



Provincial General Services Office
External Services



1. Issuance of Original Copy of Official Receipt (OR) and Certificate of Registration (CR) of PGOM donated motor vehicle

A vehicle's ORCR must always be available at the motor vehicle as a proof of valid registration and authority to travel to and from its destination. The ORCR of the motor vehicles donated to barangays can be secured from the Provincial General Services Office by the concerned barangay officials or authorized representatives. The service is available on weekdays from 8:00 AM to 5:00 PM.

Office or Division:	Supply and Property Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Barangays with unclaimed ORCR			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form (1 original copy)		Provincial General Services Office		
2. Notarized Deed of Donation (1 original copy)		Concerned Offices / Provincial Legal Office		
3. Photocopy of Valid ID (1 copy)		Authorized Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form. In the case of authorized representative, present a valid ID.	1. Receive the request form. In case of authorized representative, validate ID presented and locate the ORCR.	None	15 minutes	Administrative Officer III Administrative Officer V Provincial General Services Office
2. Receive the ORCR	2. Release the ORCR	None	1 minute	Administrative Officer III Administrative Officer V Provincial General Services Office
TOTAL		None	16 minutes	



Provincial General Services Office
Internal Services



2. Issuance of Authenticated Documents

Valuable PGOM records such as land titles, Inventory Report of Serviceable and Unserviceable Properties and other important documents with historical value are requested and issued to any interested party through the Records and Archives Management Division of the PGSO. The service is available on weekdays from 8:00 AM to 5:00 PM.

Office or Division:	Records and Archives Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government / G2C – Government to Citizens			
Who may avail:	All PGOM offices / All citizens needing archived government documents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip (one original copy)		Provincial General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish the request slip	1. Receive request slip and forward the same to the Records Officer	None	2 minutes	Administrative Aide IV Provincial General Services Office
	1.1 Check the Records and Archive Management Information System for the availability of the requested records	None	3 minutes	Administrative Aide VI Provincial General Services Office
	1.2 Print/photocopy the requested records	None	5 minutes	Administrative Aide IV Administrative Aide VI Provincial General Services Office
	1.3 Authenticate the requested records	None	1 minute	Acting Division Chief



				Provincial General Services Office
2. Receive the requested records	2. Issue the requested records	None	1 minute	Administrative Aide IV Provincial General Services Office
TOTAL		None	12 minutes	

3. Issuance of Clearance as to Property Accountability

Property Accountability Clearance is an essential document issued through the Provincial General Services Office (PGSO) to officials and employees who are retired, resigned, deceased, travelling abroad and on-maternity leave of absence to clear them from property accountabilities. The service is available on weekdays from 8:00 AM to 5:00 PM.

Office or Division:	Supply and Property Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PGOM officials/employees who are resigning, retiring, traveling abroad and on-maternity leave of absence and immediate relative in case of the deceased PGOM officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PGOM Clearance Form (4 original copies)		Provincial General Services Office		
2. CSC Clearance Form (4 original copies)		Provincial Human Resource Management Office		
3. Property Acknowledgment Receipt (PAR) of equipment assigned to the concerned employee (photocopy)		Provincial General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit clearance form signed by the concerned employee and department head	1. Receive the clearance form and forward the same to the Records Officer	None	1 minute	Administrative Officer I Provincial General Services Office



