

## 2. Request for Equipment/Manpower for Community Services

This service caters the requests for equipment/manpower for community vegetation control, tree trimming and other related activities.

<b>Office/Division</b>	Office of General Services (OGS) – Administrative Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C -Government to Citizens			
<b>Who may avail</b>	BLGU's, NGOS's, Institutions			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
1. Death Certificate			OGS-AD Staff	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit approved Letter Request	1.1 Received approved Letter Request	None	1 minute	<i>Immediate Supervisor</i> Office of General Services
	1.2 Inform the Office of General Services (OGS)-Staff	None	5 minutes	<i>Immediate Supervisor</i> Office of General Services
	1.3 Preparation of Job Order as per request.	None	5 minutes	<i>Administrative Staff</i> Office of General Services
	1.4 Inform/contact the client for action	None	2 minutes	<i>Administrative Staff</i> Office of General Services
	1.5 Personnel/Equipment proceeding to area	None	20 minutes	<i>Administrative Staff</i> Office of General Services
2. Acknowledge service request after completion of tasks	2.1 Prepare Acknowledgement Form	None	2 minutes	<i>Administrative Staff</i> Office of General Services
3. Accomplish the Client Satisfaction Survey & drop it in the feedback box	3.1 Request client to accomplish the Client Satisfaction Survey (CSS)	None	5 minutes	<i>Administrative Staff</i> Office of General Services
Total		None	40 minutes	