

4. Request for Local Government Unit Logistics

These services facilitate the request for the usage of LGU Logistics under the Office of General Services particularly chairs, tables, tents and other facilities in our disposal.

Office/Division	Office of General Services (OGS) – Administrative Division			
Classification	Simple			
Type of Transaction	G2G - Government to Government G2C - Government to Citizen			
Who may avail	LGU Offices/Agencies CSO, NGO and BLGU's			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Approved Request Letter		Heads of Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved request letter	1.1 Received request letter	None	2 minutes	<i>Immediate Supervisor</i> Office of General Services
	1.2 Checking for the availability of the request	None	5 minutes	<i>Supply Officer</i> Office of General Services
	1.3 Preparation of requested materials	None	15 minutes	<i>Warehouse Staff</i> Office of General Services
	1.4 Inform the client for the availability of requested materials	None	5 minutes.	<i>Supply Officer</i> Office of General Services
	1.5 Deliver the requested materials	None	25 mins.	<i>Supply Officer</i> Office of General Services

2. Acknowledge/received the material's request, check for completeness and condition	2.1 Prepare Acknowledgement Form for Client's acceptance.	None	5 minutes	<i>Supply Officer</i> Office of General Services
3. Accomplish the Client Satisfaction Survey & drop it in the feedback box	3.1 Request client to accomplish the CSS	None	5 minutes	<i>Supply Officer</i> Office of General Services
	Total	None	1 hour & 2 minutes	