



## 2. Request for the use of LGU Facilities

The Office of the General Services Officer is mandated to maintain the cleanliness and orderliness around the local government buildings/properties for the welfare of the public.

<b>Office or Division</b>	Office of the General Services Officer			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C-Government to Citizens/G2G Government to Government			
<b>Who may avail</b>	Government and/or Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 Accomplished Request Form		Office of General Services Officer		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit filled up request form at the receiving area.	1. Receive filled up request form and approve the request	None	5 Minutes	<i>Administrative Aide II</i> Office of the General Services Officer
	1.1 Record at the borrower's form and forward approved request form to facilities in-charge	None	5 Minutes	<i>Construction &amp; Maintenance General Foreman</i> Office of the General Services Officer
	<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	