



**General Services Division (GSD)**  
**External Services**



## 1. AS-GSD01 Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities

This service facilitates the donation or transfer of Property, Plant, and Equipment (PPE) and semi-expendable items from one government entity to another without any cost. It aims to optimize the use of government resources by reallocating unserviceable or surplus items to entities that can utilize them effectively.

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| Office or Division:                                                                                                                                                                                                                                                                                                                                                                             | General Services Division (GSD)                                                                                                                                                               |                          |                                                        |                                                            |
| Classification:                                                                                                                                                                                                                                                                                                                                                                                 | Complex                                                                                                                                                                                       |                          |                                                        |                                                            |
| Type of Transaction:                                                                                                                                                                                                                                                                                                                                                                            | G2G (Government to Government)                                                                                                                                                                |                          |                                                        |                                                            |
| Who may avail:                                                                                                                                                                                                                                                                                                                                                                                  | NGAs, LGUs, GOCCs and State Universities                                                                                                                                                      |                          |                                                        |                                                            |
| Operating Hours:                                                                                                                                                                                                                                                                                                                                                                                | 7:00 AM - 4:00 PM                                                                                                                                                                             |                          |                                                        |                                                            |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                               |                          | WHERE TO SECURE                                        |                                                            |
| For Standard Requirement                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                               |                          |                                                        |                                                            |
| 1. Letter request for PPE and Semi-Expendable Items thru Donation to Other Government Entities, LGUs. Schools or State Universities addressed to the Head of the Agency<br>(1) Original Copy                                                                                                                                                                                                    |                                                                                                                                                                                               |                          | Department of Energy - General Services Division (GSD) |                                                            |
| CLIENT STEPS                                                                                                                                                                                                                                                                                                                                                                                    | AGENCY ACTION                                                                                                                                                                                 | FEES TO BE PAID          | PROCESSING TIME                                        | PERSON RESPONSIBLE<br>(Designation; Office)                |
| 1. Submit letter request addressed to the Head of the Agency<br><b>Location:</b><br>Department of Energy, General Services Division<br><b>Notes/Instruction:</b><br>This pass must be approved by the Director of Administrative Services and accompanied by a Property Transfer Report (PTR) signed by both the Director of Administrative Services and the Undersecretary for Administration. | 1.1. Received Request Letter (Donee) from Office of the Secretary (OSEC) thru Administrative Services- Office of the Director (AS-OD).                                                        | None                     | 10 minute/s                                            | • Property Officer I/ III; General Services Division (GSD) |
|                                                                                                                                                                                                                                                                                                                                                                                                 | 1.2. Check availability of Property, Plant and Equipment (PPE) and Semi-Expendable Items in the inventory list.                                                                               |                          | 30 minute/s                                            | • Property Officer I/ III; General Services Division (GSD) |
|                                                                                                                                                                                                                                                                                                                                                                                                 | 1.3. Prepare a memorandum requesting the Disposal Committee's approval for the donation, and a memorandum for the Secretary's approval of the donation, with the proper document attachments. |                          | 1 hour/s                                               | • Property Officer I/ III; General Services Division (GSD) |
|                                                                                                                                                                                                                                                                                                                                                                                                 | 1.4. Prepare Property Transfer Report                                                                                                                                                         |                          | 10 minute/s                                            | • Property Officer I/ III; General Services Division (GSD) |
|                                                                                                                                                                                                                                                                                                                                                                                                 | 1.5. Prepare a Property Gate Pass for items to be pulled out.                                                                                                                                 |                          | 20 minute/s                                            | • Property Officer I/ III; General Services Division (GSD) |
|                                                                                                                                                                                                                                                                                                                                                                                                 | 1.6. Approved Donation: Inform the donee by phone call that the items are ready for pick-up.                                                                                                  |                          | 10 minute/s                                            | • Property Officer I/ III; General Services Division (GSD) |
|                                                                                                                                                                                                                                                                                                                                                                                                 | 1.7. Assist the Donee for the inspection, hauling and pulled-out of the items donated upon agreed schedule and acknowledge the Property Gate Pass and Property Transfer Report.               |                          | 1 hour/s                                               | • Property Officer I/ III; General Services Division (GSD) |
|                                                                                                                                                                                                                                                                                                                                                                                                 | Total Processing Time:                                                                                                                                                                        |                          | Working Days: 3 hour/s, 20 minute/s                    |                                                            |
| Total Processing Fee:                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                               | Total Standard Fee: None |                                                        |                                                            |



