



Requisition of Accountable Forms, Office and Janitorial Supplies

ABOUT THE SERVICES

All offices of the LGU-Naga may request for the Accountable Forms, Office supplies and other materials.

Department / Office:		CITY GENERAL SERVICES OFFICE		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government		
Who may avail		Officer-in-charge		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Requisition and Issue Form				
• Streetlights Service Request Form				
• Invoice and Receipt of Accountable Forms				
• Obligation Request Form				
• Inventory Custodian Slip				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Supplies Availability Inquiry and Requisition and Issue Slip Preparation.</p> <p>- <u>Via Walk-In</u> Prepare Supplies Availability Inquiry Form (SAI) and write down/encode Accountable Forms, office supplies and janitorial supplies subject for requisition.</p> <p>- <u>Via Phone Call</u> Clients may call the office's local phone numbers to inquire for the availability of the accountable forms and supplies subject for requisition.</p>	<p>2. The GSO staff-in-charge will check entries for its stock availability, and indicate the corresponding price for each available stocks.</p>		<p>3 minutes</p>	<p>LOURDES P. BERIÑA Supply Officer III</p> <p>ARTURO J. DIAZ Metro Aide I</p> <p>EISEL MAE V. BALCUEVA Clerk (Job Order)</p> <p>JEZABEL T. NEPOMUCENO Clerk (Job Order)</p>
<p>3. The client will now encode those available stocks into a new Requisition and Issue Form (RIS) to determine the total amount of requisitioned items and input total</p>				



amount into the Obligation Request Form (OBR).				
<p>4. Obligation.</p> <p>The end-user will now proceed to the City Budget Office (CBO) for the obligation of the total amount of the items for requisitioned.</p>	<p>5. The CBO staff will obligate the amount stated in the OBR form.</p> <p>If budget is sufficient and found aligned to their PPMP and APP, amount indicated in the OBR will be obligated and will be forwarded to Mr. Mendoza or its authorized signatory for approval.</p>		5 minutes	City Budget Office Staff
<p>6. RIS Approval and release of requested items.</p> <p>Clients will now go back to the GSO office for the approval and release of requisitioned items</p>	<p>7. The GSO staff will now examine the documents and if found correct and complete, the documents will be forwarded to the GSO or its authorized signatory for his approval.</p> <p>If approved by the GSO, the items listed in the RIS form will be prepared by the stockroom-in-charge and will be released to the client/end-user upon his/her acknowledgment in the "claimed" section of the RIS form.</p>		3 minutes	<p>LOURDES P. BERIÑA Supply Officer III</p> <p>ARTURO J. DIAZ Metro Aide I</p> <p>EISEL MAE V. BALCUEVA Clerk (Job Order)</p> <p>JEZABEL T. NEPOMUCENO Clerk (Job Order)</p>
TOTAL		P	11 minutes	

CITY GENERAL SERVICES OFFICE

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

For more information, please contact:

Arthur F. Abonal, City Government Department Head I / General Services Officer I

Tel. Nos. (054) 205-2980 loc 3200

E-mail: gsd@naga.gov.ph