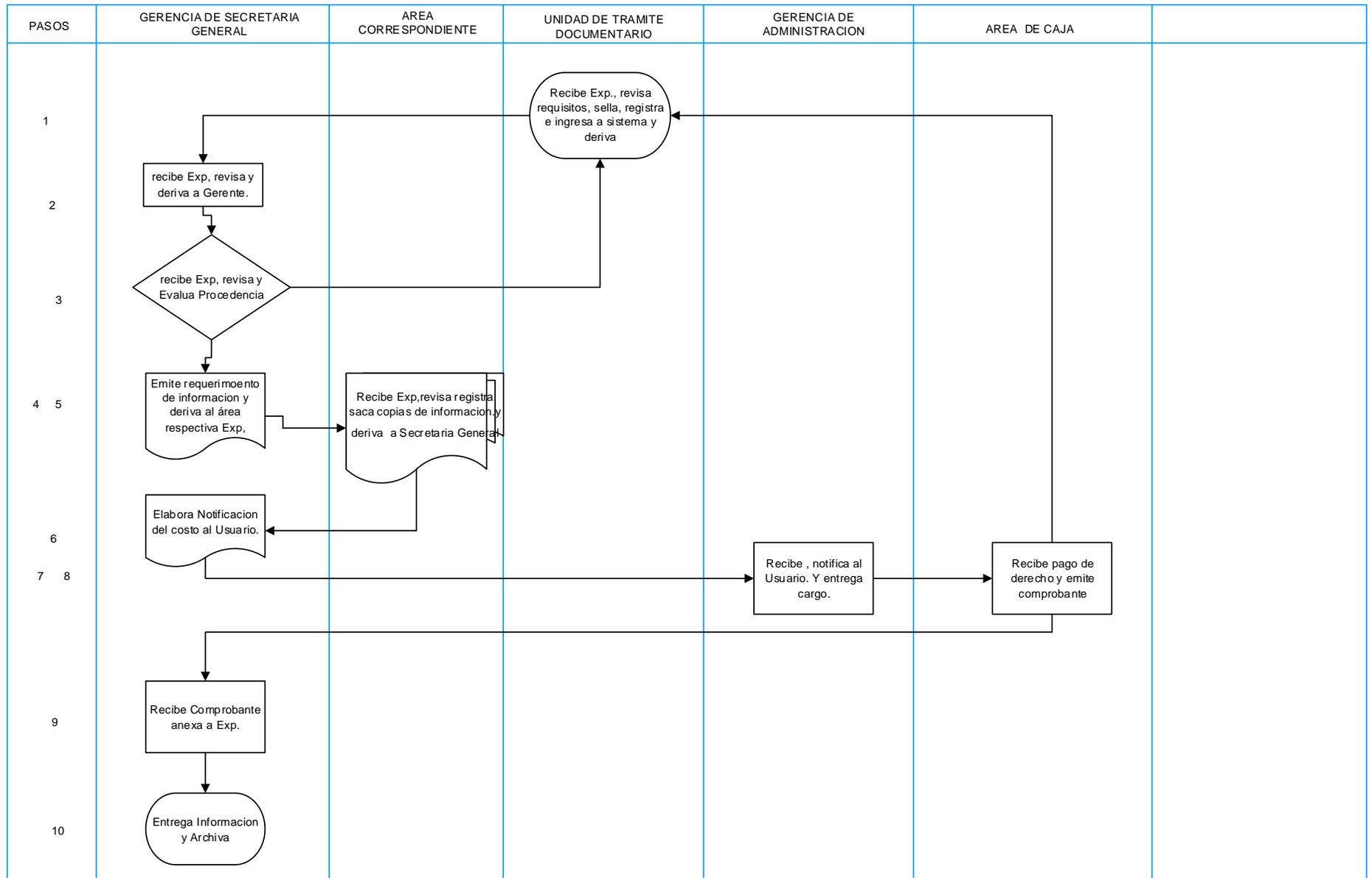
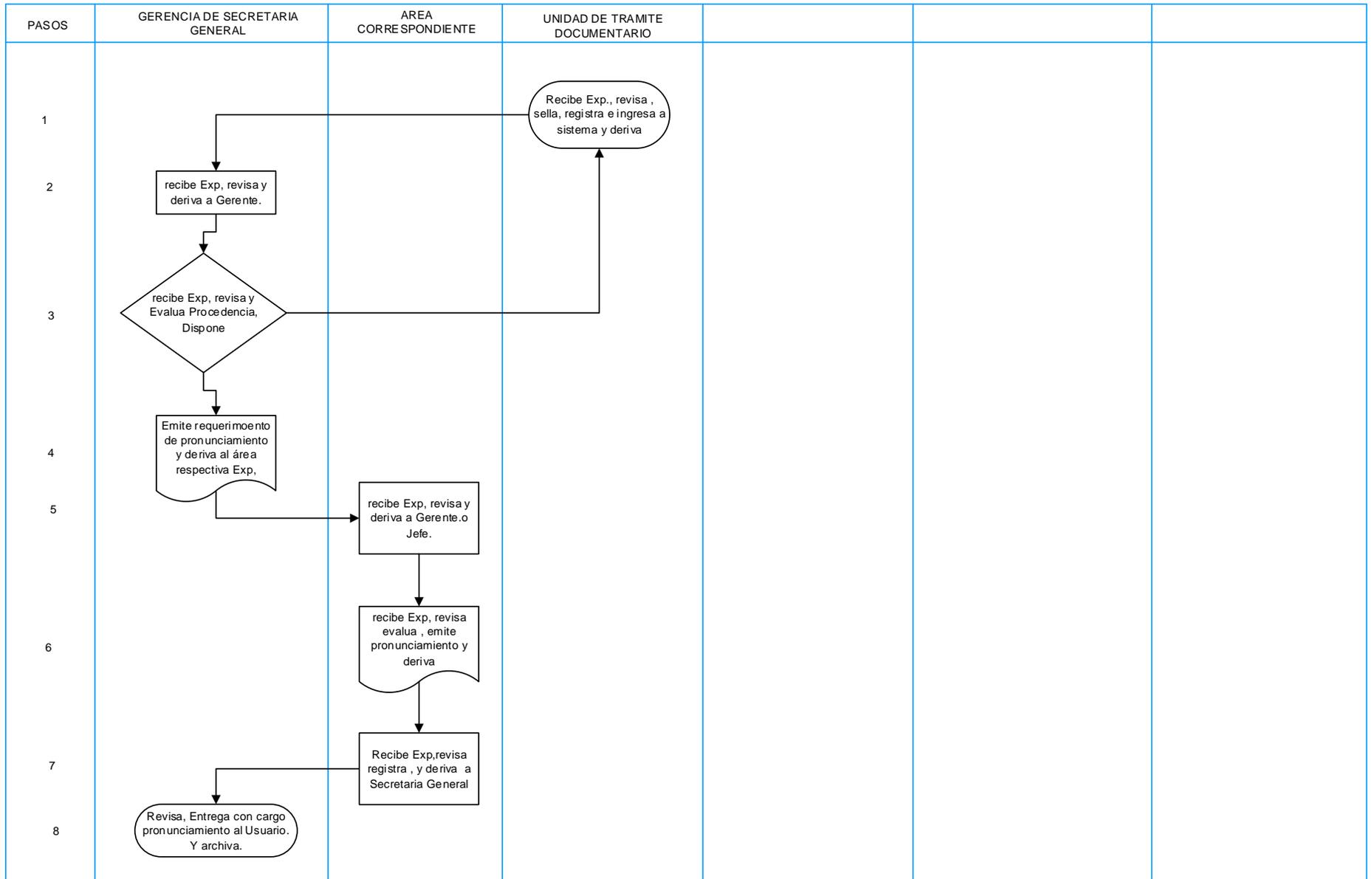


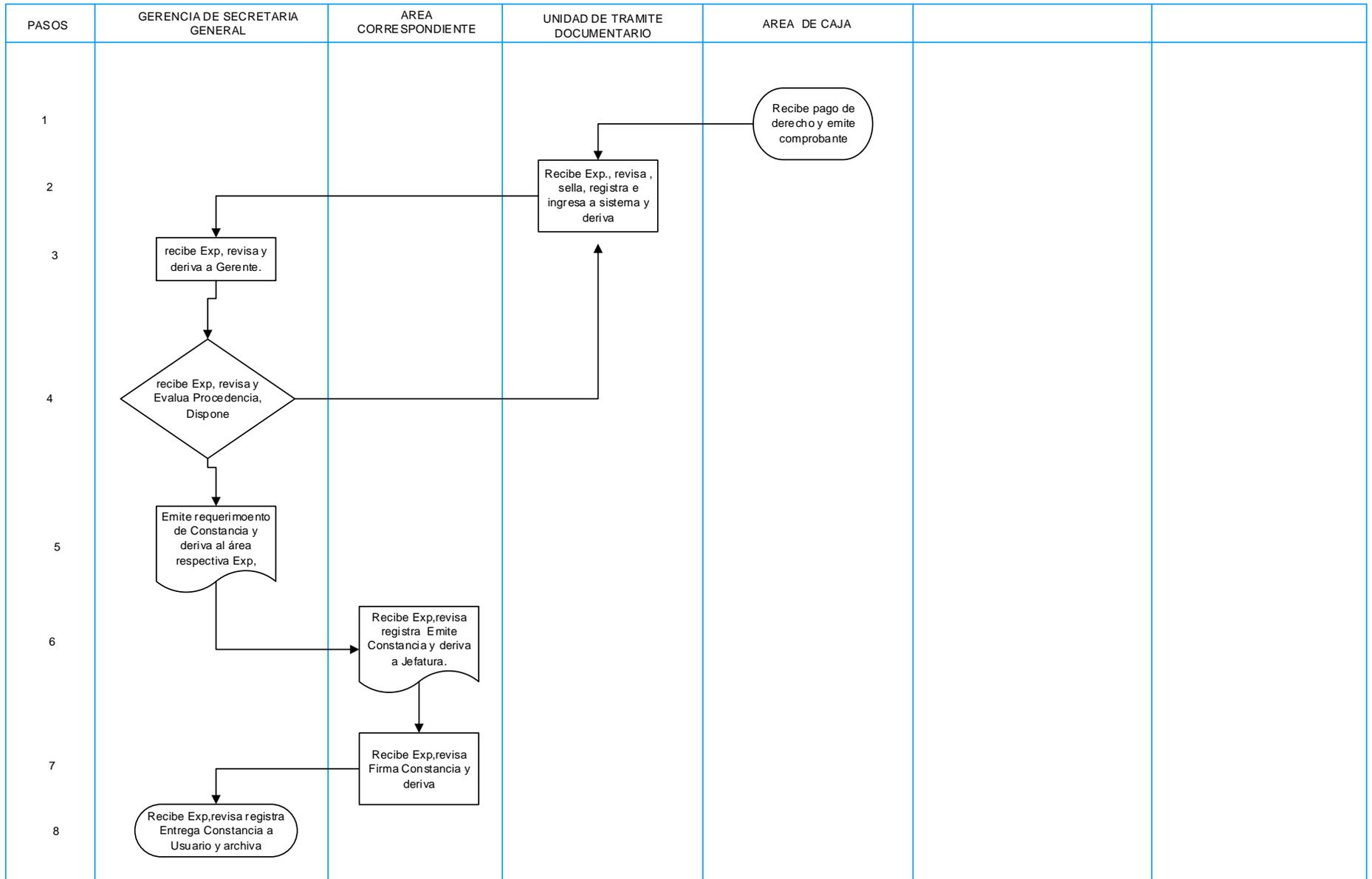
GERENCIA DE SECRETARIA GENERAL.  
 GSG 1 .- ACCESO A LA INFORMACION PUBLICA QUE POSEAN LAS UNIDADES ORGANICAS DE LA MUNICIPALIDAD.