**General Services Division (GSD)**  
**Internal Services**



## 1. AS-GSD02 Request for Audio-Visual Room (AVR) Reservation

The Audio-Visual Room (AVR) reservation process allows Bureaus, Services, and Offices to book the AVR for meetings, presentations, seminars, or training sessions that require multimedia equipment. Reservations ensure proper scheduling and availability of the room and its facilities.

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| <b>Office or Division:</b>                                                                                                                    | General Services Division (GSD)                                                        |                           |                                                                                              |                                                                                                                                                               |
| <b>Classification:</b>                                                                                                                        | Simple                                                                                 |                           |                                                                                              |                                                                                                                                                               |
| <b>Type of Transaction:</b>                                                                                                                   | G2C (Government to Citizen)                                                            |                           |                                                                                              |                                                                                                                                                               |
| <b>Who may avail:</b>                                                                                                                         | DOE Employees                                                                          |                           |                                                                                              |                                                                                                                                                               |
| <b>Operating Hours:</b>                                                                                                                       | 7:00 AM - 4:00 PM                                                                      |                           |                                                                                              |                                                                                                                                                               |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                              |                                                                                        |                           | <b>WHERE TO SECURE</b>                                                                       |                                                                                                                                                               |
| <b>For Standard Requirement</b>                                                                                                               |                                                                                        |                           |                                                                                              |                                                                                                                                                               |
| 1. Request for Services (RFS) Form<br>(1) Original Copy                                                                                       |                                                                                        |                           | Department of Energy - General Services Division – Engineering and Maintenance Section (EMS) |                                                                                                                                                               |
| <b>CLIENT STEPS</b>                                                                                                                           | <b>AGENCY ACTION</b>                                                                   | <b>FEES TO BE PAID</b>    | <b>PROCESSING TIME</b>                                                                       | <b>PERSON RESPONSIBLE</b><br>(Designation; Office)                                                                                                            |
| 1. Request availability of AVR at GSD and have a preschedule booking<br><b>Location:</b><br>Basement, Department of Energy Main Building      | 1. Check availability of AVR                                                           | None                      | 1 minute/s                                                                                   | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul>                  |
| 2. Prepare and submit duly accomplished Request for Services (RFS) to GSD<br><b>Location:</b><br>Basement, Department of Energy Main Building | 2.1. Receive and Numbering of duly accomplished RFS from End-User                      | None                      | 2 minute/s                                                                                   | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul>                  |
|                                                                                                                                               | 2.2. Approval of RFS by GSD Chief and Administrative Services (AS) Director            |                           | 10 minute/s                                                                                  | <ul style="list-style-type: none"> <li>Chief Administrative Officer; General Services Division (GSD)</li> <li>Director; AS, Office of the Director</li> </ul> |
|                                                                                                                                               | 2.3. Approved RFS will be forwarded to the End-User and to the concerned AVR personnel |                           | 5 minute/s                                                                                   | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul>                  |
| <b>Total Processing Time:</b>                                                                                                                 |                                                                                        | Working Days: 18 minute/s |                                                                                              |                                                                                                                                                               |
| <b>Total Processing Fee:</b>                                                                                                                  |                                                                                        | Total Standard Fee: None  |                                                                                              |                                                                                                                                                               |



## 2. AS-GSD03 Request for Service Vehicle (GSD Pooled)

The service vehicle request process allows employees to book a pooled vehicle from the General Services Division (GSD) for official travel or transport needs. This ensures proper scheduling, availability, and efficient use of department vehicles.

