

7. Request for Service Equipment

This service processes the request for service vehicles owned by the local government unit including equipment at the disposal of the Office of General Services.

Office/Division	Office of General Services (OGS) – Motor pool Division			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	LGU Offices/Agencies			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Approved Request Letter		Heads of Office		
CLIENTS STEPS	AGENCY ACTION	FEEES 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 Prepare trip ticket	None	5 minutes	<i>Administrative Staff</i> Office of General Services
	1.3 Mobilization of Equipment	None	10 minutes	<i>Immediate Supervisor</i> Office of General Services
2. Acknowledge service request thru logbook signing	2.1 Prepare logbook for client signing	None	3 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 CSS	None	5 minutes	<i>Administrative Staff</i> Office of General Services
Total		None	25 minutes	