

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 IliganCity  
 Tel.: (063) 221-4340; email: [gso\\_iligan@yahoo.com](mailto:gso_iligan@yahoo.com)

**Frontline Service : GRANTING OF CLEARANCE FOR PROPERTY, PLANT & EQUIPMENT ACCOUNTABILITY**

**Schedule of Availability of Service:** 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
 On Mondays provision of services starts after flag raising

**Who May Avail of the Service :** All Barangay Officials/Employees, All City Government Employees, All elected LGU officials, Locally-paid LSB employees, National Government Agency employees with accountabilities with the City Government of Iligan

**What are the Requirements :** Accomplished Clearance Form (5 copies) duly signed by signatories from other office (**Pre-requisite:** All property, plant & equipment accountabilities have been transferred to colleague or returned to GSO)



**Ms. CARLA O. BAÑO**  
 Officer In-Charge  
 City General Services Officer

**Duration : 25 minutes**

**How to Avail the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Secure Clearance Form & submit in five (5) copies w/ the required signatories already signed.	Receive and check signatures in accomplished Clearance Form	2 minutes	Supply & Property Division Staff	None	City Govt. Clearance Form
		Check for any property, plant or equipment accountabilities, if documents are in order forward to Records Management Division	10 minutes	Supply & Property Division Staff	None	
		Affix signature to clear client of any records accountability and forward to Supply and Property Division	2 minutes	Records Management Division Head	None	

**How to avail the service -**

**GRANTING OF CLEARANCE FOR PROPERTY, PLANT & EQUIPMENT ACCOUNTABILITY**

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
		Affix signature to clear client of any supplies and materials accountability and forward to Supply & Property Division Head	2 minutes	In-charge of Supplies and Materials - Supply & Property Division	None	
		Affix signature on clearance to clear client of all property, plant & equipment accountabilities	2 minutes	Supply & Property Division Head	None	
		Approve/Disapprove clearance	5 minutes	Carla O. Baño	None	
2	Receive clearance in logbook	Release clearance	2 minutes	Supply & Property Division Staff	None	Logbook
<b>END OF TRANSACTION</b>						