<p>2. For accountable employee: Facilitate the transfer of Property Acknowledgment Receipt (PAR) and Inventory Custodian Slip (ICS) if the property or equipment is serviceable. If unserviceable, submit Waste Materials Report (WMR).</p>	<p>2. Check/Verify with the PGSO Inventory Management System whether the concerned employee is accountable or not (if employee is accountable, he/she will be advised to facilitate first the transfer of PAR to another accountable employee, or to submit WMR if property/equipment is unserviceable)</p>	<p>None</p>	<p>15 minutes</p>	<p>Administrative Aide VI Administrative Officer I Provincial General Services Office</p>
<p>3. Submit the PAR, ICS or WMR</p>	<p>3. Receive the new PAR, ICS or WMR and update the record</p>	<p>None</p>	<p>6 minutes</p>	<p>Administrative Officer III Administrative Officer I Administrative Aide VI Administrative Aide IV Provincial General Services Office</p>
	<p>3.1 Conduct final review of the clearance and PAR/ICS/WMR, affix initials and endorse the same for approval of the PGSO</p>	<p>None</p>	<p>5 minutes</p>	<p>Administrative Officer V Provincial General Services Office</p>
	<p>3.2 Approve and sign clearance</p>	<p>None</p>	<p>2 minutes</p>	<p>Provincial General Services Officer</p>
	<p>3.3 Secure 1 copy of approved clearance for filing purposes</p>	<p>None</p>	<p>2 minutes</p>	<p>Administrative Aide IV</p>



4. Receive clearance	4. Release Clearance to concerned employee	None	1 minute	Administrative Aide IV Provincial General Services Office
TOTAL		None	32 minutes	

4. Issuance of Inventory Custodian Slip (ICS) / Property Acknowledgment Receipt (PAR)

All properties that cost less than Php 50,000.00 and Php 50,000.00 above should be prepared with corresponding ICS and PAR, respectively, to the accountable person or property custodian of the requesting POM offices. The service is available on weekdays from 8:00 AM to 5:00 PM.

Office or Division:	Supply and Property Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PGOM officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Order (PO), Property/ies to be prepared with ICS / PAR (1 original copy)		End User		
2. Accomplished Inspection and Acceptance Report (IAR), Sales Invoice (SI) (original copy)		End User		
3. ICS / PAR Form (3 original copies)		Provincial General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved PO, IAR and SI	1. Receive the approved PO, IAR, SI / OR	None	1 minute	Administrative Aide IV Provincial General Services Office
	1.1 Take and print photo of property for ICS / PAR	None	30 minutes	Administrative Aide IV



				Provincial General Services Office
	1.2 Prepare ICS for properties that cost below Php 50,000.00 and PAR if above Php 50,000.00	None	30 minutes	Administrative Aide IV Provincial General Services Office
2. Receive the prepared ICS / PAR for signature of accountable officer	2. Release to the client the ICS / PAR	None	1 minute	Administrative Aide IV Provincial General Services Office
3. Return to PGSO the signed ICS / PAR	3. Receive and review the signed ICS / PAR, update the inventory system, affix initial and forward the ICS/PAR to Division Chief	None	11 minutes	Administrative Officer I Administrative Aide VI Administrative Aide IV Provincial General Services Office
	3.1 Review ICS / PAR, affix initial and endorse for approval of the PGSO	None	5 minutes	Administrative Officer V Provincial General Services Office
	3.2 Approve and sign the ICS / PAR	None	5 minutes	Provincial General Services Officer
4. Receive the approved ICS / PAR	4. Secure the file copy and issue the accountable person's copy of ICS / PAR	None	2 minutes	Administrative Aide IV Provincial General Services Office
	TOTAL	None	1 hour and 25 minutes	



5. Issuance of Office and Other Office Supplies

The quarterly office and other office supplies are issued through the PGSO Supply Section to all PGOM offices on the date specified by the concerned PGSO staff. The basis of issuance are the approved Requisition and Issue Slip (RIS) and Obligation request (ObR). The service is available on weekdays from 8:00 AM to 5:00 PM.