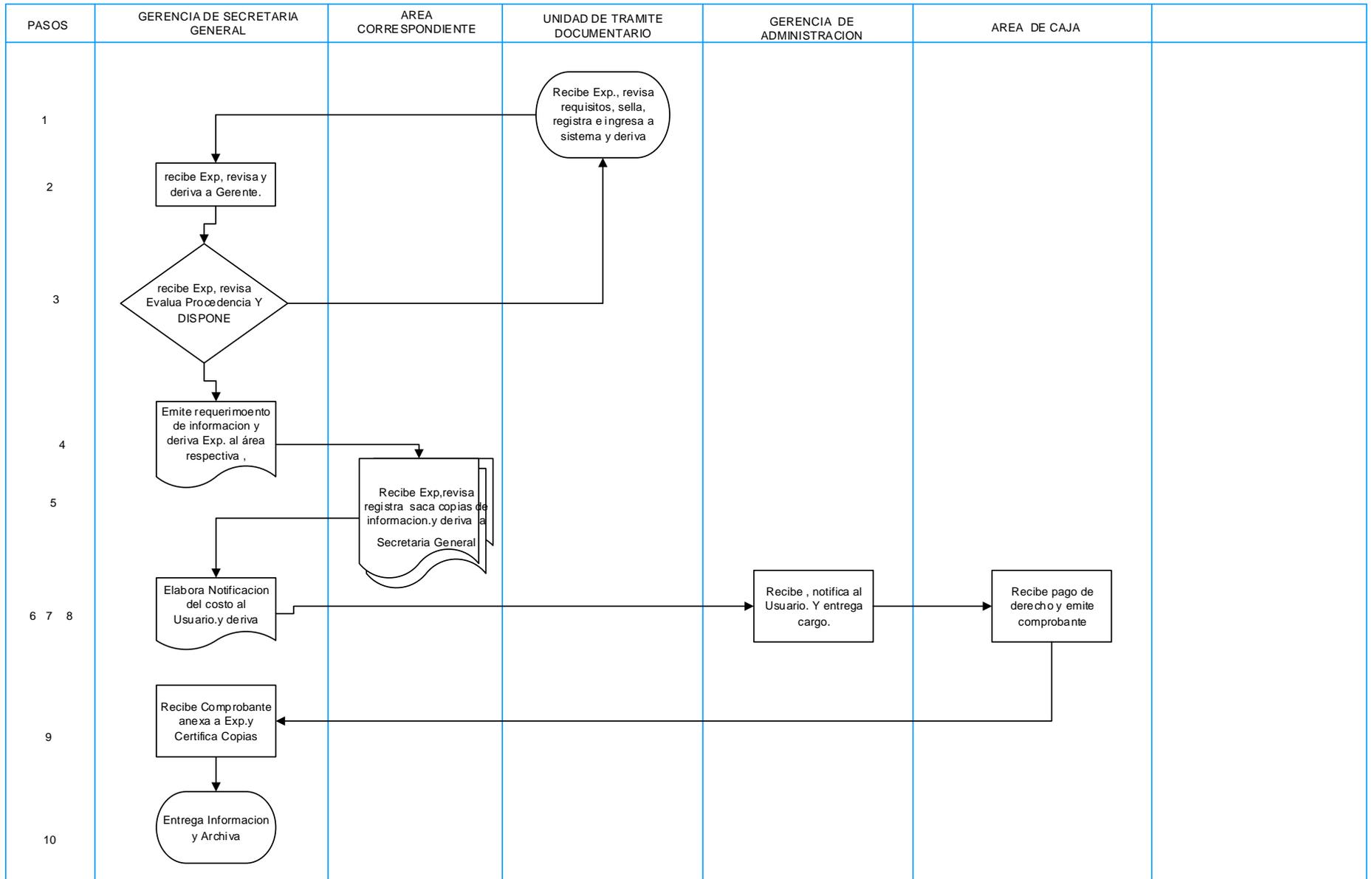
GSG 2 .- ATENCION DE QUEJAS Y DENUNCIAS



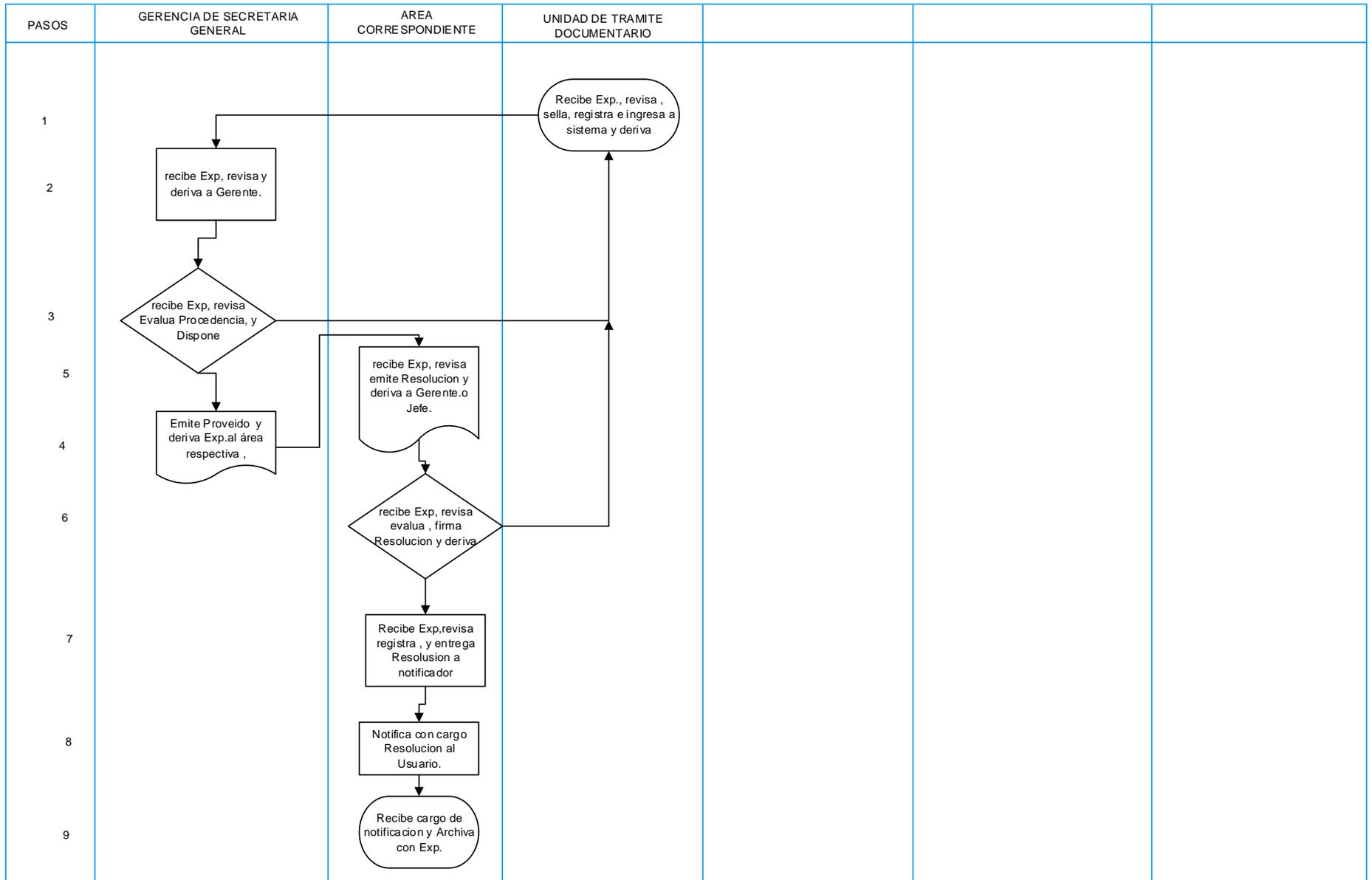
GSG 3 .- CONSTANCIA DE EXPEDIENTE EN TRAMITE



GSG 4.-COPIA CERTIFICADA DE DOCUMENTOS DE ADMINISTRACION MUNICIPAL QUE POSEAN LAS UNIDADES ORGANICAS DE LA MUNICIPALIDAD.

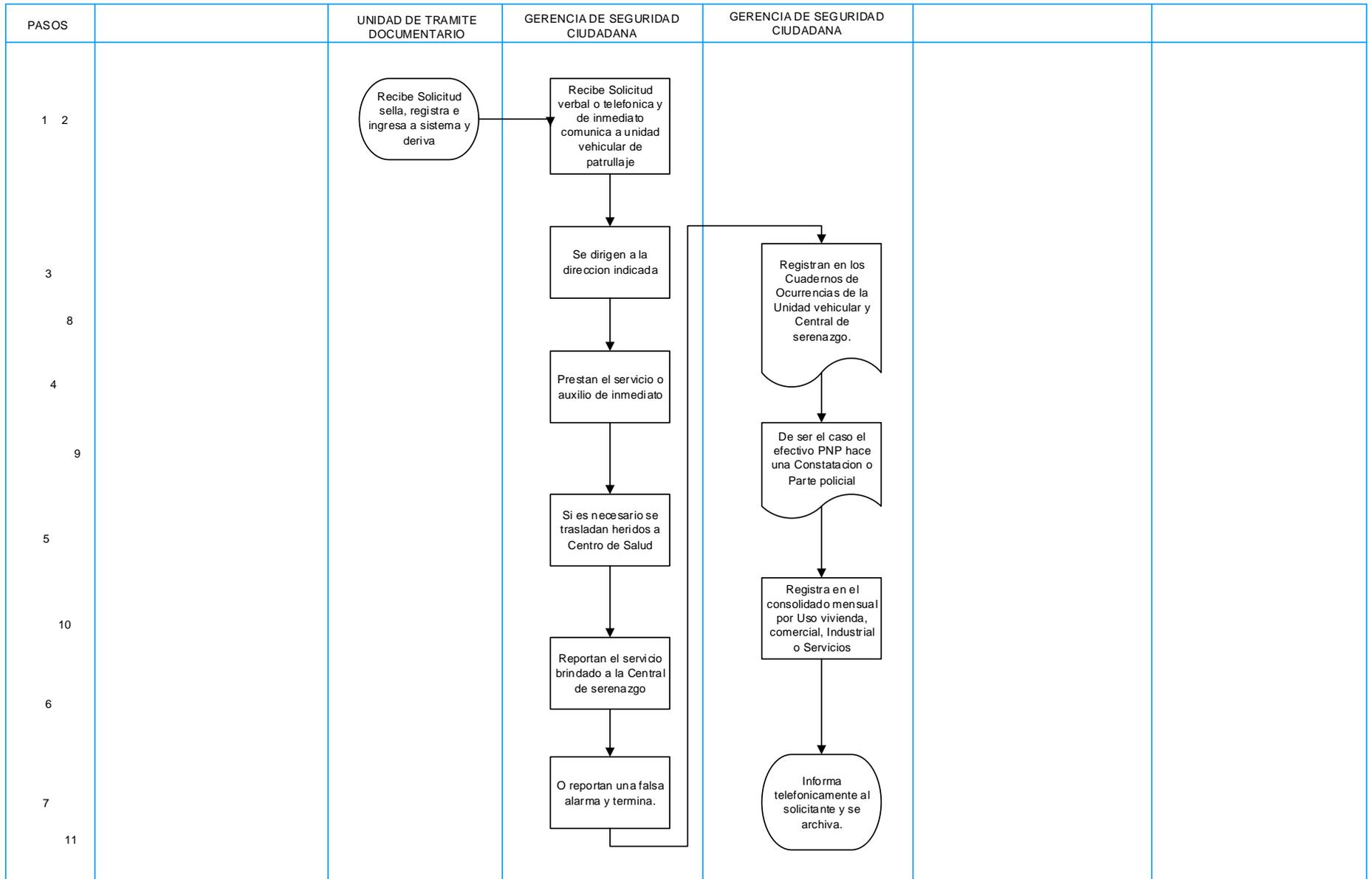


GSG 5.- DESESTIMIENTO DE PROCEDIMIENTO ADMINISTRATIVO, QUEJA O RECURSO.

