



Issuance of Acknowledgment Receipt for Equipment for Newly-Acquired Properties and issuance of Clearance

ABOUT THE SERVICES

This is the division where the team manages to classify, store, retrieve, secure, track and archive records of properties owned by the city. They are responsible in inventory assignments such as record keeping and updating, physical inventory, placing of inventory tags and designation of Acknowledgment Receipt for Equipment.

Department / Office:		CITY GENERAL SERVICES OFFICE		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government G2B – Government to Business		
Who may avail		LGU Naga Employees, DepEd Personnel, Suppliers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Copy of the Purchased Order with attached inspected Official Receipt. 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Property Acknowledgment Receipt and Preparation.</p> <p>Visit the GSO office and approach the Records Division.</p>	<p>2. The Records division staff will inspect the provided documents.</p> <p>If found complete, the staff will prepare PAR and encode needed details and will be returned back to the end-user/client for signature of accountable officer.</p> <p>Once the PAR was signed and acknowledged by the accountable officer, the GSO staff will now indorse the document (PAR) to the GSO for his acknowledgment and approval.</p> <p>Once complete with correct entries and complete signatures, the records officer will now assign property numbers to each entry and</p>		3 minutes	<p>JEAN H. MORAL Supply Officer III</p> <p>REUBEN PAUL F. MADRIDANO Administrative Aide I</p> <p>EMMANUEL R. NISOLADA Clerk (Job Order)</p> <p>CHRISTIAN L. PLANTADO Clerk (Job Order)</p>



	prepare the property sticker for tagging.			
<p>3. Property Acknowledgment Receipt Issuance.</p> <p>The end-user will inspect the documents provided by the GSO staff (PAR) for completeness of signatures, correctness of data entries and assignment of property numbers.</p> <p>Authorized drivers of the city may visit the office of the GSO and approach the Registration and Insurance Division of the office.</p>	<p>4. Upon completion of all necessary entries and signatures, the document will now be returned back to the end user/client for his final review and acknowledgment.</p> <p>If acknowledged by the end-user/ client, the records division staff will now get a copy of the document for filing and issue a property sticker.</p>		5 minutes	
<p>5. Issuance of Clearance.</p> <p>Visit the GSO and approach the Records Division.</p>	<p>6. The records division staff will retrieve records of accountability of the client and will provide details on his/her accountabilities.</p> <ul style="list-style-type: none"> - If found cleared or without record of accountabilities, the staff will immediately provide clearance form. - If found uncleared or with record of accountabilities, the staff will provide additional forms such as new PAR and IIRUP (Inventory and Inspection Report of Unserviceable Properties). 		5 minutes	



	<p>The GSO records division staff will prepare new PAR for equipment that are still serviceable and have it transferred to another accountable officer while IIRUP for equipment that are unserviceable and was subject for condemnation.</p> <p>Once cleared, clearance form of the client will be endorsed by the staff to the GSO for his final approval and issuance.</p>			
TOTAL		P	13 minutes	

CITY GENERAL SERVICES OFFICE

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

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