

General Services Section:

1. Plans, coordinates and supervise all general services functions such as property, supplies, records, cashier, procurement and all other related activities under the said section
2. Safe-keep records of supplies, materials and equipment
3. Prepare inventory reports and annual reports
4. Preparation of inventory reports, and provide period inventory of supplies
5. Provide procurement services
6. Provide and assumes the safekeeping of official records and documents of the Regional Office
7. Records incoming and outgoing mails and dispatched to the addressees
8. Provide Cash and check disbursement
9. Prepares reports of collection and disbursement
10. Preparation of checks and monthly reports
11. Provide building maintenance and transportation services
12. Inspect and schedule necessary repairs of vehicles
13. Conduct minor mechanical repair of vehicles