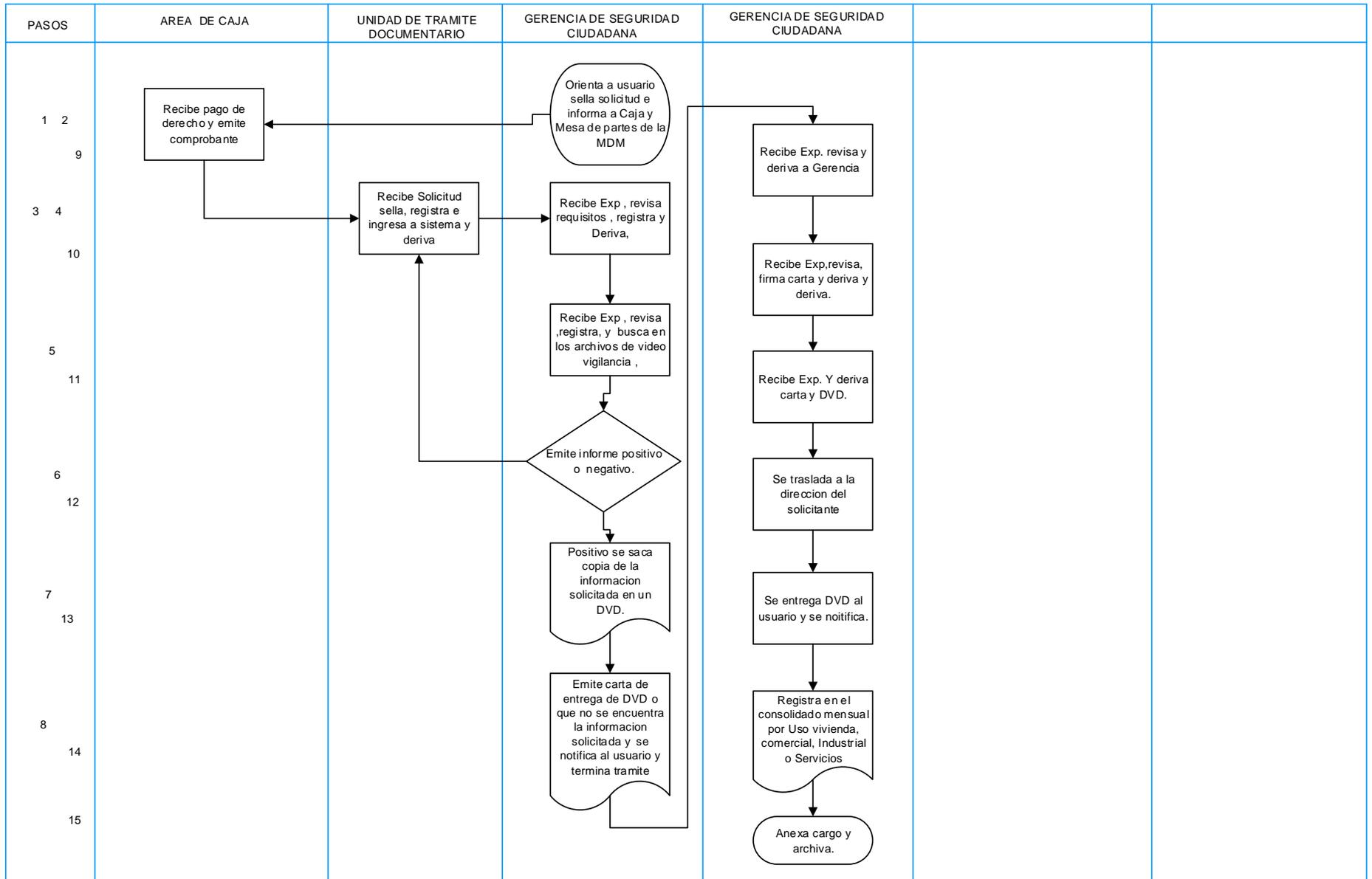




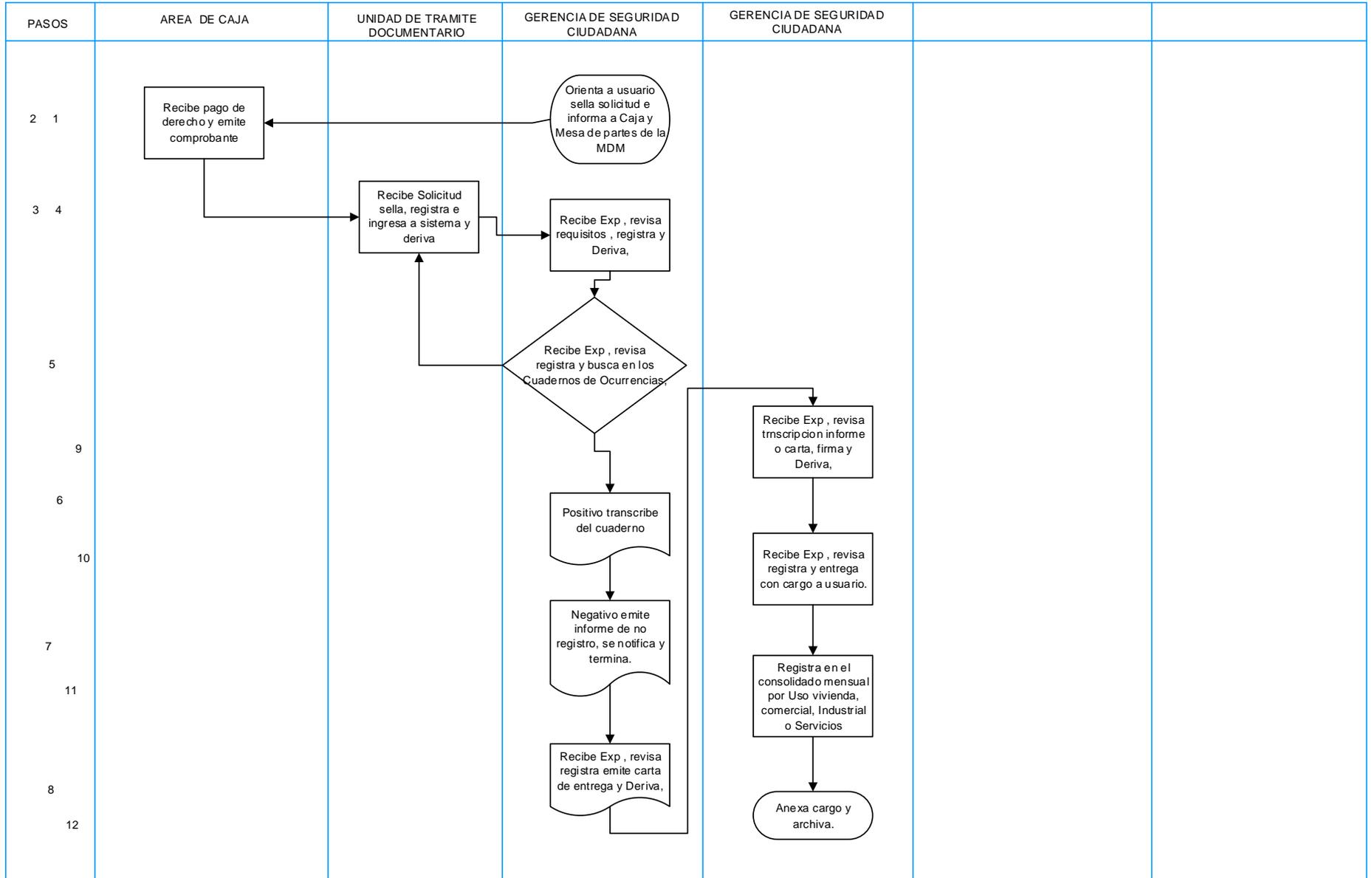
GSC, 2.- ATENCION DE SOLICITUDES DEL SERVICIO DE SERENAZGO



