

Mandate, Vision/Mission, Major Final Output, Performance Indicators and Target CY 2021
Naga City

Office : **GENERAL SERVICES OFFICE**
 Mandate : Take custody of and be accountable for all properties, real or personal, and supplies owned by the city and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects
 Vision : A General Services Department (GSD) with highly competent personnel and equipped with the necessary technological support for the systematic custodianship of all inventories and the maintenance of streetlights.
 Mission : To constantly upgrade our skills for the efficient performance of our services aligned with the city's vision.
 Organizational Outcome : Systematic, updated and accurate stock inventories; well-maintained streetlights.

AIP Ref Code	Program/Project/Activity Description	Major Final Output	Performance/Output Indicator	Target for the Budget Year	Proposed Budget for the Budget Year			
					PS	MOOE	CO	Total
1000-2-1-1061-1	General Administrative Services	Custodial and general services	Inventory of city properties fully completed within the prescribed period	100% completion	12.218	13.776	0.000	25.994
			Establishment of stock inventory system completed within budget and schedule	100% completion				
			Registration and insurance of city-owned buildings and vehicles completed within budget and schedule	100% completion				
			Development of Online Inquiry and Inventory System software for Records and Supplies Section completed within budget and schedule	100% completion				
			Percentage of other custodial and general services fully implemented within prescribed schedule	100% implementation				
				TOTAL	12.218	13.776	0.000	25.994

Prepared:

Reviewed: Local Finance Committee

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