



1. Provision of Gasoline

Receiving and Documenting of requisition slip to provide fuel assistance

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Department Heads/NGOs/POs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition Slip		Department/Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of requisition Slip	1.1.Check, review and record to logbook	None	3 minutes	Glen Edrick Cabrera Clerk
	1.2.Secure approval			Ashley G. Oganía Clerk
	1.3.Sign and approved	None	2 minutes	Maximo O. Luna, Jr. GSO-Designate
2. Receives approved Gas slip	3. Issue gas provision	None	2 minutes	Glen Edrick Cabrera Clerk Ashley G. Oganía Clerk
TOTAL		NONE	7 minutes	