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| <b>Office or Division:</b>                                                                                  | General Services Division (GSD)                             |                           |                                                                         |                                                                                                           |
| <b>Classification:</b>                                                                                      | Simple                                                      |                           |                                                                         |                                                                                                           |
| <b>Type of Transaction:</b>                                                                                 | G2C (Government to Citizen)                                 |                           |                                                                         |                                                                                                           |
| <b>Who may avail:</b>                                                                                       | Department of Energy Employees                              |                           |                                                                         |                                                                                                           |
| <b>Operating Hours:</b>                                                                                     | 7:00 AM - 4:00 PM                                           |                           |                                                                         |                                                                                                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                            |                                                             |                           | <b>WHERE TO SECURE</b>                                                  |                                                                                                           |
| <b>For Standard Requirement</b>                                                                             |                                                             |                           |                                                                         |                                                                                                           |
| 1. Duly Accomplished Trip Ticket<br>(1) Original Copy                                                       |                                                             |                           | Department of Energy - General Services Division- Staff Support Section |                                                                                                           |
| <b>CLIENT STEPS</b>                                                                                         | <b>AGENCY ACTION</b>                                        | <b>FEES TO BE PAID</b>    | <b>PROCESSING TIME</b>                                                  | <b>PERSON RESPONSIBLE</b><br>(Designation; Office)                                                        |
| 1. Submit duly accomplished Trip Ticket<br><b>Location:</b><br>Basement, Department of Energy Main Building | 1.1. Check availability of service vehicle                  | None                      | 5 minute/s                                                              | • Administrative Officer II; General Services Division (GSD)                                              |
|                                                                                                             | 1.2. Trip Ticket for approval of GSD Chief and AS Director  |                           | 10 minute/s                                                             | • Chief Administrative Officer; General Services Division (GSD)<br>• Director; AS, Office of the Director |
|                                                                                                             | 1.3. Approved service vehicle Trip Ticket ready for pick-up |                           | 5 minute/s                                                              | • Administrative Officer II; General Services Division (GSD)                                              |
| <b>Total Processing Time:</b>                                                                               |                                                             | Working Days: 20 minute/s |                                                                         |                                                                                                           |
| <b>Total Processing Fee:</b>                                                                                |                                                             | Total Standard Fee: None  |                                                                         |                                                                                                           |



### 3. AS-GSD04 Request of Repair and Maintenance Services (Thru Petty Cash)

*This process covers minor repair and maintenance services that can be funded through petty cash. It ensures timely resolution of small-scale issues such as equipment fixes, minor facility repairs, and other urgent maintenance needs without going through lengthy procurement procedures.*

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| <b>Office or Division:</b>                                                                                                       | General Services Division (GSD)                                            |                                                     |                                                                                              |                                                                                                                                              |
| <b>Classification:</b>                                                                                                           | Simple                                                                     |                                                     |                                                                                              |                                                                                                                                              |
| <b>Type of Transaction:</b>                                                                                                      | G2C (Government to Citizen)                                                |                                                     |                                                                                              |                                                                                                                                              |
| <b>Who may avail:</b>                                                                                                            | Department of Energy Employees                                             |                                                     |                                                                                              |                                                                                                                                              |
| <b>Operating Hours:</b>                                                                                                          | 7:00 AM - 4:00 PM                                                          |                                                     |                                                                                              |                                                                                                                                              |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                 |                                                                            |                                                     | <b>WHERE TO SECURE</b>                                                                       |                                                                                                                                              |
| <b>For Standard Requirement</b>                                                                                                  |                                                                            |                                                     |                                                                                              |                                                                                                                                              |
| 1. Request for Services (RFS) Form<br>(1) Original Copy                                                                          |                                                                            |                                                     | Department of Energy - General Services Division – Engineering and Maintenance Section (EMS) |                                                                                                                                              |
| <b>CLIENT STEPS</b>                                                                                                              | <b>AGENCY ACTION</b>                                                       | <b>FEES TO BE PAID</b>                              | <b>PROCESSING TIME</b>                                                                       | <b>PERSON RESPONSIBLE</b><br>(Designation; Office)                                                                                           |
| 1. Prepare and submit duly accomplished Request for Services<br><b>Location:</b><br>Basement, Department of Energy Main Building | 1.1. Receive and Numbering of duly accomplished RFS from End-User          | None                                                | 5 minute/s                                                                                   | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul> |
|                                                                                                                                  | 1.2. Inspection and preparation of scope of works                          |                                                     | 2 hour/s                                                                                     | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul> |
|                                                                                                                                  | 1.3. Canvass of spare parts and/ or services                               |                                                     | 4 hour/s                                                                                     | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul> |
|                                                                                                                                  | 1.4. Preparation of documents to be submitted to Treasury Division         |                                                     | 45 minute/s                                                                                  | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul> |
|                                                                                                                                  | 1.5. Review all documents prepared for submission to the Treasury Division |                                                     | 15 minute/s                                                                                  | <ul style="list-style-type: none"> <li>Chief Administrative Officer; General Services Division (GSD)</li> </ul>                              |
|                                                                                                                                  | 1.6. Purchase of materials and/ or services                                |                                                     | 3 hour/s                                                                                     | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul> |
| <b>Total Processing Time:</b>                                                                                                    |                                                                            | Working Days: 1 working day/s, 2 hour/s, 5 minute/s |                                                                                              |                                                                                                                                              |
| <b>Total Processing Fee:</b>                                                                                                     |                                                                            | Total Standard Fee: None                            |                                                                                              |                                                                                                                                              |