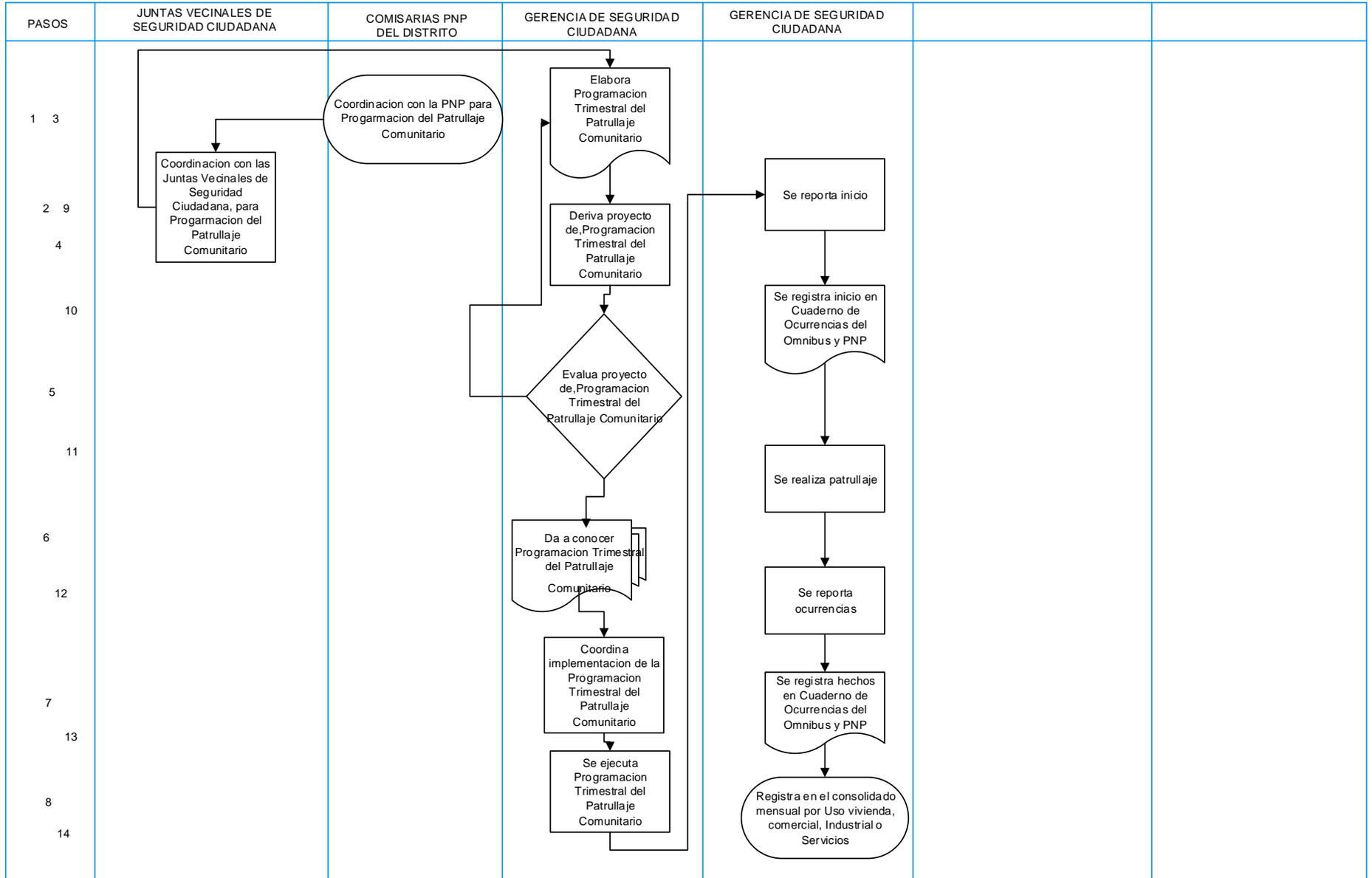
GSC, 3.- ATENCION DE SOLICITUD DE INFORMACION DE CAMARAS DE VIDEO VIGILANCIA

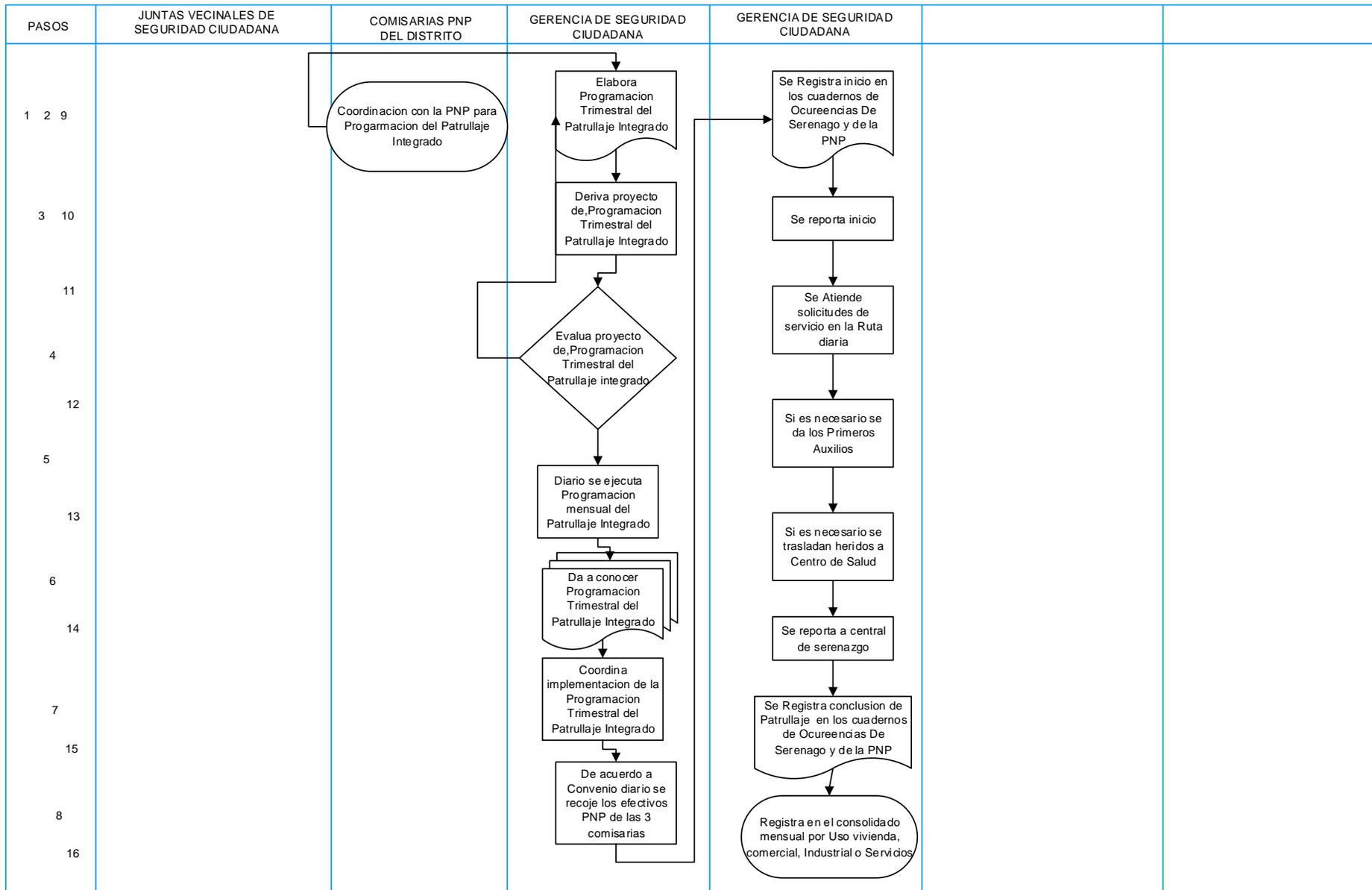


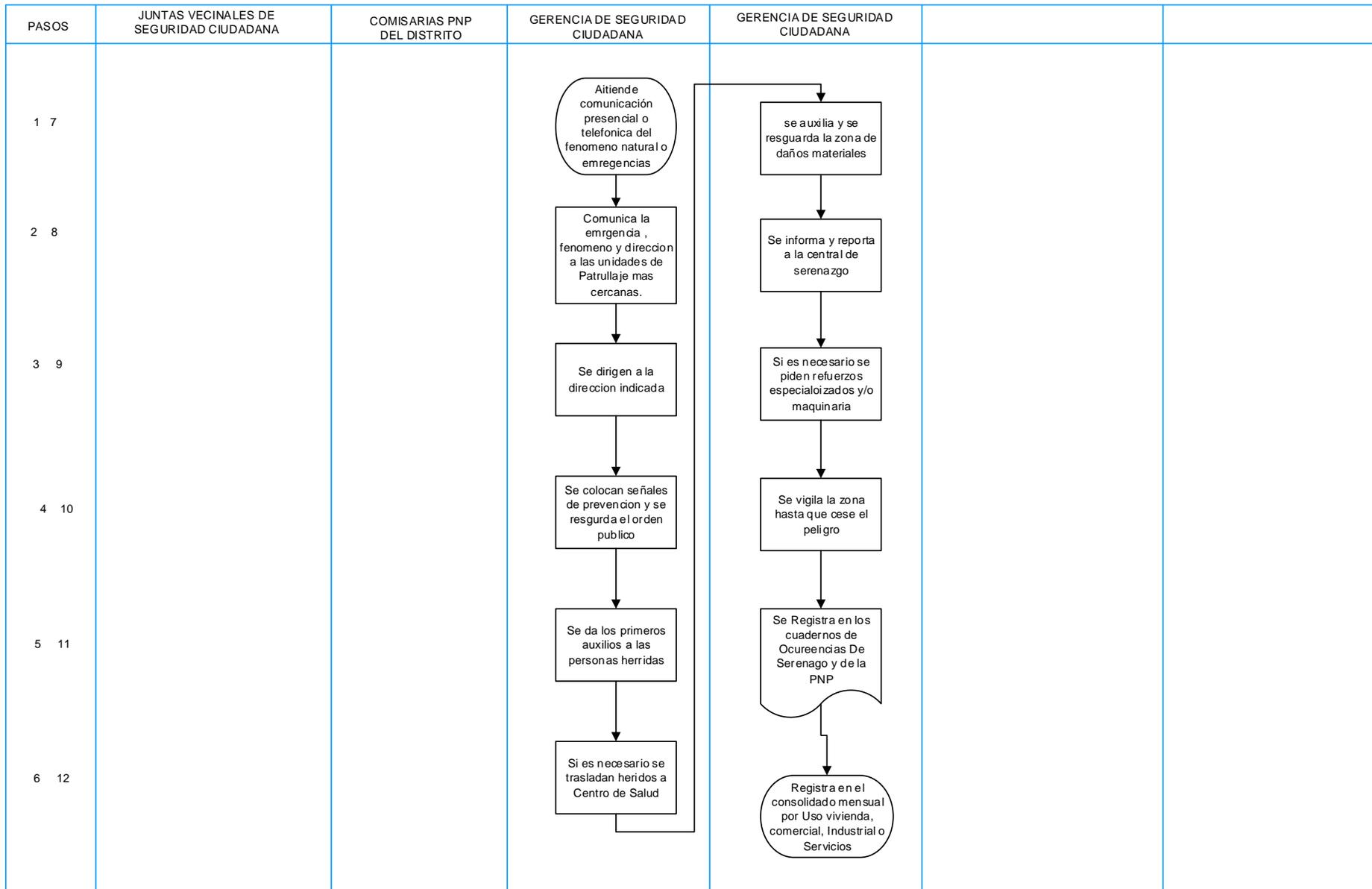
GSC, 4.- ATENCION DE SOLICITUD DE INFORMACION TRANSCRIPCION DE OCURRENCIAS



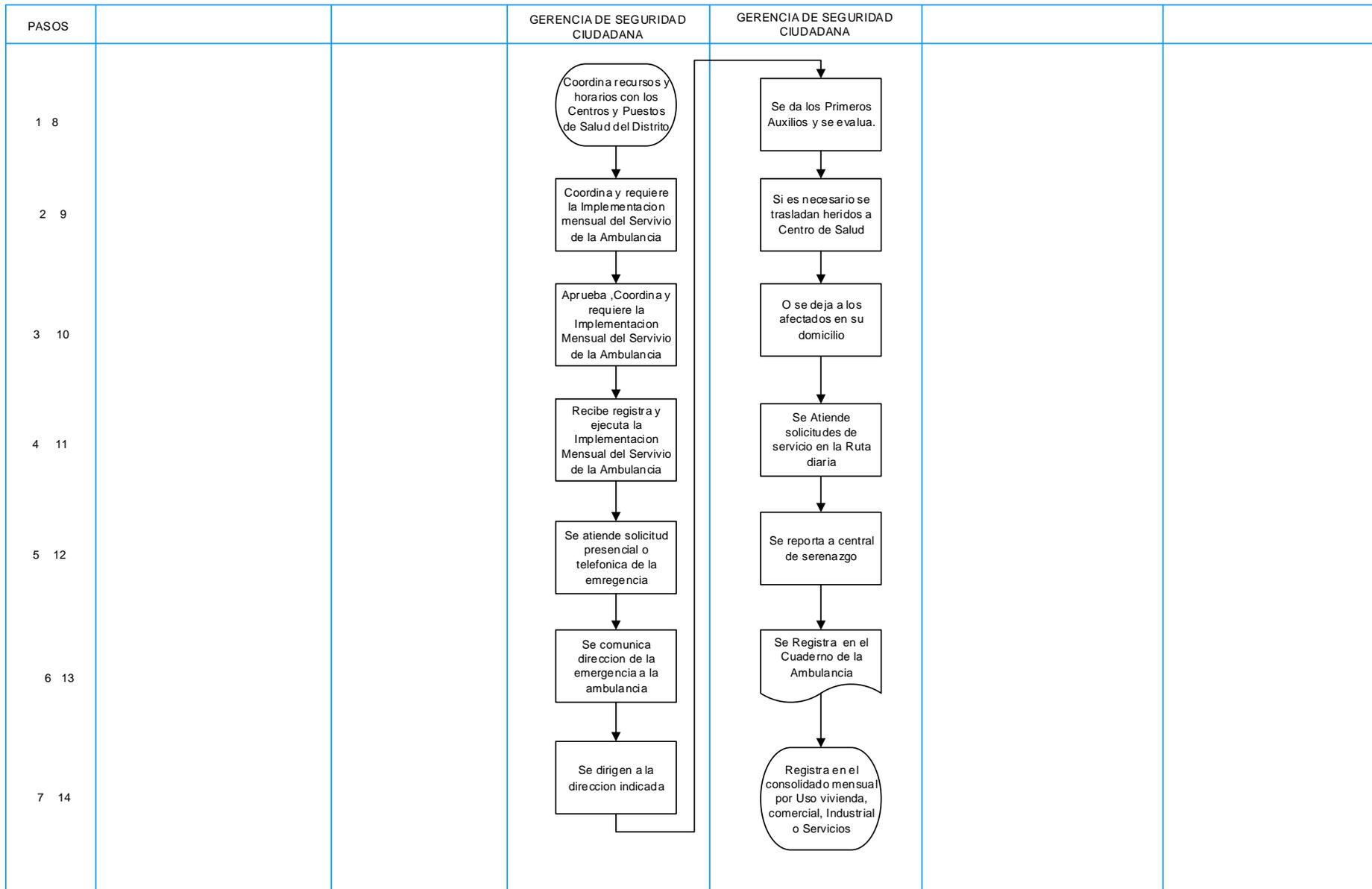
GSC, 5.- SERVICIO DE PATRULLAJE COMUNITARIO, JUNTAS VECINALES, SERENAZGO MUNICIPAL Y PNP.



