

# Provincial General Services Office



## 1. Issuance of Clearance as to Property Accountability

<b>Office or Division:</b>	Supply and Property Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PGOM officials and employees who are resigning, retiring and traveling abroad			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PGOM Clearance Certification		Provincial General Services Office		
CSC Clearance Certification		Provincial Human Resource Management Office		
Acknowledgment Receipt for Equipment of equipment assigned to the concerned employee		Provincial General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit clearance form signed by the concerned employee's department head	1.1 Receive the clearance form and forward the same to the Property Management Division	None	1 minute	Officer of the Day
	1.2 Check/Verify with the PGSO Inventory System whether the concerned employee is accountable or not (if employee is accountable, he/she will be advised to facilitate first the transfer of ARE or for the return of the property/equipment to PGSO if the same is serviceable, or to submit Waste Material Report if property/equipment is unserviceable)	None	5 -20 minutes	Administrative Officer III

2. For accountable employee: a. Facilitate the transfer of ARE if the property/equipment is serviceable. If unserviceable, submit Waste Material Report	2.1 Receive the new ARE / Waste Material Report and forward the same to the Property Management Division	None	1 to 2 days	Officer of the Day
	2.2 Review ARE/WMR and affix initials to the Clearance	None	5 minutes	Administrative Officer III
	2.3 Conduct final review of the ARE/WMR and affix initials	None	5 minutes	Administrative Officer V
	2.4 Approve and sign clearance	None	2 minutes	Provincial General Services Officer
	2.5 Secure 1 copy of clearance for filing purposes	None	2 minutes	Administrative Officer III
	2.6 Release Clearance to concerned employee	None	2 minutes	Administrative Officer III
3. Receive clearance		None	1 minute	Concerned employee

## 2. Return of Unserviceable Property/Equipment

<b>Office or Division:</b>	Supply and Property Management Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All PGOM offices whose property/equipment are unserviceable and are for disposal	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Waste Material Report		Concerned Offices
Photos of unserviceable property/equipment and accessories		PGSO
Unserviceable property/equipment and accessories (if there are any) to be disposed		Concerned Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the unserviceable supplies or property and accessories together with the Waste Material Report (WMR) from the concerned office	1.1 Receive the Waste Material Report and the property/equipment and accessories for disposal	None	1 minute	Officer of the Day
	1.2 Take and print photo of the unserviceable supplies/property and accessories	None	20 minutes	Administrative Aide IV
	1.3 Sign Waste Material Report as Property Inspector	None	5 minutes	Administrative Aide IV
	1.4 Review Waste Material Report and affix initials	None	5 minutes	Administrative Officer III
	1.5 Conduct final review, approve and sign the Waste Material Report	None	5 minutes	Provincial General Services Officer
	1.6 Issue the approved Waste Material Report	None	2 minutes	Administrative Aide IV
2. Receive the Waste Material Report		None	1 minute	Concerned Office

### 3. Issuance of Office Supplies

<b>Office or Division:</b>	Supply and Property Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PGOM offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Obligation Request (ObR)			Concerned Offices	
Requisition Issue Slip (RIS)			Concerned Offices	
Notification Letter and Return Slip			Concerned Offices	
Project Procurement Management Plan (PPMP)			Concerned Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit approved Obligation Request and Requisition Issue Slip	1. Receive approved Obligation Request and Requisition Issue Slip	None	1 minute	Officer of the Day
	1.2 Check RIS with PPMP per office	None	30 minutes to 1 hour depending on the number of supplies requested	Administrative Aide IV
	1.3 Prepare letter of notification	None	15 minutes	Administrative Aide IV
	1.4 Review letter of notification and affix initials	None	5 minutes	Administrative Officer V
	1.5 Sign letter of notification	None	5 minutes	Provincial General Services Officer
	1.6 Distribute letter of notification to offices	None	10 minutes per letter	Administrative Aide IV
2. Receive letter of notification		None	2 minutes	Officer of the day of concerned office
3. Proceed to the PGSO to receive the office supplies as scheduled	1.4 Issue office supplies	None	1 to 2 days depending on the number of supplies issued	Administrative Officer III

#### 4. Issuance of Authenticated Documents

<b>Office or Division:</b>	Records and Archives Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government / G2C – Government to Citizens			
<b>Who may avail:</b>	All PGOM offices / All citizens needing government documents such as land titles			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Slip			Concerned Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and accomplish request slip	1. Receive request slip	None	5 minutes	Officer of the Day
	1.2 Forward request slip to the Records and Archives Management Division	None	5 minutes	Officer of the Day
	1.3 Check the Records and Archives Management Information System for the availability of the requested record	None	5 minutes	Administrative Aide IV
	1.4 Print/photocopy the requested record	None	5 minutes	Administrative Aide VI
	1.5 Authenticate the requested record	None	1 minute	Supervising Administrative Officer
	1.6 Issue the requested record	None	1 minute	Administrative Aide VI
2. Receive the requested record		None	1 minute	Concerned PGOM personnel / individual