



27. 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.

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



	2.2 Reviews & instructs the Chief, MD	None	1 hour	Asst. City Govt. Head III (operation)
	2.3 . Receives, records & encodes Letter Request & forwards to Chief, Motorpool Division	None	5 minutes	Receiving Clerk Motorpool Division
	2.4 Assess/verify, determines & recommends for approval/disapproval & instructs for implementation	None	10 minutes	Chief, Motorpool Division
	2.5. Implements and carry out re: Matching and scheduling of buses and drivers	None	10 minutes	Sr. Transport & Development Officer
	2.6. <ul style="list-style-type: none"> ● Preparation of work plan and trip ticket. ● Confirmation of scheduled trips 	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
	TOTAL	None	1 day & 2 hours	