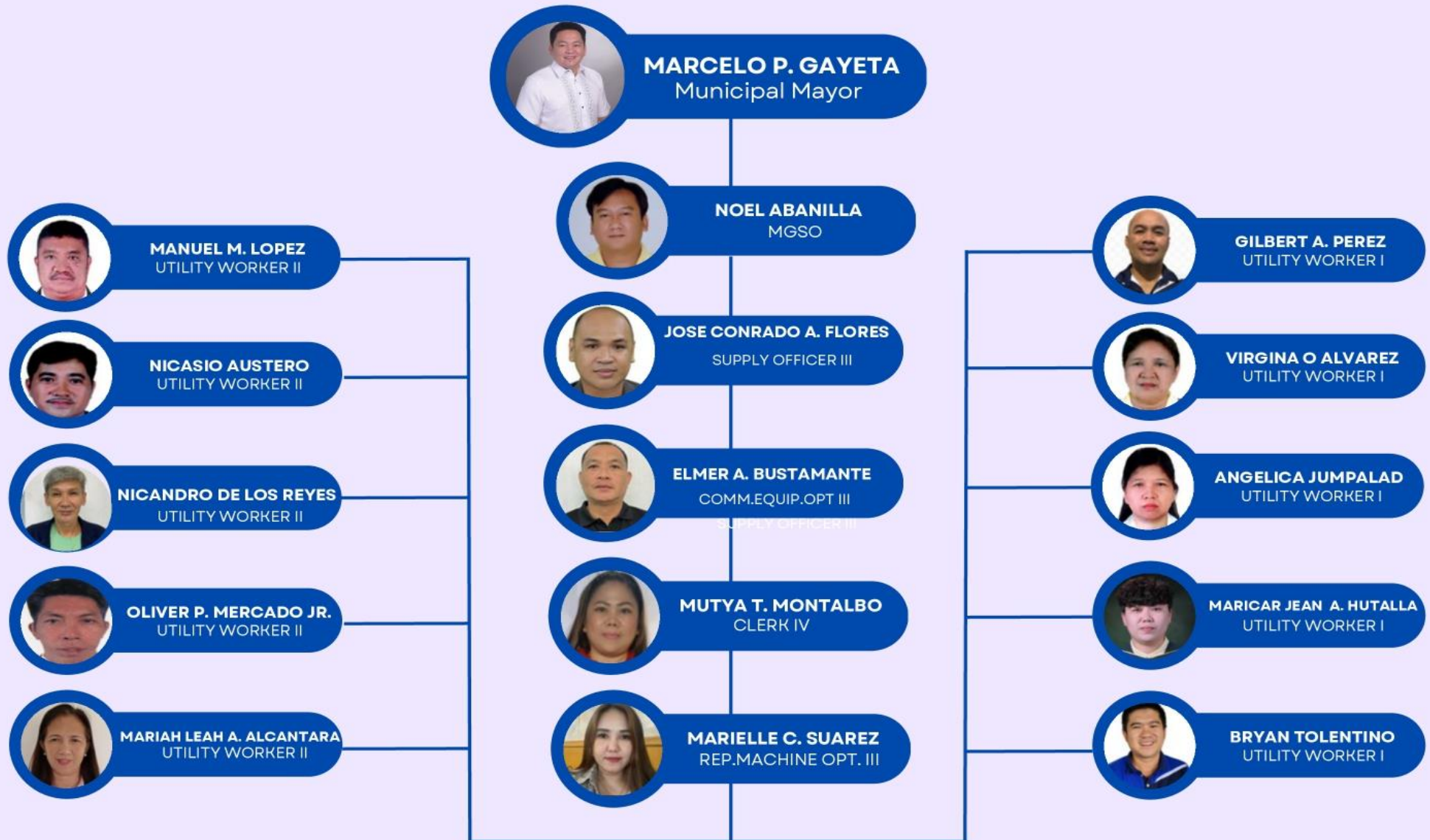


GENERAL SERVICES OFFICE

Organizational Chart





OFFICE OF THE GENERAL SERVICES (Cemetery)



MANDATE: The General Services Office, as provided for in Section 490 of Local Government Code of 1991, is mandated to develop plans and strategies which have to do with general services supportive of the welfare of the inhabitants.

VISION: To promote cleanliness, orderliness and the effective and efficient management of physical resources, facilities, properties, records and archives geared towards a progressive locality.

MISSION: To maintain the cleanliness and orderliness of facilities and resources through proper delivery of service.

Maintenance of cleanliness and sanitation of various LGU offices, Municipal Park and cemeteries.

A funeral gives friends and relatives an opportunity to express the love and respect they feel for someone who was important to them. While interment is a ceremonial act of placing a deceased person in the ground and funeral is a service for a dead person, burial is the ceremonial act of placing a deceased person or animal within the grave, often with objects, both are important part of the mourning process for surviving family and friends. They are a time to celebrate the person's life.

