

### 3. Vehicle Insurance Services (Internal/External Services)

The GSO shall establish and maintain an efficient and compliant vehicle registration and insurance process, ensuring that all vehicles are properly registered, insured, and in full compliance with applicable laws and regulations.

<b>Office/Division:</b>	City General Services Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail</b>	End users of government vehicles			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Legal Documents (if any)		Other Local and National Agencies (if applicable)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Identification of Government Services	The GSO/Concerned Office shall identify the Government vehicles as to their plate numbers ending which correspond to the month of renewal of registration.	None	1 Day	Herwin Tolentino
2. Preparation of Payment	The LTO shall prepare order of payment for the renewal of registration of Government vehicles.  The GSIS shall prepare order of payment for issuance premium of government properties.	None	1 Day	Herwin Tolenttio  LTO Personnel  GSIS Personnel
3. For Emission Testing	The GSO/Concerned Office shall proceed to the Emission Testing Center.	None	1 Day	Herwin Tolentino  Felipe Catienza Jr.
4. Registration	The GSO/Concerned Offices shall ensure payment of renewal of registration/insurance premiums of government properties/vehicles.	None	1 Day	Herwin Tolentino
5. Issuance of Registration and Stickers	The GSO/Concerned Offices shall issue the new registration papers and new vehicles stickers to all Concerned Offices.	None	1 Day	Herwin Tolentino
TOTAL		None	Approximately 5 Days	