

OFFICE: GENERAL SERVICES OFFICE

PERFORMANCE SERVICE/AREA: LOCAL AND FISCAL ADMINISTRATION

MISSION: "A Strong and Productive Provincial Government of Cavite (PGC)

- Ensure effective and efficient public service, resource generation, fund utilization, monitoring and evaluation in order to achieve National and International Standards in local and fiscal administration

GOAL: Upgraded and enhanced processes and approach for the effective/efficient delivery of services on procurement, property, supply, records, workplace maintenance management and empowered personnel in the provision of general services expertise.

Strategic Objectives	Executive Programs/ Projects/ Activities	Legislative Measure	Capacity Development (CapDev) Needs	Implementation Schedule
Strategic Approach to Policy Governance				
1 Personal Services	To facilitate reconstruction of organizational structure	Sanggunian Resolution	Organizational Resources	2016-2018
2 Operational System	Upgrading of Procurement and Inventory Management System (IPMS)	Budget Resolution	Consultation (Expert Advise)	2016-2017
3 Staff Development	To empower employees quality performance	CSC Resolution	Trainings, Seminars, Symposium	2016-2018
4 Operational System	Installation of Property Inventory System (PIS)	Budget Resolution	Programming Design	2017-2018
	Provision of Tracking Data System (DTS) for accurate records management	Procurement Law (RA 9184)	Consultation and Referrals	2015-2018
	Provision of high-end Information Technology Equipment (Laptop, computers, sound system, external; storage of server)	Procurement Law (RA 9184)	Quality Information Technology	2015-2018
	Installation of Permanent Warehouse for Records Depository	Procurement Law (RA 9184)	Referrals	2015-2018
5 Office Management	Provision of Workplace Maintenance Tools and Equipment	Procurement Law (RA 9184)	Demonstration on the use of equipment/ Manual Instruction	2016-2017
6 Building and Facility Management	Provision of Water System for the Capitol Lagoon and Capitol Building	Procurement Law (RA 9184)	Consultation Referral	2016-2018
7 Community Services	Provision of foldable tables and chairs	Procurement Law (RA 9184)	Supply Management	2016-2017
	Facilitate the processing of Licensed to Own and Possess Firearms (LTOPF) Caravan	Laws of Handling Firearms and Ammunition (RA 10591)	Expertise Assistance	2015-2018