

BISLIG

masayod ka UPDATER



LOCAL GOVERNMENT UNIT
 Mayor's Office, City Hall Building
 Bislig City, Surigao del Sur, Philippines 8311
 Telephone No.: (086)853-6089 local 113/114/159 Telefax: (086) 628-2132
 Email: bislig.mayoroffice@yahoo.com.ph website: www.bislig.gov.ph

PUBLIC INFORMATION CENTER
 City Information Office, City Hall Building
 Bislig City, Surigao del Sur, Philippines 8311
 Telephone No.: (086) 853-6089 local 106
 Email: bisligpio@yahoo.com website: www.bislig.gov.ph



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

General Services Office (GSO)

ACCOMPLISHMENT REPORT July-December 2019

I. ADMIN SECTION

- Conducted the following activities:
 1. Seven (7) section heads and general meetings.
 2. Coordination meeting with City Social Welfare and Development Office (CSWDO) to settle perennial delays in procurement.
 3. Repairs of the CGSO Main building in coordination with City Engineering Office.
 4. GSO Annual Tactical Planning.
 5. Fireworks for the countdown of New Year 2020.

- Facilitated and participated in the following:
 1. Comprehensive Development Plan – Executive and Legislative Agenda Workshop.
 2. Assistance of Davao Fire Rescue Fighters, Inc. for additional water supply of Bislig City.
 3. Incident Command System Training at Davao City.
 4. As part of the Committee:
 - a. 41st National Disability Prevention and Rehabilitation Week
 - b. Bislig Anti-Smoking Program
 - c. Charter Activities
 - d. Christmas Activities
 5. Tsunamigenic and National Simultaneous Earthquake Drill as part of the CDRRM Council.
 6. LGU-Pamaskong Handog at Barangay Sibaroy.
 7. Packing for the Pamaskong Handog of City Mayor's Office for the Indigenous recipients and designated barangays.

- Issued:

| Trip Ticket Issuance | |
|----------------------|------------|
| July | 155 |
| August | 159 |
| September | 151 |
| October | 168 |
| November | 165 |
| December | 119 |
| TOTAL | 917 |

II. PROCUREMENT SECTION

Processed:

| | NO. OF PR | LINE ITEM | AMOUNT |
|------------------------------|------------------|------------------|----------------------|
| General Fund (GF) | 535 | 5,162 | 45,109,014.16 |
| Trust Fund (TF) | 24 | 253 | 2,923,210.02 |
| Special Education Fund (SEF) | 2 | 21 | 305,475.00 |
| 20% Dev't. Fund | 38 | 393 | 19,708,690.59 |
| TOTAL | 599 | 5,829 | 68,046,389.77 |

| PO | NO. OF PO | LINE ITEM | AMOUNT |
|------------------------------|------------------|------------------|----------------------|
| General Fund (GF) | 90 | 363 | 7,096,414.94 |
| Trust Fund (TF) | 1,200 | 5,250 | 43,311,210.93 |
| Special Education Fund (SEF) | 76 | 324 | 2,395,861.91 |
| 20% Dev't. Fund | 7 | 126 | 447,165.00 |
| TOTAL | 1,373 | 6,063 | 53,250,652.78 |

III. SUPPLY AND PROPERTY MANAGEMENT SECTIONbb

- Closing of Book of Accounts CY 2019.
- Delivery of supplies APP CY 2019.
- Installed two (2) comfort rooms at the backstage of BCCSC.
- Fabrication of steel rack for hardware/tire supplies.

IV. PAYMENT SECTION

Processed:

| MONTH | NO. OF VOUCHERS |
|-------------------|------------------------|
| JULY | 150 |
| AUGUST | 87 |
| SEPTEMBER | 58 |
| OCTOBER | 132 |
| NOVEMBER | 225 |
| DECEMBER | 480 |
| TOTAL (GF) | 1,132 |

V. RECORDS & PROPERTY INVENTORY MGT. SECTION

- Conducted inventory of government properties to different national and local offices during transition period.
- 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.
- Distributed seventeen (17) units of stainless water tanks, 2000 liters capacity to different Puroks of Barangay Poblacion, San Fernando, and Caguyao.
- Insured all City Economic Enterprise Development Office (CEEDO) buildings and City government buildings covering one-year period.
- Registered the 220 motor vehicles with corresponding GSIS insurance and Emission Test.
- Applied License to Own and Posses Firearms (LTOP) in Cramp Crame – Firearms and Explosive Section.
- Issued the following:

| DOCS | NO. ISSUANCE |
|--|---------------------|
| Acknowledgement Receipt of Equipment (ARE) | 69 |
| Inventory Custodian Slip (ICS) | 338 |

- Filed claims of units of vehicle for insurance from GSIS due to accident:

| | |
|---------|--|
| 8 units | Completely repaired |
| 1 unit | Waiting for inspection/evaluation of insurance adjuster (HOWO Dump truck) |
| 1 unit | Waiting for completion of document to be submitted (lacking repair estimate of meat van) |

- Ongoing reconciliation of records with Accounting Office – Inventory Reports of PPE for calendar year 2019.
- Conducted benchmarking at Davao City on their best practices in the Disposal of Unserviceable Properties.
- Conducted Property Disposal Appraisal Committee Meetings.