

## FUNCTIONAL STATEMENT, OBJECTIVES AND EXPECTED RESULTS

Office/Department : GENERAL SERVICES OFFICE

Budget Year: : 2012

### I. FUNCTIONAL STATEMENT

1. Procurement of supplies, accountable forms, official receipts, electrical materials, furniture, equipment, and services required by the City Government.
2. Maintenance of streetlights of the entire city.
3. Provide manpower services for the repair and maintenance of air conditioners of the city government.
4. Insurance of Motor Vehicles and government buildings and registration of all motor vehicles of the City Government.
5. Issuance of trip tickets for gasoline and oil consumption of various vehicles and equipment of all Department of the City Government.
6. Inventory of plant assets, equipment and supplies
7. Disposal of unserviceable properties.
8. Perform such other functions as mandated by the Local Government Code.

### II. OBJECTIVES

1. To procure through transparent public bidding.
2. To maintain an inventory level which can sustain the operations of the City Government without tying up its cash.
3. To maintain functional streetlights of the city and to provide manpower services for the repair and maintenance of air conditioners of the city government.
4. To insure Motor Vehicles & Government Buildings and register all motor vehicles of the City Government.
5. To regulate the issuance of trip tickets for gasoline and oil consumption of various vehicles and equipment of all Department of the City Government.
6. To determine the on hand plant assets, equipment and supplies.
7. To discard or dispose unserviceable properties.

### III. PROJECT/ACTIVITIES

Reference Code	Program/Project /Activity Description	Cost ('000)	Performance/ Output Indicator	Annual Targets	Implementation Schedule	
					FROM	TO
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1061-1-1	<i>1. Streetlights Maintenance</i>	3,000	<i>Quality &amp; promptness service delivery</i>	<i>6,500 job orders</i>	Jan	Dec
1061-1-2	<i>2. Other LGU concerns on LGU-Building and School Buildings</i>	10,000	<i>Quality &amp; promptness service delivery</i>	<i>As the need arises.</i>	Jan	Dec
	TOTAL	13,000				