



Republic of the Philippines
Quezon City

VICE MAYOR GIAN G. SOTTO

2/F Legislative Wing Building
Quezon City Hall
Diliman, Quezon City
Trunkline No. 8988-4242 Loc. 8205



Total Processing Fee:	Total Standard Fee:
	None

Purchase Requests from Legislative Offices

Receiving of Purchase requests for procurement needs of different offices under the Legislative Department

Office or division:	Office of the Vice Mayor
Classification:	Simple
Type of Classification:	G2G
Who may avail:	Offices under the Legislative Department

Checklist of Requirements:	Where to secure:
Submission of Purchase Request Form with attachments (if any), with the receiving copy returned to the person	Applicant/ Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Drop off a copy of the document to the Receiving Section of the	Receiving of documents and return the receiving copy to the	None	2 minute/s	Receiving Officer



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Office of the Vice Mayor	requesting party			
	Recording the document	None	5 minute/s	Receiving Officer
	Forwarding to the Chief of staff for schedule and proper endorsement	None	1 hour/s	Chief of Staff
	Forwarding to the Admin Officer for proper action	None	1 day/s	Administrative Officer
	An admin personnel will inform the client of the action taken	None	1 day/s	Administrative Officer
Total Processing Time:			2 day/s, 1 hour/s, 7 minutes	
Total Processing Fee:		Total Standard Fee:		
		None		