the City Treasurer’s Office – Business Tax and Other Fees.		1 minute	



2. Proceeds to City Treasurer’s Office.	None		1 minute	
3. Pays the amount of the bid document.	None	Depends on the amount of the Approved Budget for the Contract (ABC) as per guidelines	5 minutes	
4.1 Presents the Official Receipt to the BAC Secretariat; None	4.1 Accepts and checks the Official Receipt;		3 minutes	Admin Officer V
4.2 Accepts the Bid documents.	4.2 Issues the Bid documents;		5 minutes	
	4.3 Signs the Acknowledgment Receipt as proof of the purchased Bid documents.		1 minute	
Total:		Depends on the amount of the Approved Budget for the Contract (ABC) as per guidelines	21 minutes	

20. Consolidation of Annual Procurement Plan

Consolidation of the Annual Procurement Plan of all City Government Offices.

Office or Division:	Supply Management Division – Supplies & Materials Section
Classification:	Complex



Type of Transaction:	Government to Citizen Government (G2G)
Who may avail:	City Government Offices and DepEd (Division of Batangas City)

Checklist of Requirement		Where to Secure		
Annual Procurement Plan		Respective Offices		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submits the APP to GSD – Supplies & Materials Section.	1.1 Accepts and checks the submitted APP;	None	30 minutes	Supply Officer II
None	1.2 Consolidates all submitted APPs of the different city government offices and schools of DepEd for the next calendar year.	None	Two months	Admin Aide III
None	1.3 Checks the availability of stock from the City Warehouse (Supplies Availability Inquiry);	None	5 minutes	Warehouseman IV / Supply Officer I
None	<i>If available,</i> prepares the Obligation Request with the SAI charged to the requisitioning office;	None	5 minutes	Admin Aide I / Admin Aide III
None	Prepares the Requisition Issue Slip (RIS).	None	5 minutes	Admin Aide I / Admin Aide III
None	<i>If not available,</i> prepares the Supplies Request Form (SRF) with the	None	20 minutes	Admin Aide I / Admin Aide III



None	ObR charged to the requisitioning office; Prepares the Purchase Request based on the consolidated SRFs of all city government offices, to be directly purchased from DBM-Procurement Service and to be purchased using Public Bidding as the mode of procurement.		14 days	Admin Aide I / Admin Aide III
None	<i>[Backroom Operations]</i> 1.4 Releases the approved RIS Form.		5 minutes	Admin Aide I / Admin Aide III
2.1 Proceeds to the City Warehouse and presents the approved RIS for issuance.	2.1 Accepts the approved RIS;	None	1 minute	Warehouseman IV / Supply Officer I
2.2 Accepts the requested materials, supplies, and equipment.	2.2 Issues and delivers (optional) the requested materials, supplies, and equipment.	None	30 minutes	Warehouseman IV / Supply Officer I
Total:		None	Two months	

21. Request for Scaffolds, Tents, Stage, and Platform



Installation/Dismantling of Scaffolds, Tents, Stage, and Platform to Barangays and City Government Offices requesting for such.

Office or Division:	General Services Maintenance Division – Scaffolds & Carpentry Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Batangas City Residents

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved request/letter with the specific request. None	1.1 Accepts and receives the endorsement letter;	None	1 minute	Admin Aide I
	1.2 Checks the Borrower’s Schedule to verify the availability of the requested structural on the requested date.		2 minutes	Admin Aide I
2. Acknowledges the confirmed schedule of installation / dismantling. None None	2.1 Confirms the request; Provides the date and time of the scheduled date of installation/dismantling;	None	1 minute	Admin Aide I
	2.2 Prepares Job order Slip for the installation and dismantling of the requested structure;	None	5 minutes	Admin Aide I
	2.3 Proceeds to site on the scheduled date of activity.	None		Admin Aide I
Total:		None	9 minutes	

22. Request for Ocular Inspection and Repair of Various Barangays and City Government Offices, Facilities, and Schools of DepEd



Physical inspection done at barangays, city government offices, and schools requesting for repair and maintenance work.

Office or Division:	General Services Maintenance Division
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	City Government Offices, Barangays, and School Officials

Checklist of Requirement		Where to Secure		
Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved request/letter with the specific request. None	1.1 Accepts and receives the endorsement letter;	None	1 minute	Admin Aide I
	1.2 Checks the schedule to verify the availability of the Inspection Team;	None	2 minutes	Admin Aide I
1.2 Acknowledges the confirmed schedule of ocular.	1.3 Confirms the request; Provides the date and time of the inspection.	None	5 minutes	Admin Aide I
Total:		None	8 minutes	

23. Request for Electrical Services/Support

Provision of Electrical Services to Barangays, Schools and City Government Offices requesting for such.

