

# BISLIG

## masayod ka UPDATER



### LOCAL GOVERNMENT UNIT

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### PUBLIC INFORMATION CENTER

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*The right to know and the duty to inform... Katungod sa katawhan nga masayod, kagtungdanan sa Gobyerno nga mohatag ug kasayuran.*

## General Services Office (GSO)

July- October 2019

## ACCOMPLISHMENT REPORT

### I. ADMIN SECTION

- Issued **633** Trip Tickets
- Issued **29** Internal & External Memos - Orientation of the newly hired COS/Jos, - Turn-over of the following properties:
  - Eight (8) motorcycles – TMG
  - Ten (10) handheld radio – TMG
  - Innova SJF 985 – Florio Jabagat
  - Innova SJF 977 – City Administrator's Office
  - Altera SHJ 168 – Valentino Sabaldan
  - Hi-Lux Temp. Plate No. 150109 – City Mayor
  - Hi-Lux Temp. Plate No. 150109 – SP Member David Salazar
- Ten (10) CGSO employees were requested to assist in the conduct of 14<sup>TH</sup> PAGSO National Convention in Surigao City as part of the organizing committee.
- Conducted orientation to all City Government Drivers last July.
- Requested City Engineering Office for the repairs of the CGSO main building that includes restructuring of the ceiling and demolition of division walls. Also, building of the record storage and concreting the pathway for storage of tires. All have been completed.
- Fast-tracked the emergency purchase of water tanker to address the water shortage in Bislig City.
- Facilitated the assistance of Davao Fire Rescue Fighters, Inc. in the supply of water in the City.
- Conducted 10 Office Meetings (Section Head Meeting, GSO Meeting).

### II. PROCUREMENT SECTION

#### PROCUREMENT FLOW

- Processed **481** PR's with **4,959** Line Items.
- Processed **849** PO's with **3,345** Line Items.

### III. WAREHOUSE SECTION

- Inspected deliveries and facilitated the signing of acceptance report and inspection report form.
- Turned-over of supplies and materials to concerned requisitioners and facilitated the signing of withdrawal slip, inspection and acceptance report and requisition and issue slip.
- Endorsed inspection and acceptance report to end users.
- Endorsed inspection and acceptance report to City Budget Office for signature.
- Submitted to Payment Section the vouchers with complete supporting documents ready for payment.
- Received, recorded, and facilitated reservation of Bislig City Cultural and Sports Center (BCCSC) and its facilities.

MONTH	# OF DISBURSEMENT VOUCHERS PROCESSED	AMOUNT	LINE ITEMS
JULY	192	7,378,607.08	1,030
AUGUST	89	2,006,415.98	466
SEPTEMBER	144	5,856,396.77	570
OCTOBER	196	7,329,436.22	938
<b>TOTAL</b>	<b>621</b>	<b>22,570,856.05</b>	<b>3,004</b>

#### USAGE OF BISLIG CITY CULTURAL & SPORTS CENTER

MONTH	NO. OF ACTIVITIES
JULY	17 including repair/check-up of LED Wall
AUGUST	9
SEPTEMBER	24 including 2 days cleaning of air conditioner as well as Charter Day Celebration and activities
OCTOBER	22 including the 5 days repair/check-up of LED Wall
NOVEMBER	16
DECEMBER	18
<b>TOTAL</b>	<b>106</b>

#### BORROWED CHAIRS & TABLES

MONTH	# OF BORROWERS	QUANTITY
JULY	10	1,175
AUGUST	3	40
SEPTEMBER	24	1,423
OCTOBER	22	1,515
<b>TOTAL</b>	<b>59</b>	<b>4,153</b>

#### IV. PAYMENT SECTION

- Processed 675 Vouchers.

#### V. RECORDS SECTION

194	Total number of vehicle registered with corresponding GSIS Insurance	
102	Inventory Custodian Slip (ICS)	Total number of ICS issued
234		Total number of line items issued for the period covered
28	Acknowledgement Receipt for Equipment (ARE)	Total number of ARE issued
48		Total number of line items issued for the period covered
8 units of vehicle filed for insurance from GSIS due to accident	2 units SJF 975 and SJF 977 were completed	
	2 units SJF 996 and SJF 976 Repair is on-going	
	2 units SJF 985 and Plate No. 150104 are waiting for LOA	
	1 unit HOWO Dump truck is waiting for inspection /evaluation of insurance adjuster	
	1 unit Meat Van is waiting for completion of document / Lacking repair estimate	

- Insured all CEEDO government buildings, covering one year period.
- Conducted inventory of government properties to different national and local offices during transition period.
- Applied LTOPF (License to own and Possess Firearms) in Camp Crame – Firearms and Explosive Section
- Witnessed and documented the turning over of one (1) unit ambulance, donated by Sweet Eva Online Gaming and Amusement Corp. (STL) and receiving of documents hereof.
- Issued office memorandum to different national and local offices with a copy of the record of history of the Preventive Maintenance Cost of the service vehicle/s under their custody.