



HON. RAMON V. GUICO III
Governor

EXECUTIVE ORDER NO. 0105, SERIES OF 2022
REORGANIZING THE DIVISIONS AND FUNCTIONS OF THE GENERAL SERVICES
OFFICE (GSO) OF THE PROVINCIAL GOVERNMENT OF PANGASINAN

WHEREAS, pursuant to Republic Act No. 7160, otherwise known as the Local Government Code of 1991, General Services Office is a mandatory office for the provincial governments;

WHEREAS, pursuant to Section 17 of the same Code, the General Services Office (GSO) is mandated to formulate measures for the consideration of the sanggunian and provide technical assistance and support to the governor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities which require general services expertise and technical support services;

WHEREAS, Section 76 of the same Code, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

WHEREAS, at present, the Provincial Government of Pangasinan has an established General Services Office (GSO) with three divisions namely, Administrative Division, Property Division, and Buildings, Parks, and Security Support Division;

WHEREAS, the mandate of the General Services Office (GSO) in line with the principles of ease of doing business and efficient government service delivery can be achieved through re – engineering and improvement of transaction systems and procedures;

WHEREAS, in order to promote efficiency and effectiveness in the delivery of public service, there is a need to review the divisions and functions of the General Services Office (GSO);

NOW, THEREFORE, I, RAMON V. GUICO III, Governor of Province of Pangasinan, by virtue of the powers vested in me by law, do hereby order:

Section 1. Title. This Executive Order shall be known as the Reorganization of the General Services Office (GSO).



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Section 2. Reorganization. The General Services Office (GSO), hereinafter referred as the Office is hereby reorganized, structurally and functionally, in accordance with the provisions of this Executive Order.

Section 3. Divisions of the Office. The Office shall be composed of three (3) separate and distinct divisions which are: (1) Asset Management Division, (2) General Administration Division, and (3) Facilities, Maintenance, and Security Division.

Section 4. Composition of the Divisions. Each division of the Office shall be composed of one (1) division head who shall report to the Governor or Provincial Administrator, as the case may be.

The Governor may, however, revise the composition whenever the same is deemed necessary for the effective performance of the Office's functions through an administrative order.

Section 5. Mandate of the Divisions. The following shall be the functions of each division:

(1) Asset Management Division

- a. Take custody of and be accountable for all properties, real or personal, owned by the Province and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects
- b. Preserve, maintain and safekeep all land titles and valuable records, owned by the Province
- c. Classify, store, retrieve, secure, track and archive records of properties (Property, Plant, and Equipment, land, building, vehicles and other machineries) owned by the Province
- d. Conduct inventory activities such as updating, data encoding, physical inventory, reconciliation of records, inspection, designation of memorandum receipt, placement of inventory tags and distribution of equipment to different offices and hospitals
- e. Register service vehicles with Land Transportation Office (LTO) and process payments of insurance premium of the provincial service vehicles and owned government buildings
- f. Conduct inspection of unserviceable supplies and materials, equipment and vehicles returned by offices and hospitals



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- g. Manage the disposal of unserviceable supplies, materials, vehicles, motorcycles, and other office equipment

(2) General Administration Division (Procurement and Supply Management)

- a. Collate and disseminate information regarding prices, shipping and other cost of supplies and other items commonly used by the Province
- b. Take charge in the procurement of supplies, materials and equipment through public bidding and personnel canvass needed by different offices and hospitals of the Provincial Government of Pangasinan
- c. Manage the preparation of procurement documents, purchase order, purchase request
- d. Manage the storage of delivered supplies, materials and equipment
- e. Conduct inspection of delivered supplies and materials as indicated in the Purchase Order
- f. Conduct inventory and registry of in – stock supplies
- g. Deliver supplies, materials and equipment to offices and hospitals

(3) Facilities, Maintenance, and Security Division

- a. Maintain and supervise the janitorial and security of government public buildings and other real property, whether owned or leased by the Province
- b. Maintain the good condition of the building and office work place including the electrical, carpentry, plumbing, air-conditioning, and sanitation
- c. Conduct repair and maintenance of facilities and fixtures
- d. Supervise the operations of service vehicles and schedule and assign service vehicles for approved travel order
- e. Provide technical assistance during the conduct of special events such as provision of sound system, arrangement of chairs and tables, provision of utility and security services, etc.

Section 6. Separability Clause. Any portion or provision of this Executive Order that may be declared unconstitutional shall not nullify the other portions or provisions hereof provided that the remaining provisions can still subsist and be given force and effect to accomplish the objectives of this Executive Order.




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Section 7. Effectivity. This Executive Order shall take effect immediately upon its approval and all previous orders inconsistent herewith are hereby revoked and amended accordingly.

APPROVED this 21st day of July, 2022, in Lingayen, Pangasinan.


RAMON V. GUICO III
Governor