Office or Division:	General Services Maintenance Division – Electrical Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	City Government Offices, Barangays, and Schools of DepEd

Checklist of Requirement	Where to Secure
Request/Letter noted/approved by the City Mayor or any authorized official	City Mayor’s Office



Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved request/letter with the specific request.	1.1 Accepts and receives the endorsement letter;	None	1 minute	Electrician I
None	1.2 Checks the schedule to verify the availability of the Electricians;	None	2 minutes	Electrician I
1.2 Acknowledges the confirmed schedule of activity.	1.3 Confirms the request; Provides the date and time of the scheduled date of activity;	None	5 minutes	Electrician I
None	1.4 Prepares Job order Slip for the requested service;	None	5 minutes	Elec. Gen. Foreman
None	1.5 Proceeds to site on the scheduled date of activity.	None		Electrician I
Total:		None	13 minutes	

24. Rental of Generator Set

Rental of Generator Set to individuals or groups in need of such.

Office or Division:	General Services Maintenance Division – Electrical Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Anybody

Checklist of Requirement	Where to Secure
Request/Letter noted/approved by the City Mayor or any authorized official	City Mayor’s Office



Order of Payment				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved request/letter with the specific request.	1.1 Checks the schedule to verify the availability of Gen Set;	None	1 minute	Engineer IV
	1.2 Confirms the request; Issues Order of Payment.	None	2 minutes	-do-
1.2 Pays the specified amount stated in the Order of Payment at the BOSS.	None	Whatever is stated in the Order of Payment	5 minutes	
3. Presents the Official Receipt to the Engineer IV.	Accepts the Official Receipt and confirms the scheduled date of activity.		5 minutes	Engineer IV
Total:		Whatever is stated in the Order of Payment	13 minutes	

25. Request for Equipment Support Service (Manlifter Truck Operation)

Provision of Equipment Support Service to Barangays, Schools and City Government Offices requesting for such.

Office or Division:	General Services Maintenance Division – Electrical Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	City Government Offices, Barangays, and Schools of DepEd

Checklist of Requirement	Where to Secure
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Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved request/letter with the specific request.	1.1 Accepts and receives the endorsement letter;	None	1 minute	Engineer IV
	1.2 Checks the schedule to verify the availability of the Electricians;	None	2 minutes	Engineer IV
1.2 Acknowledges the confirmed schedule of activity.	1.3 Confirms the request; Provides the date and time of the scheduled date of activity;	None	5 minutes	Engineer IV
	1.4 Prepares Job order Slip for the requested service;	None	5 minutes	Elec. Gen. Foreman
None	1.5 Proceeds to site on the scheduled date of activity.	None		Electrician I
Total:		None	13 minutes	

26. Rental of Manlift

Rental of Manlift to individuals or groups in need of such.

Office or Division:	General Services Maintenance Division – Electrical Section
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) and Government (G2G)
Who may avail:	Anybody

Checklist of Requirement	Where to Secure
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Request/Letter noted/approved by the City Mayor or any authorized official		City Mayor’s Office		
Order of Payment				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Presents the approved letter/request of the client from the City Mayor’s Office. None	1.1 Accepts and receives the approved letter/endorsement;	None	1 minute	Admin Aide III
	1.2 Forwards the letter/request to the Dispatch Section for the scheduling of event, if available.	None	5 minutes	-do-
2.1 Proceeds to GSM – Electrical Section for the Order of Payment; 2.2 Pays the specified amount stated in the Order of Payment at the BOSS.	GSD to issue the Order of Payment.	None	5 minutes	Engineer IV
	None	Whatever is stated in the Order of Payment	5 minutes	
3. Presents the Official Receipt to the Engineer IV.	Accepts the Official Receipt and confirms the scheduled date of requested service.		1 minute	Engineer IV
Total:		Whatever is stated in the Order of Payment	17 minutes	

FEEDBACK AND COMPLAINT MECHANISM

Accomplish the Feedback Form available in the office and kindly drop it in the designated Comment and Suggestion Box located outside at the Front Desk or you may send your feedback or complaint through any of the following form of correspondence:

Landline Number: (043) 402-5223

Email Address: gsdbatangacity@gmail.com



GSD DIRECTORY

DIVISION/SECTION	CONTACT INFORMATION
Administrative Division	(043) 402-5223
Supply Management Division	(043) 723-2926 / 402-4209
Bids and Awards Committee (BAC) Secretariat	(043) 402-2600
Inventory Section	(043) 402-4272
Supplies and Material Section 1	(043) 723-1666
Supplies and Material Section 2	(043) 722-0581
Supplies and Material Section – Warehouse Unit	(043) 980-5147
Streetsweeping Section	(043) 702-1367
Public Service and Maintenance Unit	(043) 702-1096 / 702-1367
Batangas City Sports Coliseum	(043) 402-2482
General Services Maintenance Division	(043) 786-0616
Electrical Section	(043) 786-0616
Batangas City Convention Center	(043) 702-2745
Teacher’s Conference Center	(043) 702-1183
City Warehouse	(043) 702-1096 / 980-5147