

Functional Statement, Objectives and Expected Results

Office/Department > OFFICE OF THE GENERAL SERVICES OFFICER

Budget Year > 2012P46,992,187.00

I. FUNCTIONAL STATEMENT

1.

Develop plans and strategies on general services supportive of the welfare of the inhabitants and implement them upon approval thereof by the City Mayor.
2.

Take custody of and be accountable for all properties, real and personal, owned by the City of Bago and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects.
3.

Maintains and supervises janitorial, security, landscaping and other related activities in all public buildings and other real property, whether owned or leased by the City of Bago.
4.

Be in the frontline of general services related activities, such as the possible or imminent destruction or damage to records, supplies, properties, and structures and the orderly and sanitary clearing up of wastes materials or debris particularly during and after natural calamities and disasters.
5.

Recommends to the Sangguniang Panlungsod and advices the City Mayor as the case may be, on matters relative to general services.

II. OBJECTIVES

1.

To ensure for the effective delivery of basic services including management of supply, property, solid waste disposal and general sanitation.
2.

To provide for the maintenance of janitorial, security, landscaping and other related services in all public buildings and other real property owned by the City.

III. PROGRAMS/PROJECTS/ACTIVITIES

- a.

Inventory of all properties and supplies owned by the City Government of Bago.
- b.

Garbage/Waste management program.
- c.

Maintenance of parks/plazas and other government facilities.
- d.

Purchase of office supplies and office equipments.

Code Reference	Program/Activity/Project Description	Cost	Output Indicator	Target	Implementation Schedule	
					From	To
1	Inventory of properties and supplies owned by the City Government of Bago		100% of government's properties and supplies accounted for	Physical inventory to be continuously conducted in 1-2 office /department every month Established property and supplies records for the City of Bago by June 2010 or earlier	Jan. 2012	Jun. 2012
2	Garbage/Waste Management Program/ KABAHIN KA Program	P4 Million	30% reduction of garbage/ wastes 30% increase in proper waste/garbage segregation in the City	Effective City Garbage/ Waste Management Program in the 24 Brgys. Through proper segregation of wastes at source. Establishment of 1 RA 9003 compliant final disposal site by December 2011	Jan. 2012	Dec. 2012
3	Maintenance of public parks / plazas and other government facilities		Reduced cases of complaints, theft and destruction of government owned facilities	Efficient maintenance of government owned facilities	Jan. 2012	Dec. 2012

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Approved by:RAMON D. TORRES
City Mayor