

FORM B
DEPARTMENT ACCOMPLISHMENT ON KEY PROGRAM AND PROJECTS

DEPARTMENT: **GENERAL ADMINISTRATIVE SERVICES DIVISION**

Key Programs/ Projects	Description of Program / Project Objectives	Total Program Budget	Program Budget for FY 2012	Responsible Bureaus / Delivery Units	Department FY 2012 Actual Accomplishment	Department FY 2013 Targets/ Milestones	FY 2013 Bureau / Delivery Unit Accomplishments (Jan-Sept 30, 2013)	Remarks (Cite reasons for exceeding or not meeting target)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1. Carpooling	Accommodation of all request for service vehicles from other offices	-	-	GENERAL ADMINISTRATIVE SERVICES DIVISION TRANSPORT UNIT	-	-	3566 carpooling job as per requested	Job Accomplished / continuing activities
2. Repair and Maintenance	Repair and maintenance of all vehicles under Proper and from offices under Operation who requested our services.	-	-		-	-	301 repair and maintenance done as per requested	Job Accomplished / continuing activities
3. Fuel Issuance	Systematic and controlled issuance of gas coupons as requested from various office.	-	-		-	-	27,400 fuel gas coupons issued as requested.	Job Accomplished / continuing activities
4. Lubricants Issuance	Systematic procedure and recording for controlled issuance of Lubricants	-	-		-	-	Gasoline:433 Diesel: 681 ATF: 99 B/F: 117 Gaer oil: 20	Job Accomplished / continuing activities
5. Renewal of vehicles / equipment registration.	Complete and on time renewal of vehicles and equipment registration	-	-		-	-	365 renewal of registration job done as per requested.	Job Accomplished / continuing activities
6. Pre/Post repair inspection certification.	On time and zero pending Pre/Post Repair Inspection Certification	-	-		-	-	Pre: 1664 Post: 2101	Job Accomplished / continuing activities

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