#### 4. AS-GSD05 Request of Repair and Maintenance Services (Thru BAC Procurement)

*This process involves requesting repair and maintenance services that require formal procurement through the Bids and Awards Committee (BAC). It is used for major repairs or services exceeding petty cash limits, ensuring compliance with procurement laws and proper documentation*

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| <b>Office or Division:</b>                                                                                                             | General Services Division (GSD)                                   |                                           |                                                                                              |                                                                                                                                              |
| <b>Classification:</b>                                                                                                                 | Simple                                                            |                                           |                                                                                              |                                                                                                                                              |
| <b>Type of Transaction:</b>                                                                                                            | G2C (Government to Citizen)                                       |                                           |                                                                                              |                                                                                                                                              |
| <b>Who may avail:</b>                                                                                                                  | Department of Energy Employees                                    |                                           |                                                                                              |                                                                                                                                              |
| <b>Operating Hours:</b>                                                                                                                | 7:00 AM - 4:00 PM                                                 |                                           |                                                                                              |                                                                                                                                              |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                       |                                                                   |                                           | <b>WHERE TO SECURE</b>                                                                       |                                                                                                                                              |
| <b>For Standard Requirement</b>                                                                                                        |                                                                   |                                           |                                                                                              |                                                                                                                                              |
| 1. Request for Services (RFS) Form<br>(1) Original Copy                                                                                |                                                                   |                                           | Department of Energy - General Services Division – Engineering and Maintenance Section (EMS) |                                                                                                                                              |
| <b>CLIENT STEPS</b>                                                                                                                    | <b>AGENCY ACTION</b>                                              | <b>FEES TO BE PAID</b>                    | <b>PROCESSING TIME</b>                                                                       | <b>PERSON RESPONSIBLE</b><br>(Designation; Office)                                                                                           |
| 1. Prepare and submit duly accomplished Request for Services (RFS)<br><b>Location:</b><br>Basement, Department of Energy Main Building | 1.1. Receive and Numbering of duly accomplished RFS from End-User | None                                      | 5 minute/s                                                                                   | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul> |
|                                                                                                                                        | 1.2. Inspection and preparation of scope of works                 |                                           | 2 hour/s                                                                                     | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul> |
|                                                                                                                                        | 1.3. Canvass of spare parts and/ or services                      |                                           | 4 hour/s                                                                                     | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul> |
|                                                                                                                                        | 1.4. Preparation of documents for submission to BAC               |                                           | 1 hour/s, 30 minute/s                                                                        | <ul style="list-style-type: none"> <li>Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)</li> </ul> |
|                                                                                                                                        | 1.5. Review all documents prepared for submission to BAC          |                                           | 30 minute/s                                                                                  | <ul style="list-style-type: none"> <li>Chief Administrative Officer; General Services Division (GSD)</li> </ul>                              |
| <b>Total Processing Time:</b>                                                                                                          |                                                                   | Working Days: 1 working day/s, 5 minute/s |                                                                                              |                                                                                                                                              |
| <b>Total Processing Fee:</b>                                                                                                           |                                                                   | Total Standard Fee: None                  |                                                                                              |                                                                                                                                              |