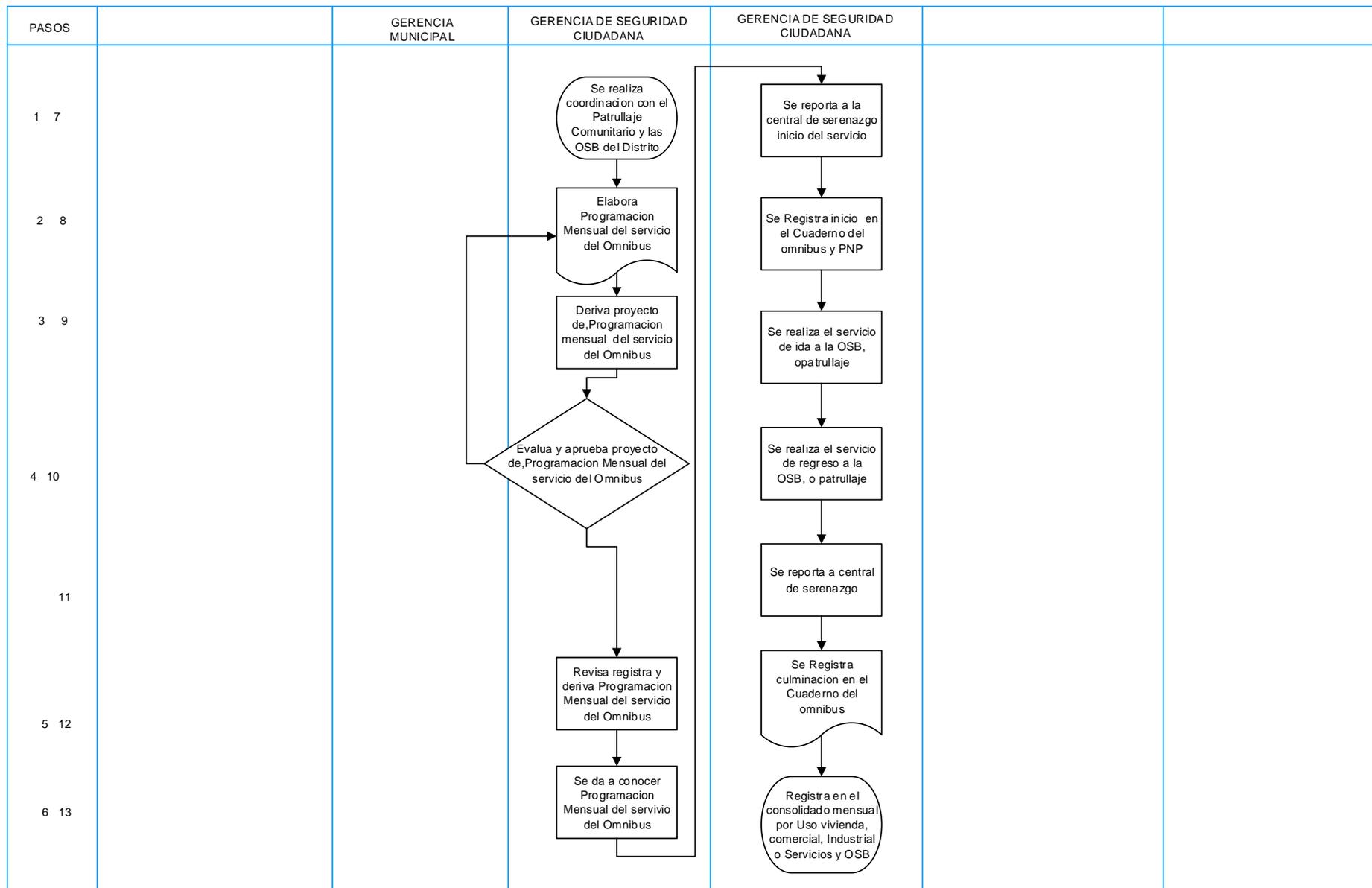


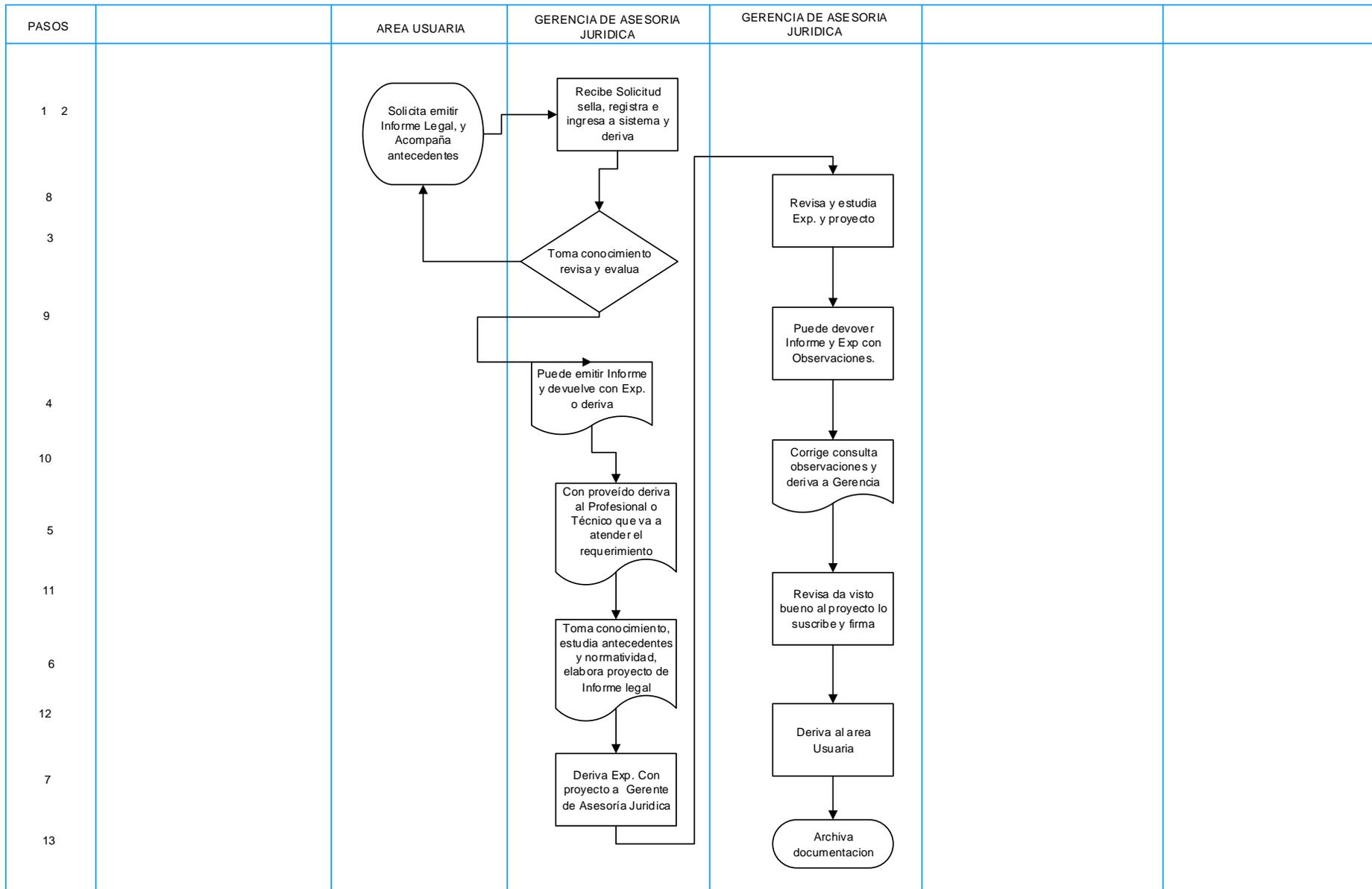


GSC, 8.- SERVICIO DE ATENCION DE EMERGENCIAS CON LA AMBULANCIA MUNICIPAL

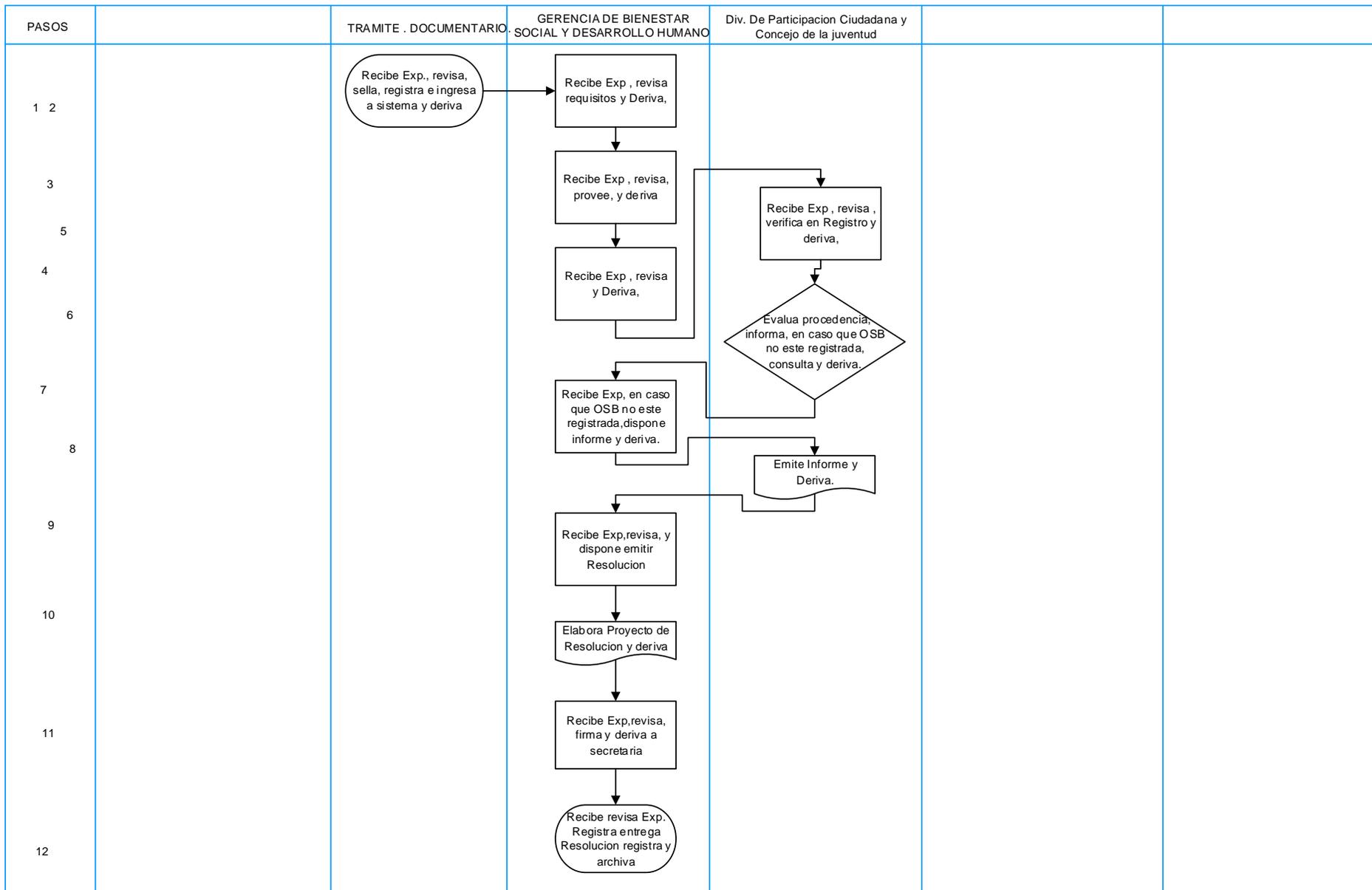


GSC, 9.- SERVICIO DE ATENCION DEL OMNIBUS MUNICIPAL A LAS ORGANIZACIONES SOCIALES DE BASE (OSB)L

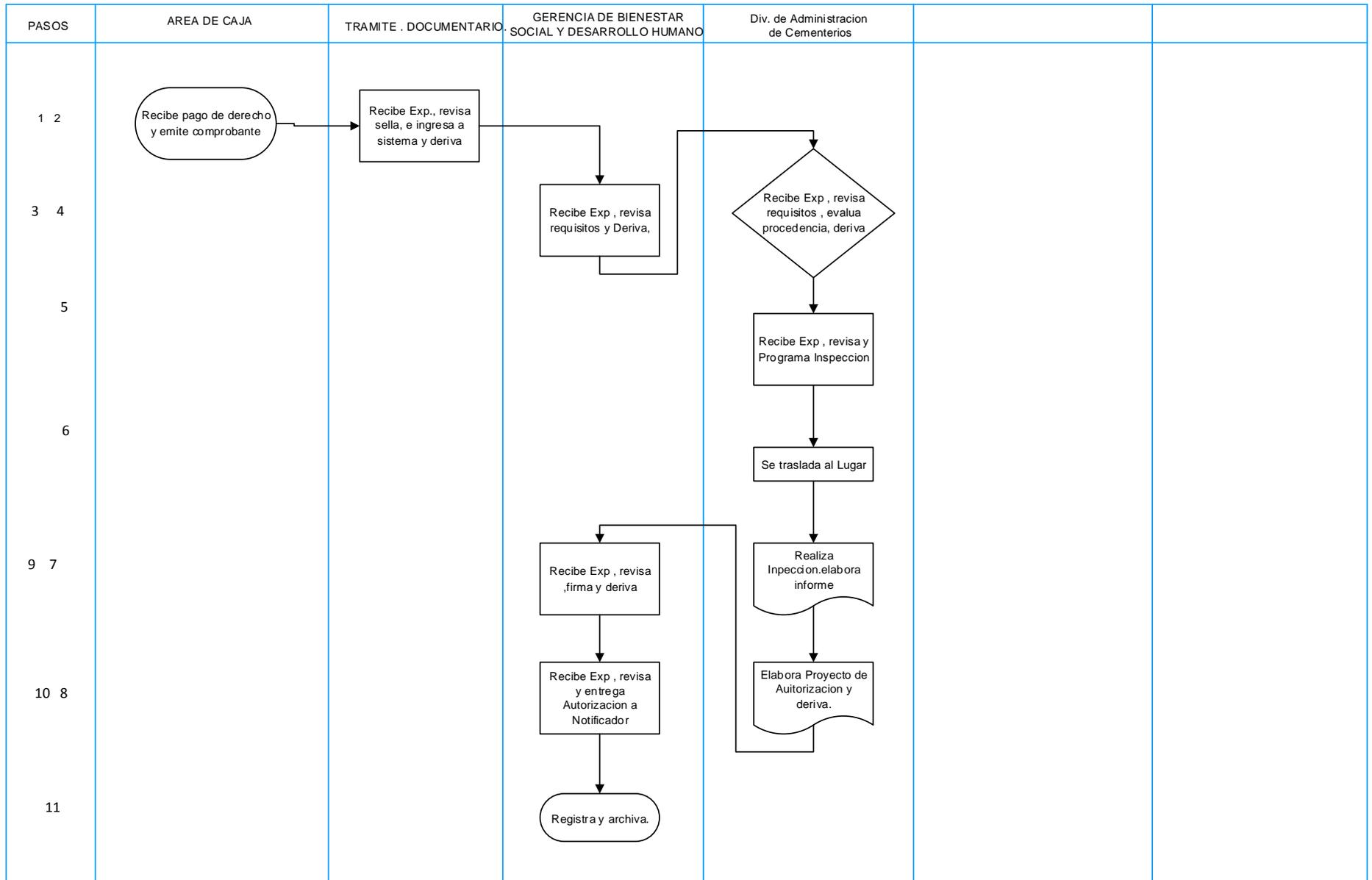




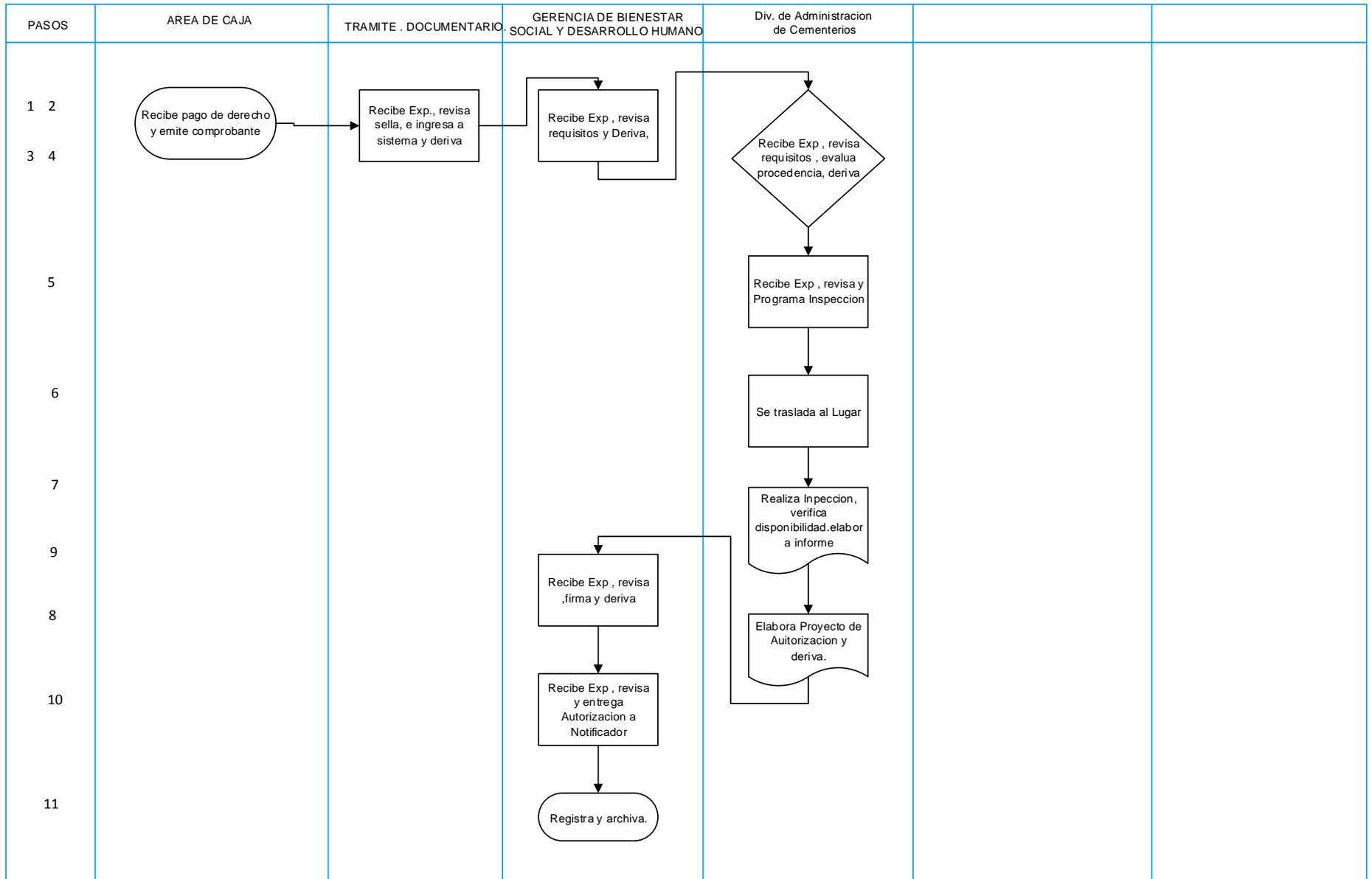
GBSDH, 1.- INSCRIPCION, O MODIFICACIONES DE ORGANIZACIONES SOCIALES, Y JUNTAS DIRECTIVAS, ASOCIACIONES Y OTROS.



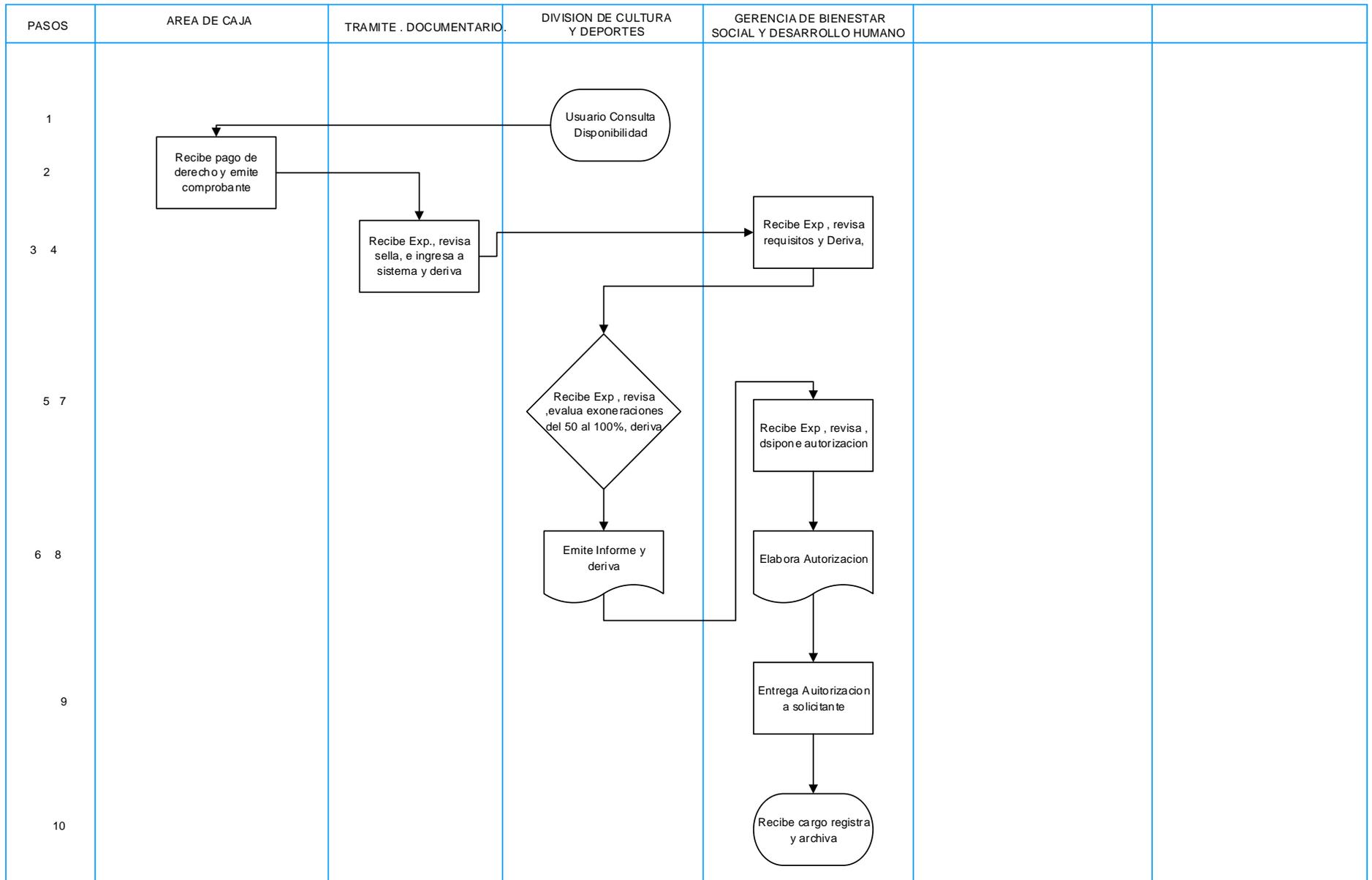
GBDSH, 2.- AUTORIZACION PARA COLOCAR LAPIDA, REJA, O CONSTRUIR TUMBA, O EXHUMACION DE CADAVERES, O TRASLADO DE CADAVERES A OTRO CEMENTERIO..



