

CITIZEN'S CHART

City General Services

Documents

Office Involved

Purchase Request



Preparation: End U
Approval: C
Assessment & Ap
(Mr. Marlon Perez)



Obligation Request



Preparation: End U
Approval: CBO



Canvass/ Invitation to Bid/ PhilGEPS



Preparation: CGSO
(Mrs. Susan Villa-A)



Abstract of Bidding



Preparation: CGSO &
(Mrs. Susan Villa-A)

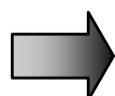


Notice of Award

(Merchandise amounting to more than P300,000.00) Sec. 37.1.3 of RA9184 IRR



Purchase Order



Preparation: CGSO (Mrs. Susan Villa-Abr)
Approval: CMO
Certification (in case of Negotiated Purchase pu
Confirmation: Supplier
Receipt: COA (after confirmation by the suppli