## 5. AS-GSD06 Request for Supplies and Materials

This process allows employees to request office supplies, consumables, and other necessary materials to support daily operations. It ensures proper documentation, approval, and timely provision of requested items.

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| <b>Office or Division:</b>                                                                                                                              | General Services Division (GSD)                                                                                                                           |                           |                                                                                                 |                                                                                                                             |
| <b>Classification:</b>                                                                                                                                  | Simple                                                                                                                                                    |                           |                                                                                                 |                                                                                                                             |
| <b>Type of Transaction:</b>                                                                                                                             | G2C (Government to Citizen)                                                                                                                               |                           |                                                                                                 |                                                                                                                             |
| <b>Who may avail:</b>                                                                                                                                   | Department of Energy Employees                                                                                                                            |                           |                                                                                                 |                                                                                                                             |
| <b>Operating Hours:</b>                                                                                                                                 | 7:00 AM - 4:00 PM                                                                                                                                         |                           |                                                                                                 |                                                                                                                             |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                        |                                                                                                                                                           |                           | <b>WHERE TO SECURE</b>                                                                          |                                                                                                                             |
| <b>For Standard Requirement</b>                                                                                                                         |                                                                                                                                                           |                           |                                                                                                 |                                                                                                                             |
| 1. Requisition Issue Slip<br>(1) Original Copy                                                                                                          |                                                                                                                                                           |                           | Department of Energy - General Services Division- Supply and Property Management Section (SPMS) |                                                                                                                             |
| <i>Remarks:</i><br>Department of Energy Employees                                                                                                       |                                                                                                                                                           |                           |                                                                                                 |                                                                                                                             |
| <b>CLIENT STEPS</b>                                                                                                                                     | <b>AGENCY ACTION</b>                                                                                                                                      | <b>FEES TO BE PAID</b>    | <b>PROCESSING TIME</b>                                                                          | <b>PERSON RESPONSIBLE</b><br>(Designation; Office)                                                                          |
| 1. End-User prepares and submits duly accomplished Requisition and Issue Slip (RIS)<br><b>Location:</b><br>Basement, Department of Energy Main Building | 1.1. Receives the approved RIS of supplies and materials requested                                                                                        | None                      | 5 minute/s                                                                                      | <ul style="list-style-type: none"> <li>Administrative Aide II, Supply Officer I; General Services Division (GSD)</li> </ul> |
|                                                                                                                                                         | 1.2. Checks the stocks based on the Annual Procurement Plan (APP) and verifies whether request supply and materials are available or not in the warehouse |                           | 5 minute/s                                                                                      | <ul style="list-style-type: none"> <li>Administrative Aide II, Supply Officer I; General Services Division (GSD)</li> </ul> |
|                                                                                                                                                         | 1.3. Prepares the supplies and materials for issuance to end user based on the approved RIS                                                               |                           | 15 minute/s                                                                                     | <ul style="list-style-type: none"> <li>Administrative Aide II, Supply Officer I; General Services Division (GSD)</li> </ul> |
|                                                                                                                                                         | 1.4. Releases the supplies and materials for issuance to end user                                                                                         |                           | 15 minute/s                                                                                     | <ul style="list-style-type: none"> <li>Administrative Aide II, Supply Officer I; General Services Division (GSD)</li> </ul> |
| <b>Total Processing Time:</b>                                                                                                                           |                                                                                                                                                           | Working Days: 40 minute/s |                                                                                                 |                                                                                                                             |
| <b>Total Processing Fee:</b>                                                                                                                            |                                                                                                                                                           | Total Standard Fee: None  |                                                                                                 |                                                                                                                             |