

GENERAL SERVICES OFFICE

LOCATION : 2nd Level City Hall Annex Bldg., Silay City
TELEPHONE NO. : (034) 6711
HEAD OF OFFICE : Dela G. Ledesma

ABOUT THE SERVICE

The General Services Office is tasked primarily with properties, supplies and materials acquisition, as well as upkeep of government properties. It serves as the focal point in the implementation of the city's garbage collection and disposal program.

PROVISION OF INSPECTION SERVICES ON GOVERNMENT PROPERTY

ABOUT THE SERVICE

This service is generally extended to check on the condition of various government-owned properties.

REQUIREMENTS

- Duly accomplished Acknowledge Receipt (AR)

FEES

None

WHO MAY AVAIL OF THE SERVICE

All city employees

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit duly accomplished Inspection Report and Request for Inspection	2 minutes	Clerk
2. Take note of the Inspector to be assigned by the GSO Head to conduct the inspection	1 minute	Clerk / Supply Officer
3. Inspector to conduct inspection	1 hour	Supply Officer
4. Await Inspection Report	1 minute	Supply Officer

ISSUANCE OF ACKNOWLEDGMENT RECEIPT FOR NEWLY-ACQUIRED PROPERTIES

ABOUT THE SERVICE

The service is for the proper recording of newly-acquired properties

REQUIREMENTS

- Duly accomplished Acknowledgment Receipt (AR)

FEES

None

WHO MAY AVAIL OF THE SERVICE

All city employees

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Fill up the Acknowledgment Receipt (AR) detailing the property received	30 minutes	Clerk
2. Submit duly accomplished AR Control Number	3 minutes	Clerk
3. Secure AR Control Number	1 minute	Clerk
4. Submit AR to GSO Heard for signature	1 minute	Clerk
5. Present AR to staff for stamping, initiating and recording	1 minute	Clerk

GARBAGE COLLECTION

ABOUT THE SERVICE

This service is for the implementation of the city's garbage collection and disposal program. The city has seven (7) garbage trucks collecting garbage around the city. It has two types of garbage collection: Door-to-Door and Containerized / Depository.

FEES

None

WHO MAY AVAIL OF THE SERVICE

All Silay City residents and business and commercial establishments within the city.

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Call / visit the GSO for uncollected garbage within the city	10 minutes	Clerk
2. Provide information. Attending staff requests for the client's name, address, and exact location where the garbage is to be collected	15 minutes	General Foreman
3. GSO personnel will collect the garbage at the location identified		General Foreman

NOTE : Employees are prohibited to transact or process documents and papers of suppliers. Only LEGITIMATE or AUTHORIZED REPRESENTATIVE of the afore-said supplier is Allowed to follow up his / her documents for transparency and RED TAPE PREVENTION.