



## 1. Withdraw Fuel, Oil and Lubricants

Issuance of Withdrawal Slip for fuel, oil and lubricants for maintenance, motorpool and administrative use

<b>Office or Division:</b>	City Engineer's Office – Maintenance and Administrative Divisions			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	All drivers and operators			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
<u>For fuel:</u>  1. Trip Ticket of the previous operation 2. Trip Ticket before operation  <u>For Oil and Lubricants</u>  1. Preventive Maintenance Schedule		1. Division concerned 2. Division concerned   1. Motorpool Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit trip ticket of the previous operation	1.1. Prepare trip ticket for Heavy Equipment units and service vehicles	none	2 min	Admin Aide V, Maintenance Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Prepare Withdrawal of Order Slip (WOS) with control number and release it with the trip ticket to the Driver/ Operator	none	2 min	Admin Aide VI, Maintenance Division, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive the WOS with Control number and a filled up trip ticket and give it to the Division Secretary	2.1. Log document for Department Head's signature	none	1 min	Division's Secretary, City Engineer's Office, CEO Compound, Bula, GSC
	2.3. Sign trip ticket and WOS	none	1 min	Engineer IV/ All Division Chiefs, City Engineer's Office, CEO Compound, Bula, GSC
3. Receive the approved WOS and give it to the Supplies Section, Admin Division	3.1. Control Withdrawal of Order Slip (WOS)	none	2 min	Admin Aide VI, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.2. Approve and sign controlled Withdrawal of Order Slip (WOS)	none	1 min	Department Head/ Asst. Department Head/ SAO (motorcycles and other light vehicles), Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
4. Receive the approved documents	1.6. Release the approved WOS and trip ticket	none	1 minute	Admin Aide VI, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	<b>TOTAL</b>	<b>none</b>	<b>9 mins</b>	
<b>END OF TRANSACTION</b>				