Office or Division:	Supply and Property Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PGOM offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Obligation Request (3 original copies)		Concerned Offices		
2. Approved Requisition and Issuance Slip (3 original copies)		Concerned Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the approved ObR, RIS and Notice of Issuance of Supplies	1. Receive and review the approved ObR, RIS	None	6 minutes	Administrative Aide VI Provincial General Services Office
2. Receive the office and other office supplies	2. Issue corresponding office and other office supplies	None	1 hour	Administrative Aide VI Provincial General Services Office
	TOTAL	None	1 hour and 6 minutes	

6. Renewal of Registration of PGOM Vehicle to Land Transportation Office (LTO)

The renewal of registration of PGOM vehicles to LTO is facilitated through the PGSO per LTO schedule of the motor vehicle's registration. The concerned PGSO staff will accompany the official driver in registering the vehicle. The registration fee is paid by the Provincial Government of Oriental Mindoro. The service is available on weekdays from 8:00 AM to 5:00 PM.



Office or Division:	Supply and Property Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PGOM offices with detailed vehicle			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
7. Government Services Insurance System (GSIS) updated insurance (one photocopy)		Provincial General Services Office		
8. Photocopy of Certificate of Registration (CR) and Old Official Receipt (OR) (one photocopy)		Concerned Offices		
9. Notice of Registration and LTO Registration Form (one photocopy)		Provincial General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Notice of Renewal of Registration of Vehicle along with photocopy of CR and OR	1.1 Receive the presented documents and verify whether the vehicle is scheduled for registration. If yes, fill-out the LTO form	None	10 minutes	Administrative Aide IV Provincial General Services Office
2. Bring vehicle for smoke testing and stencil of engine and chassis.	2. Bring vehicle for smoke testing and stencil of engine and chassis. If the vehicle does not pass the smoke test, it shall be re-smoked upon completion of the necessary repair/change oil.	None	1 hour	Administrative Aide IV Provincial General Services Office Vehicle driver PGOM offices



3. Bring the vehicle to Land Transportation Office (LTO) for inspection. (If the vehicle passed the re-smoke test)	3. Accompany the driver to LTO and facilitate inspection of vehicle. If the vehicle failed the inspection, the driver will be advised to comply all of the findings in inspection.	None	2 hours	LTO Inspector Land Transportation Office, Calapan City Administrative Aide IV Provincial General Services Office Vehicle driver PGOM offices
	3.1 Facilitate registration of vehicles and payment of fees.	None	30 minutes	Administrative Aide IV Provincial General Services Office Vehicle driver PGOM offices
4. Receive copy of OR	4. Photocopy and release copy of OR to the official driver	None	5 minutes	Administrative Aide IV Provincial General Services Office
	TOTAL	Php 530.00 plus cost of registration	3 hours and 45 minutes	

7. Return of Unserviceable Property or Equipment / Issuance of Waste Materials Report (WMR)

Unserviceable property/equipment shall be physically returned to the PGSO for inspection, documentation and issuance of WMR and for clearing the accountable person from his/her accountability. The service is available on weekdays from 8:00 AM to 5:00 PM.



Office or Division:	Supply and Property Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PGOM offices whose property/equipment are unserviceable and are for replacement or disposal			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Waste Materials Report (4 copies original)		Concerned Offices		
2. Unserviceable property/equipment and accessories		Concerned Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the unserviceable property/ equipment/ accessories along with the duly accomplished WMR	1. Receive the accomplished WMR and forward the same to the Property Inspector	None	5 minutes	Administrative Aide IV Provincial General Services Office
	1.1 Inspect, take and print photo of the unserviceable property/equipment / accessories and sign WMR	None	10 minutes	Administrative Aide IV Provincial General Services Office
	1.2 Review WMR and attachments, affix initial and forward the same to the Division Chief	None	5 minutes	Administrative Officer III Provincial General Services Office
	1.3 Final review of WMR, affix initials and endorse the same for approval of PGSO	None	5 minutes	Administrative Officer V Provincial General Services Office
	1.4 Approve and sign the Waste Materials Report	None	5 minutes	Provincial General Services Officer



2. Receive the Waste Materials Report	2.1 Issue the approved Waste Materials Report	None	1 minute	Administrative Aide IV Provincial General Services Office
	TOTAL	None	31 minutes	