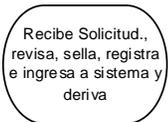
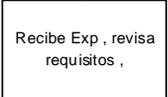
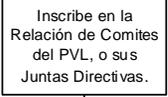
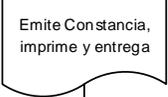
. GBDSH, 3.- AUTORIZACION DE SEPELIO (EN SUELO O NICHOS) EN EL CEMENTERIO MUNICIPAL



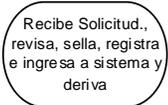
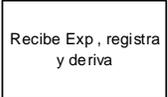
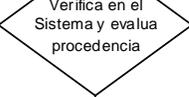
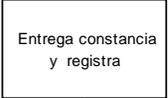
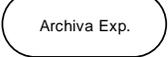
GBDSH, 4.- AUTORIZACION DE USO DE ESCENARIOS DEPORTIVOS



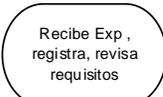
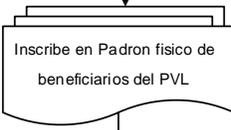
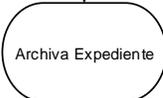
GBSDH, 5.- INSCRIPCION DE COMITES, JUNTAS DIRECTIVAS Y SUS MODIFICACIONES, DEL PVL.

PASOS		TRAMITE . DOCUMENTARIO.	DIVISION DE PROGRAMAS SOCIALES			
1						
2						
3						
4						
5						
6						

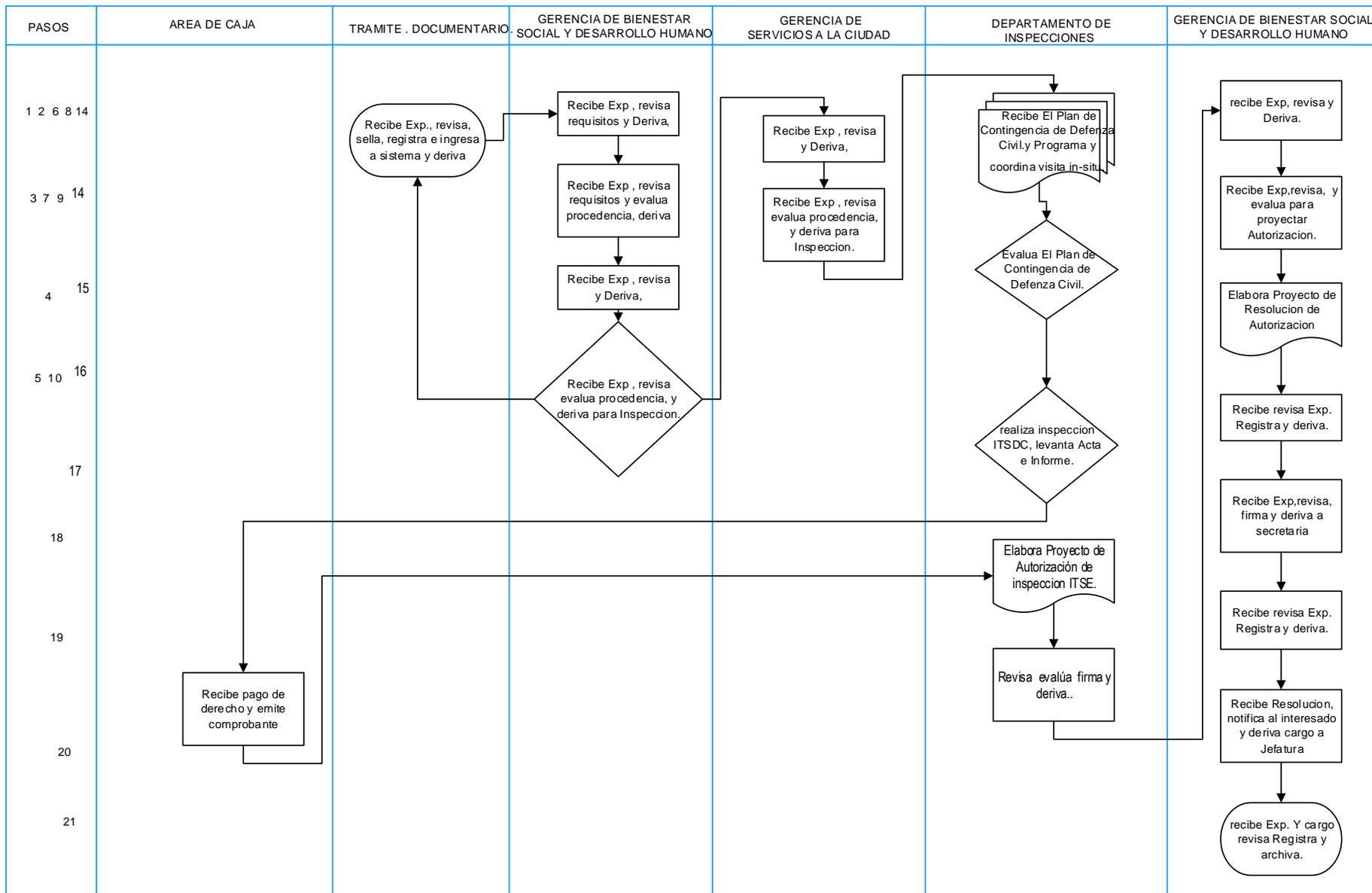
GBSDH, 6.-CONSTANCIA DE ESTAR O NO, INSCRITO EN EL PVL

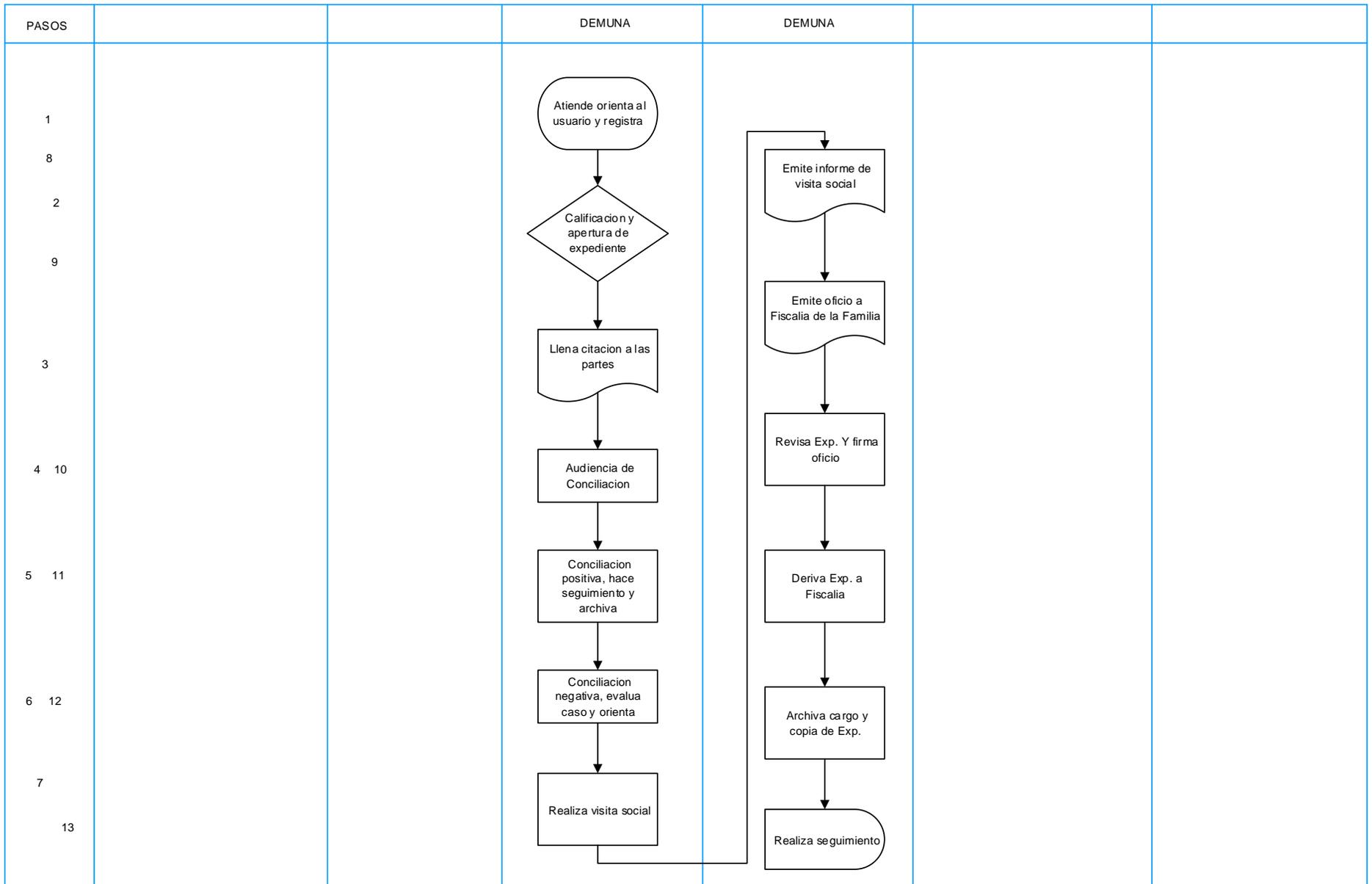
PASOS		TRAMITE . DOCUMENTARIO.	DIVISION DE PROGRAMAS SOCIALES			
1						
2						
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5						
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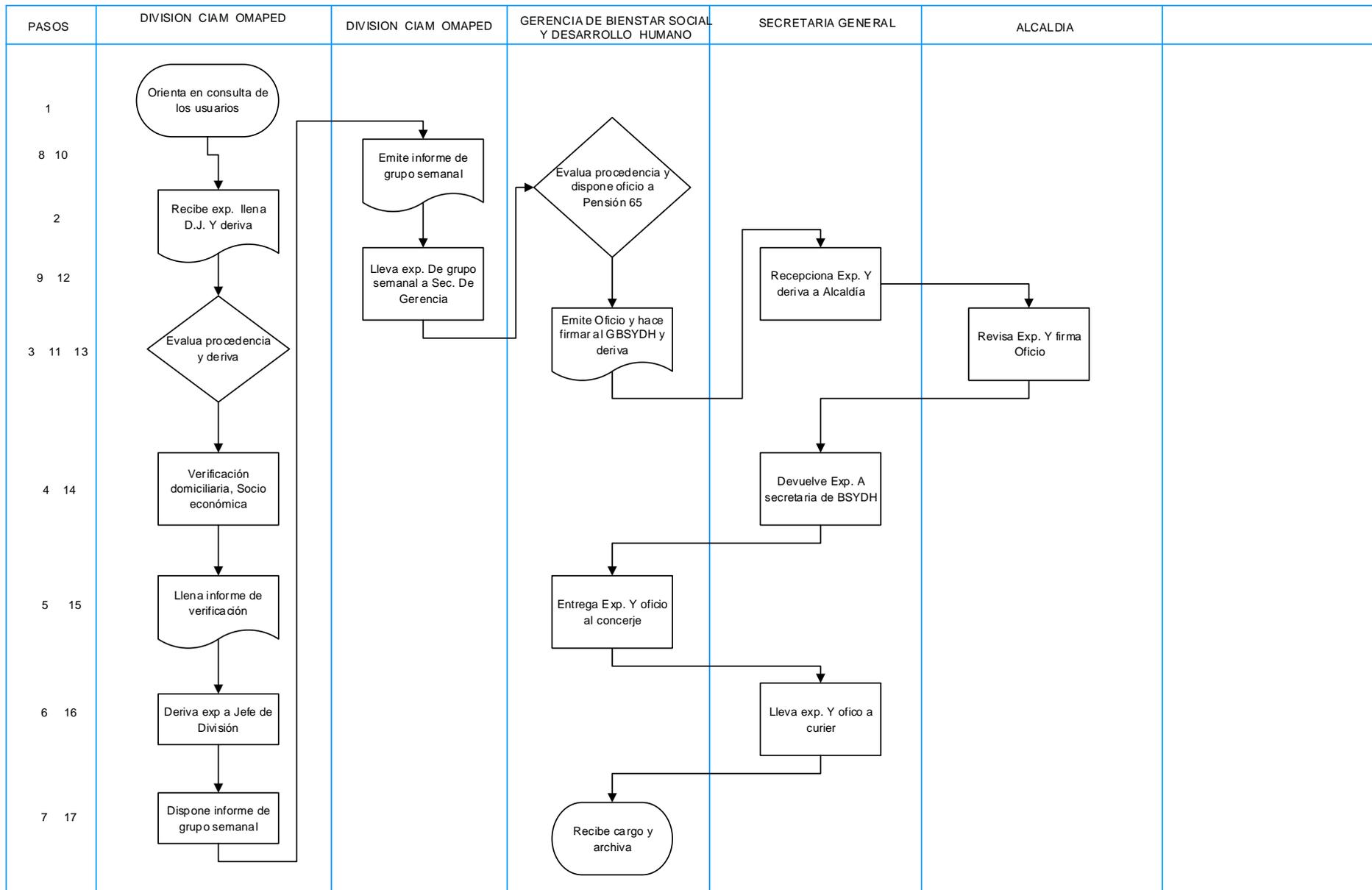
GBSDH, 7.- INSCRIPCION DE BENEFICIARIOS DEL PVL

