



Government Properties Registration and Insurance

ABOUT THE SERVICES

Registration of government-owned buildings and vehicles properly insured in the GSIS, as well as Government-owned vehicles registered to LTO prior to its expiration.

Department / Office:		CITY GENERAL SERVICES OFFICE		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government G2B – Government to Business		
Who may avail		Authorized Driver		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Land Transportation Office Form Original Receipt, Certificate of Registration (OR CR) 		<ul style="list-style-type: none"> General Services Office Land Transportation Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Government buildings and motor vehicle GSIS insurance.</p> <p>Personnel-in-charge and drivers should visit the GSO office and approach the Registration and Insurance Division of the office.</p>	<p>2. The GSO staff-in-charge will check the documents of the client.</p> <p>- <u>For Government Buildings</u> The staff will check the completeness of the entries and prepare necessary attachments to complete the voucher for payment</p> <p>- <u>For motor vehicles</u> The staff will inspect documents provided by the client and then prepare the necessary attachment for processing of voucher.</p>		3 minutes	<p>ROWENA N. ALVARO Administrative Aide I</p> <p>CHRISTHY A. PANIZAL Administrative Aide I</p>
3. Motor Vehicles Registration to the Land Transportation	4. The GSO staff will check the documents		3 minutes	



<p>Office (LTO). Authorized drivers of the city may visit the office of the GSO and approach the Registration and Insurance Division of the office.</p>	<p>submitted by the driver and will prepare necessary documents for attachment in voucher for the processing of payment to LTO.</p>			
TOTAL		P	6 minutes	

CITY GENERAL SERVICES OFFICE

Old LTO Building., City Hall Complex, Ma. Cristina St., Concepcion Pequeña, Naga City

For more information, please contact:

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