Office or Division	General Service Office	
Classification:	Simple	
Type of Transaction:	G2C—Government to Citizen	
Who may avail:	Bereaved Family	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>One (1) Photocopy of Death certificate of the deceased person with registry number.</p> <p>One (1) Photocopy of Burial Permit—Receipt</p> <p>One (1) Photocopy of Official Receipt (Lease/Rent of Cemetery lots) :</p> <p><i>Fees collected the following fees</i></p> <p>A. For single niches - P 7,500.00 for a period of 5 years. 1,500.00 per year for renewal up to a maximum of 2 years</p> <p>B. For apartment type niche—P 3,000.00 for a period of 5 years. P 600.00 per year for renewal up to maximum of 2 years.</p> <p>C. For Burial Vault for Bones - P 2,500.00 per vault per remains</p>	<p>Local Civil Registry Office</p> <p>Office of the Secretary to the Sangguniang Bayan</p> <p>Office of the Municipal Treasurer</p>



OFFICE OF THE GENERAL SERVICES



<p>D. Lawn without vault—P 50.00 (child) P 100.00 (adult)</p> <p><i>Additional requirements for</i></p> <p>A. Apartment type niche, single niche and lawn without vault One (1) Original Copy of Sworn Statement</p> <p>B. Exhumation One (1) Photocopy of Death Certificate of the deceased relative/ Kin Buried Long Ago</p> <p>One (1) Original copy of Sworn Statement One (1) Original copy of Exhumation Form</p>		<p>General Services Office - Cemetery</p> <p>Local Civil Registry Office</p> <p>Office of the Municipal Mayor Office of the Secretary to the Sangguniang Bayan</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1.1 Receive the required documents and check for completeness	N/A	15 minutes	MAYRENEL C. MANALO (Cemetery Caretaker)
	1.2 Issue Certificate of Occupancy		15 minutes	JOSE CONRADO A. FLORES (OIC-MGSO)
TOTAL:			30 minutes	



OFFICE OF THE GENERAL SERVICES



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MISSION: To maintain the cleanliness and orderliness of facilities and resources through proper delivery of service.

Maintenance of cleanliness and sanitation of various LGU offices, Municipal Park and cemeteries.

The General Services Office is in charge of the maintenance, cleanliness, and sanitation of various LGU offices and Municipal Park.

Office or Division	General Service Office			
Classification:	Simple			
Type of Transaction:				
Who may avail:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
There is no need for a request. Offices Rest Rooms Municipal Building Surroundings Municipal Park Sports Complex	1. Continuous maintenance of janitorial services for eight (8) hours.	2 hours (routine)	4 hours	Nicardo Delos Reyes Wilfredo Oblefias Manuel Lopez
TOTAL:			4 hours	



OFFICE ON GENERAL SERVICES OFFICE



MANDATE

The General Services Office, as provided for in Section 490 of Local Government Code of 1991, is mandated to develop plans and strategies which have to do with general services supportive of the welfare of the inhabitants.

MISSION

To maintain the cleanliness and orderliness of facilities and resources through proper delivery of service.

VISION

To promote cleanliness, orderliness and the effective and efficient management of physical resources, facilities, properties, records and archives geared towards a progressive locality.

The General Services Office is in charge of the acquisition of supplies, equipments and materials to be used by various LGU offices like office equipments, gas, construction materials and others.

Office or Division	General Service Office			
Classification:	Simple			
Type of Transaction:				
Who may avail:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter Request.	Prepares purchase request of supplies signed by the department head and approved by Chief Executives.		10 minutes	Noel O. Abanilla Jose Conrado A. Flores Elmer A. Bustamante
2. Wait for the result of canvass.	Canvass supplies equipment, materials etc. Requested by department heads.		Two hours depending on items to be canvasses	Noel O. Abanilla Jose Conrado A. Flores Elmer A. Bustamante



OFFICE ON GENERAL SERVICES OFFICE



3. Wait for the processing of request.	Prepares vouchers and supporting papers on every transaction.		10 minutes	Noel O. Abanilla Jose Conrado A. Flores Elmer A. Bustamante
	Signs supporting papers for the preparation of vouchers.		10 minutes per voucher	Elmer A. Bustamante
	Inspect delivered supplies and materials		1 hour depending on bulk of supplies to be distributed	Elmer A. Bustamante
4. Wait for the release of supplies requested.	Distributes requested supplies, equipments and materials to the department concerned		1 hour depending on bulk of supplies for distribution	Elmer A. Bustamante
TOTAL:				



OFFICE ON GENERAL SERVICES OFFICE



MANDATE

The General Services Office, as provided for in Section 490 of Local Government Code of 1991, is mandated to develop plans and strategies which have to do with general services supportive of the welfare of the inhabitants.

MISSION

To maintain the cleanliness and orderliness of facilities and resources through proper delivery of service.

VISION

To promote cleanliness, orderliness and the effective and efficient management of physical resources, facilities, properties, records and archives geared towards a progressive locality.

The General Services Office is in charge of the inventory of property, plant and equipment of LGU Sariaya.

Office or Division	General Service Office			
Classification:	Simple			
Type of Transaction:				
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report on the Physical Count of Inventories (RCPI)		General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inventory of property, plant and equipment.				Jose Conrado A. Flores Mark Jayson D. Cantos Elmer A.
TOTAL:				



OFFICE ON GENERAL SERVICES OFFICE



MANDATE

The General Services Office, as provided for in Section 490 of Local Government Code of 1991, is mandated to develop plans and strategies which have to do with general services supportive of the welfare of the inhabitants.

MISSION

To maintain the cleanliness and orderliness of facilities and resources through proper delivery of service.

VISION

To promote cleanliness, orderliness and the effective and efficient management of physical resources, facilities, properties, records and archives geared towards a progressive locality.

The General Services Office is in charge on the processing of insurance and registration of municipal vehicles of the LGU Sariaya.

Office or Division	General Service Office			
Classification:	Simple			
Type of Transaction:				
Who may avail:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Latest or/cr of vehicle (insurance) Latest pictures of vehicle 4 sides (insurance) Latest or/cr (reg) Certificate of coverage issued by GSIS (reg) Stensil of chassis and engine Smoke emission test Visual inspection of LTO personnel (reg)			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Processing of insurance and registration of municipal vehicles OF LGU Sariaya.				Noel O. Abanilla Jose Conrado A. Flores Elmer A. Bustamante
TOTAL:				