PASOS		TRAMITE . DOCUMENTARIO.	DIVISION DE PROGRAMAS SOCIALES			
1						
2						
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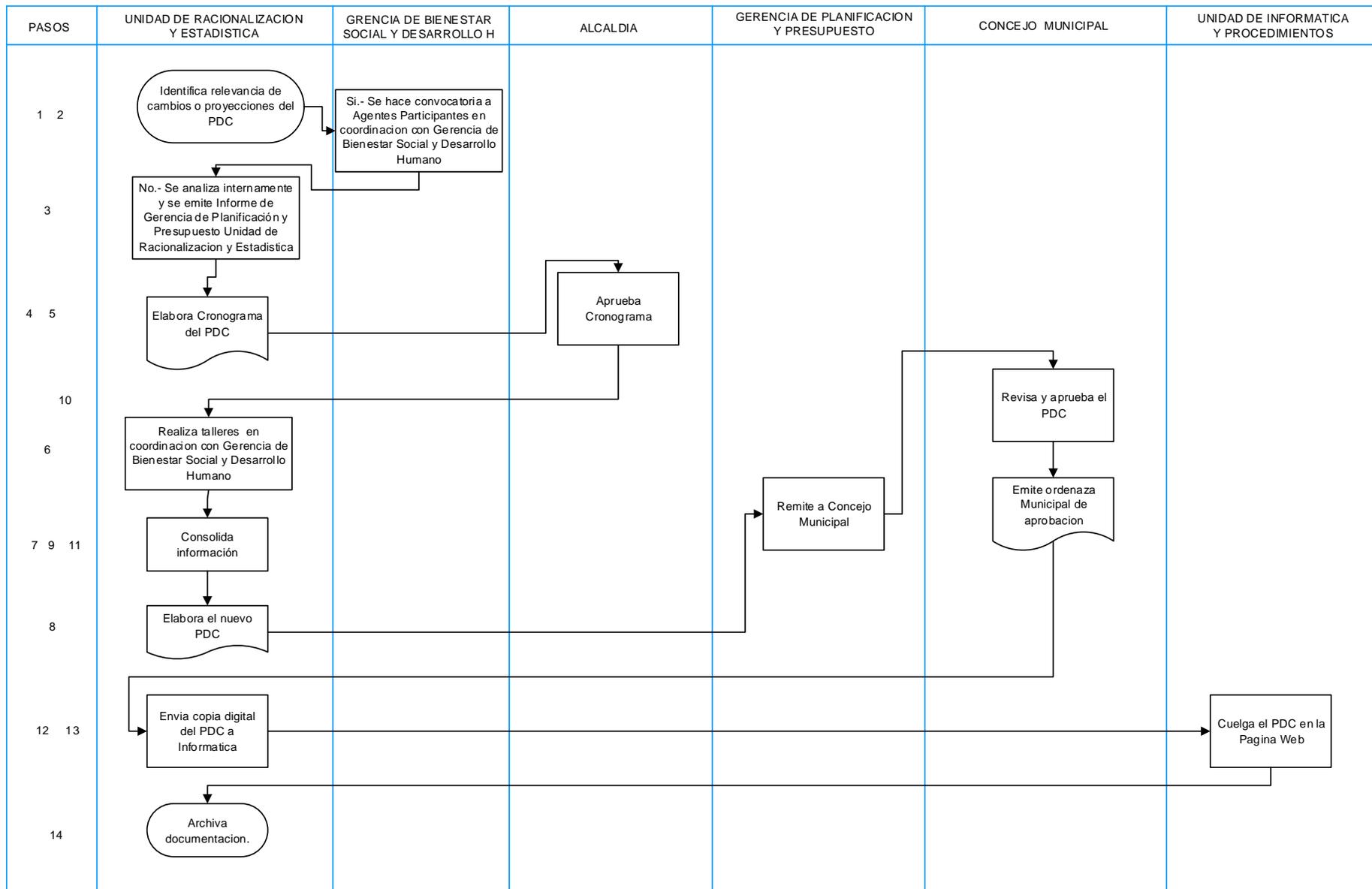
GBSDH, 8.-AUTORIZACION PARA ESPECTACULOS PUBLICOS NO DEPORTIVOS,



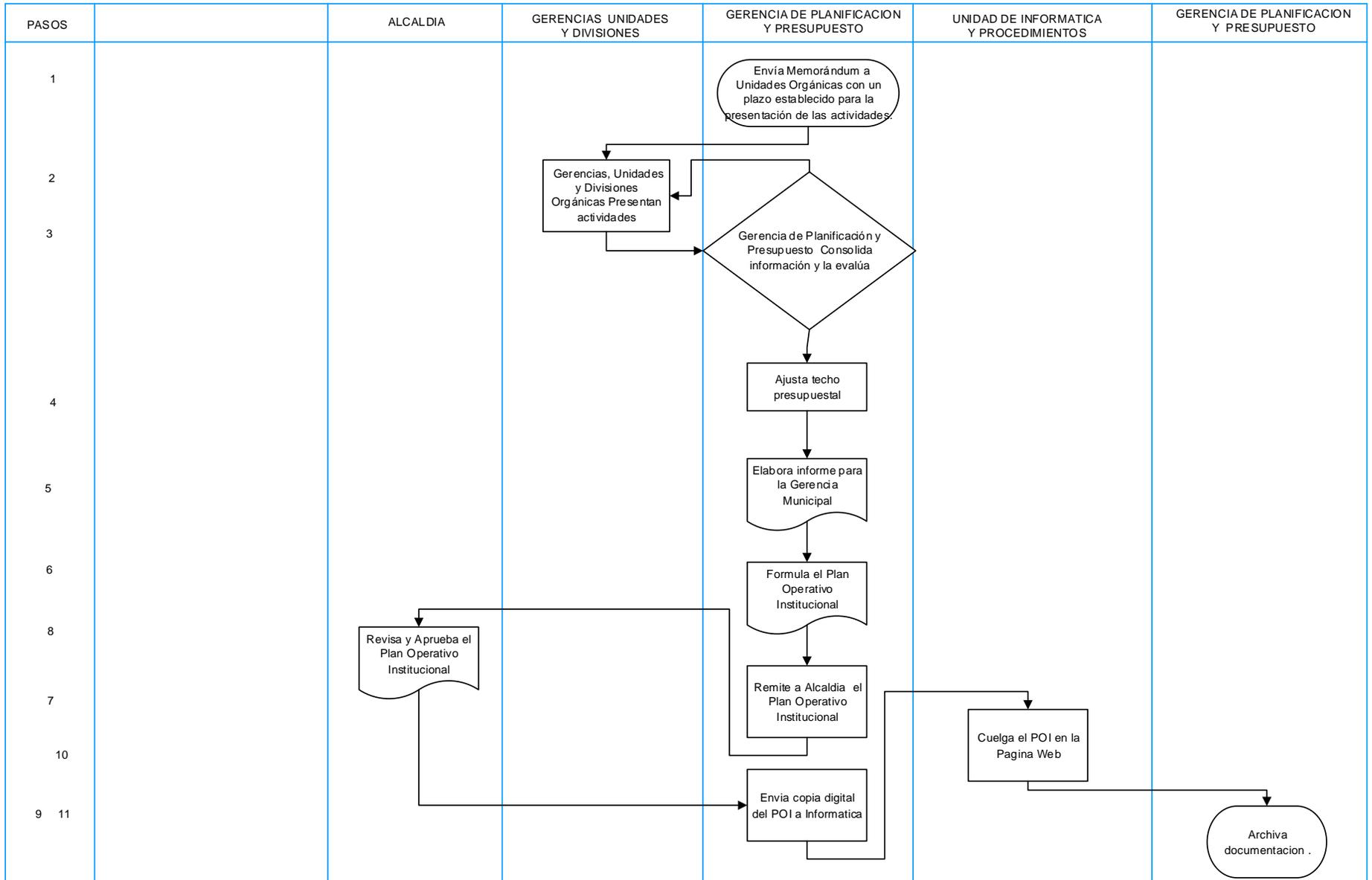




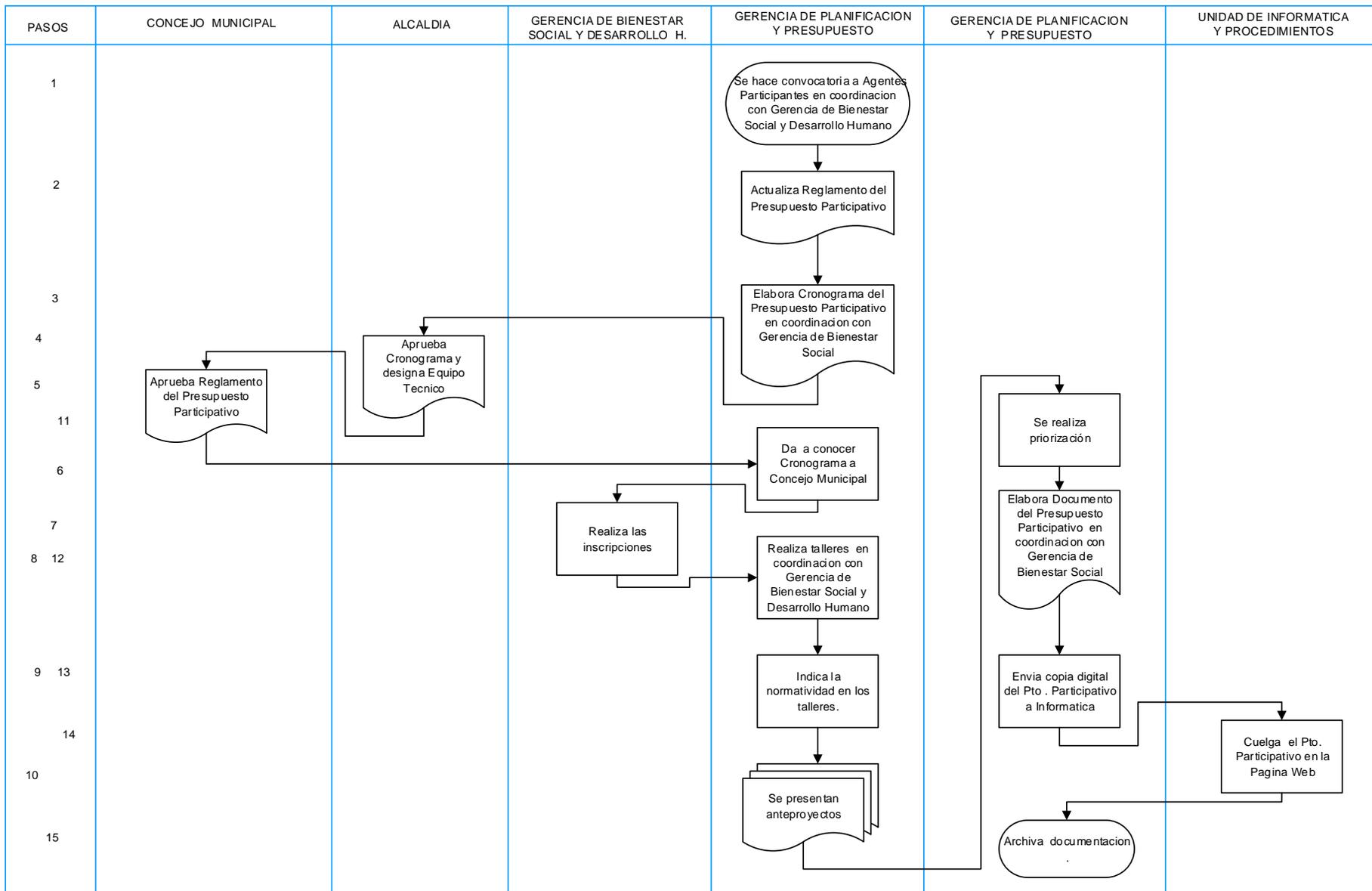
GPP, 1.- ACTUALIZACION DEL PLAN DE DESARROLLO CONCERTADO



