



## 28. PROVISION OF TRANSPORT SUPPORT SERVICE

Transport assistance is provided by CGSD to all city offices / departments as well as city constituents wherein request is approved in accordance with the existing guidelines. Letter request with the necessary information must be forwarded to determine the necessity of the transport service at the same time shall serve as basis for approval.

<b>Office or Division:</b>	<b>MOTORPOOL DIVISION (MD)</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government, G2C – Government to Citizen			
<b>Who may avail:</b>	Quezon City Government Offices/Departments and QC Constituents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter Request for buses /AUV for non GSD personnel (1 original and 2 photocopies)</li> <li>Trip Ticket duly signed by Division Chief concerned for GSD Staff (2 original copies)</li> </ul>		<ul style="list-style-type: none"> <li>Client</li> <li>Motorpool Division (MD), GSD</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request letter through: <ul style="list-style-type: none"> <li>Personal (submit at Records Management &amp; Control Division)</li> <li>E-mail (send to <a href="mailto:gsd@quezon-city.gov.ph">gsd@quezon-city.gov.ph</a>)</li> </ul>	1.1 Receives letter request / Forwards letter request to the Department Head	None	5 Minutes	Receiving Staff Records Management & Control Division (RMCD)
2. None	2.1. Evaluates & Approves Request: AUV / Bus	None	1 day	Chief, Motorpool Division/ City Gov't. Dep't. Head III



	2.2. Receives Letter Request for recording & forwarded to Chief, Motorpool Division	None	5 minutes	Receiving Clerk Motorpool Division
	2.3. Instructs the Sr. Transport & Development Officer for Implementation	None	10 minutes	Asst. Chief / Chief, Motorpool Division
	2.4. Matching and scheduling of buses and drivers	None	10 minutes	Sr. Transport & Development Officer / Dispatcher, MD
	2.5. <ul style="list-style-type: none"> <li>• Preparation of work plan and trip ticket.</li> <li>• Confirmation of scheduled trips</li> </ul>	None	20 minutes	Motorpool Supervisor II and/or Dispatcher, MD
3. Receives notification request approval	3.1. Dispatches city-owned motor vehicles with driver	None	10 minutes	Dispatcher, MD
	<b>TOTAL</b>	<b>None</b>	<b>1 day &amp; 1 hour</b>	