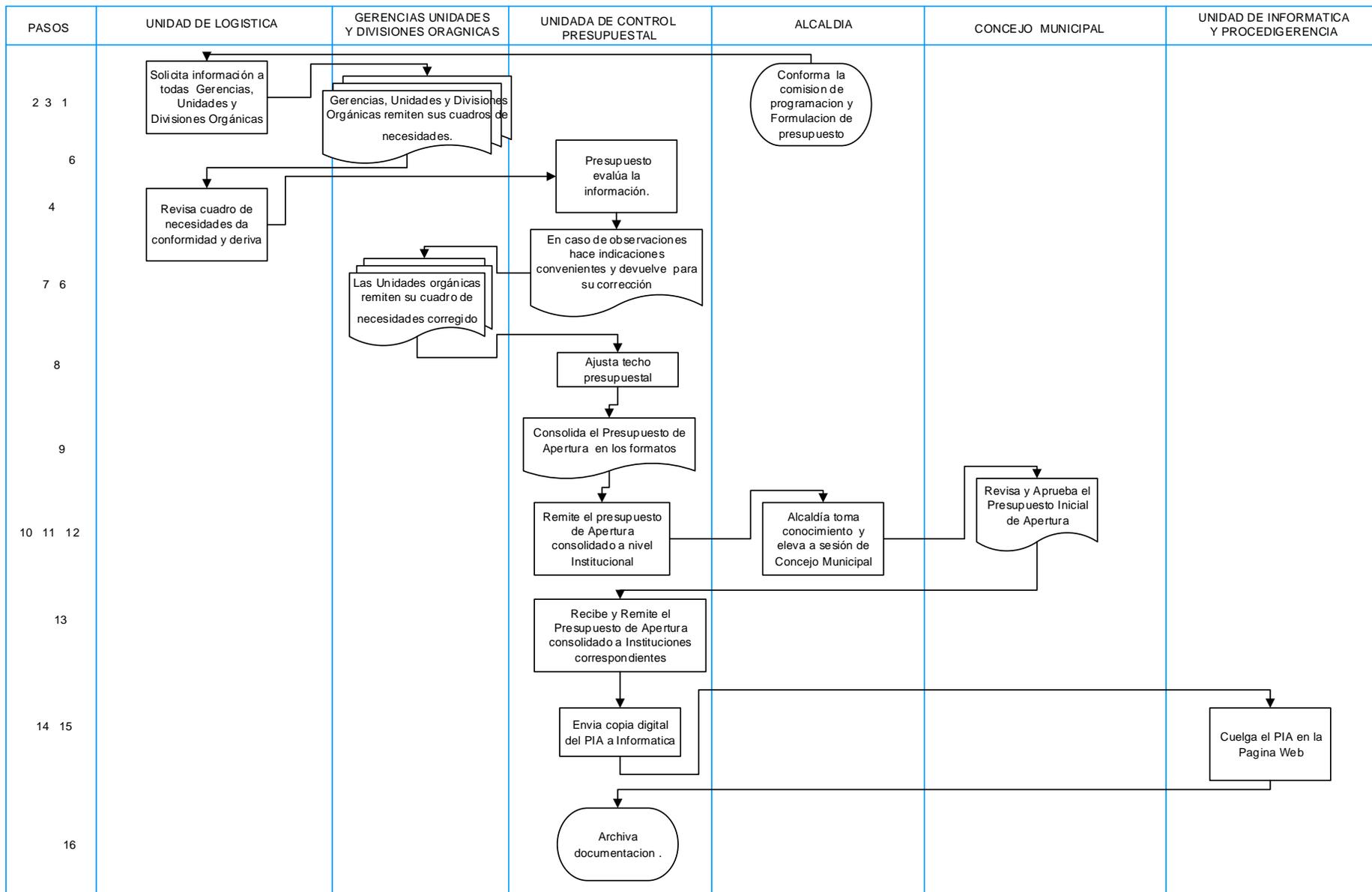
GPP, 2.- FORMULACION Y CONSOLIDACION DEL PLAN OPERATIVO INSTITUCIONAL (POI)



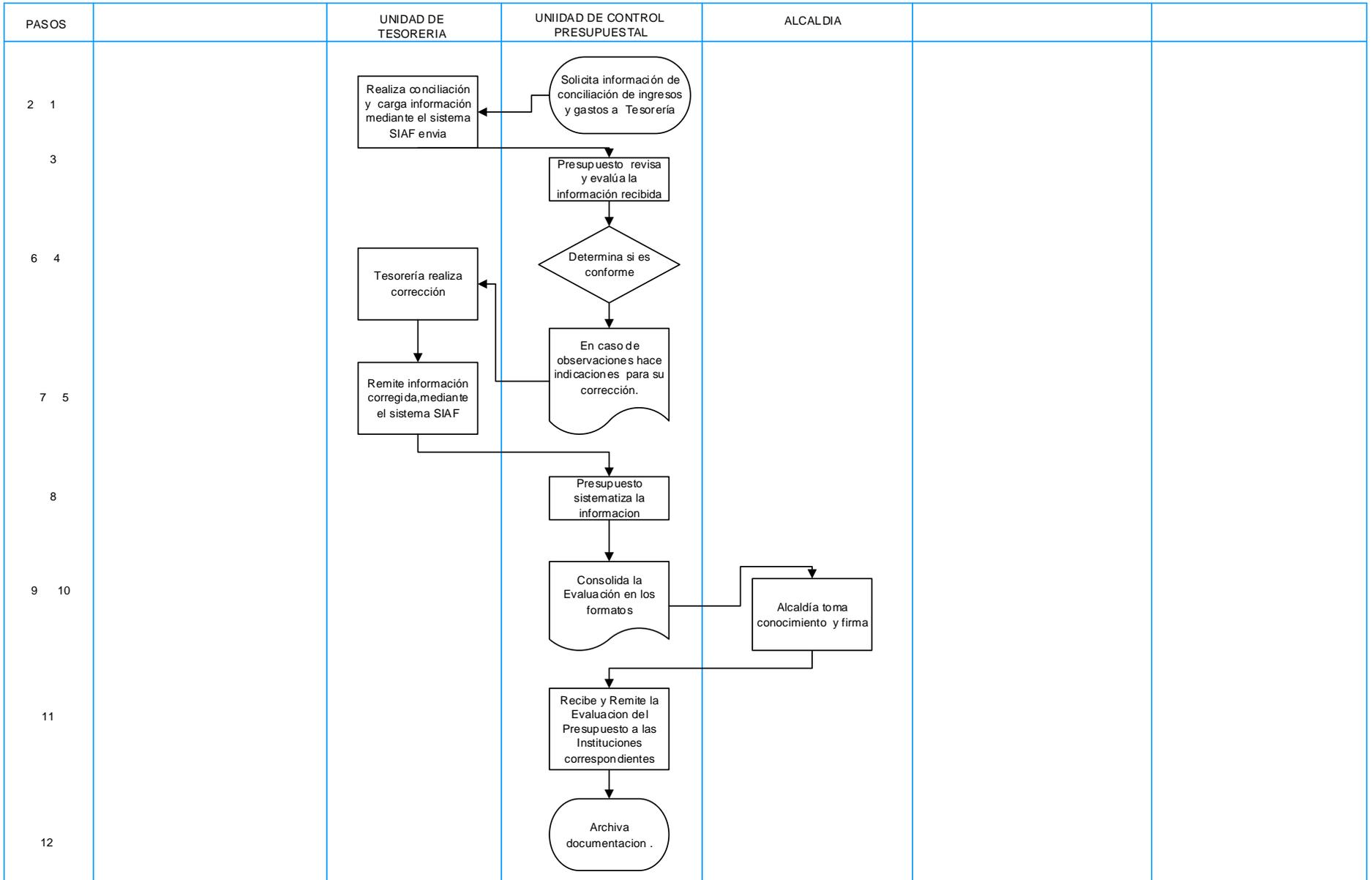
GPP, 3.- PROGRAMACION, FORMULACION Y APROBACION DEL PRESUPUESTO PARTICIPATIVO



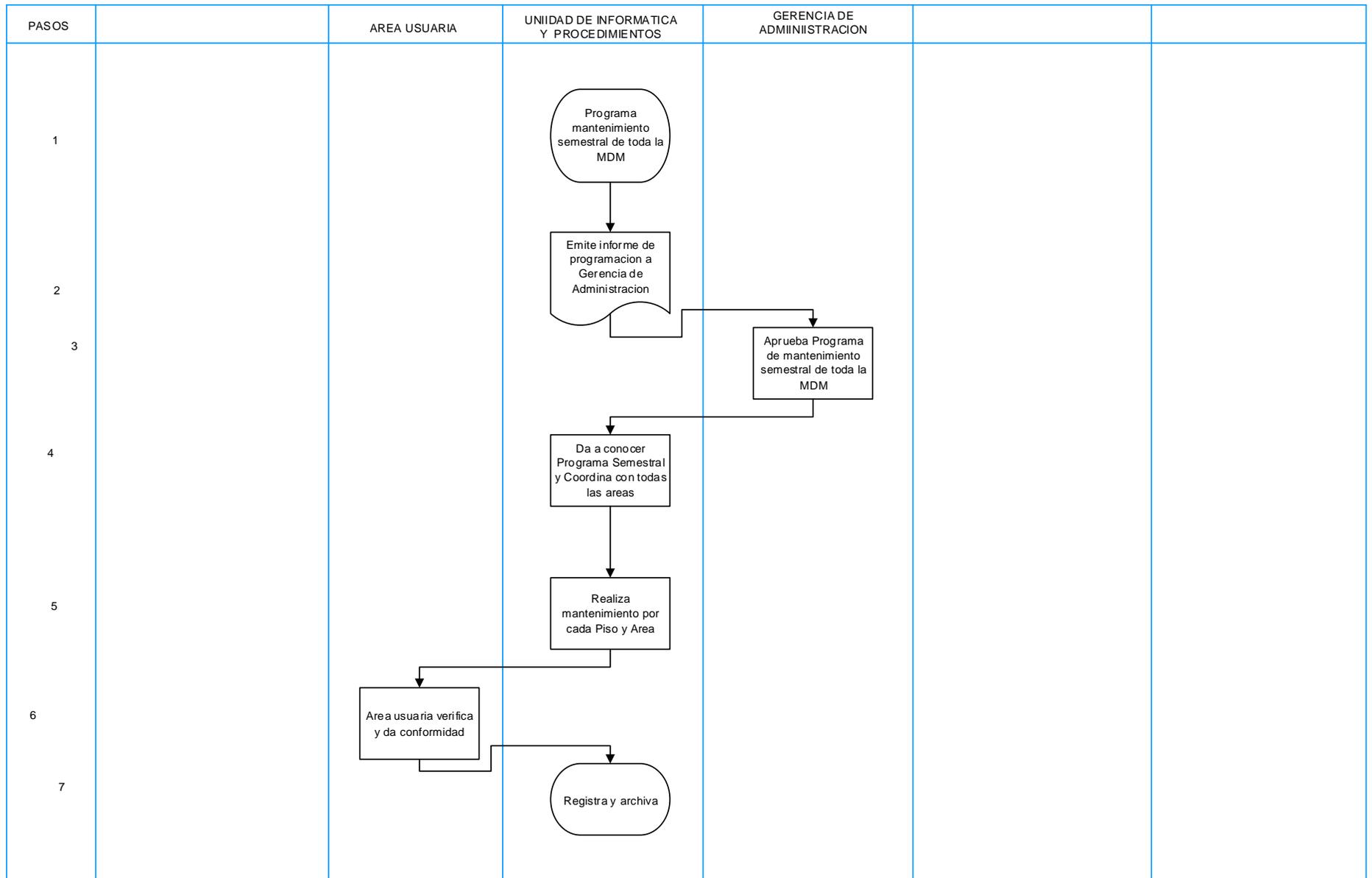
GPP, 4.- FORMULACION Y CONSOLIDACION DEL PRESUPUESTO INSTITUCIONAL DE APERTURA(PIA)



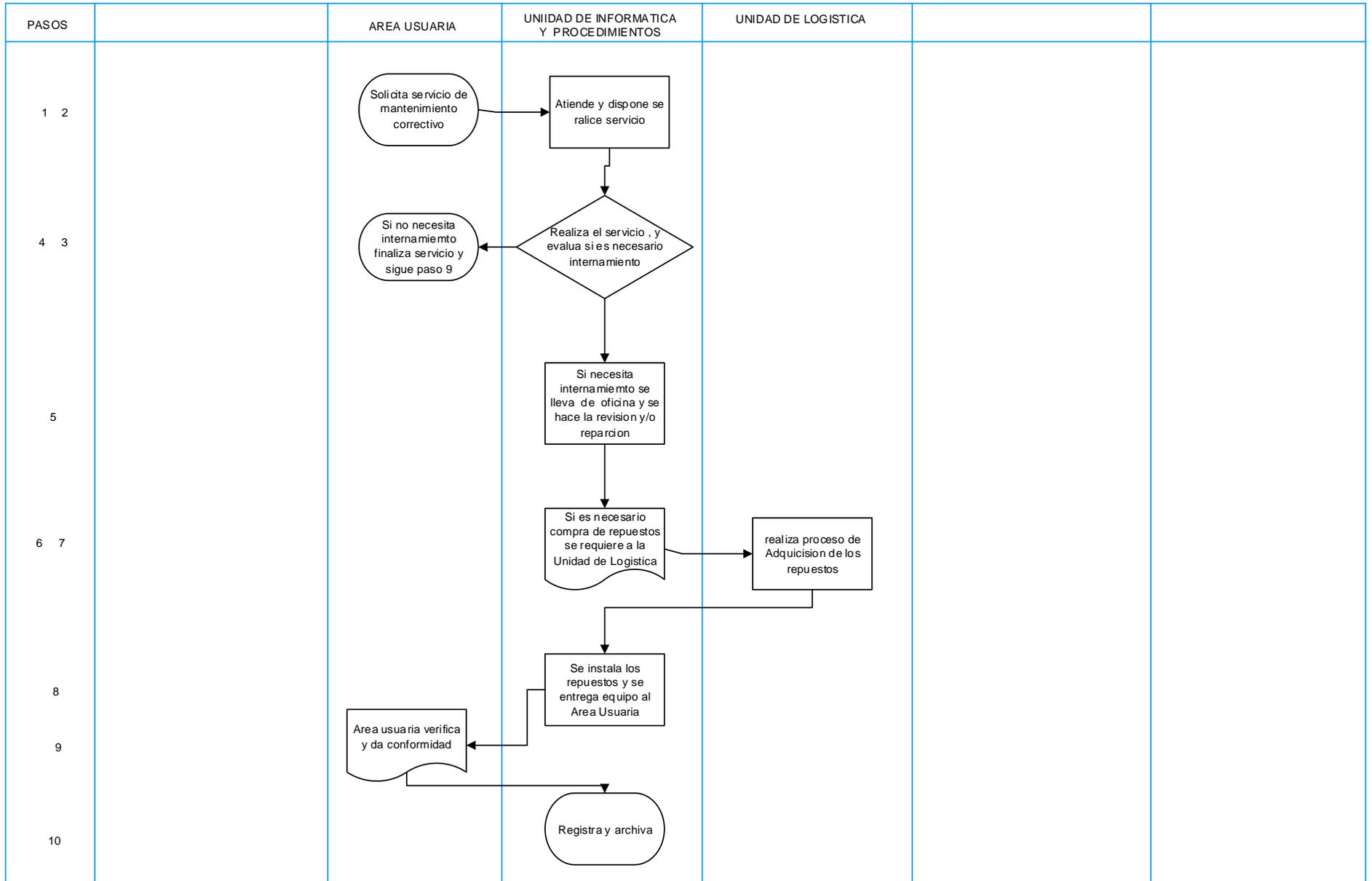
GPP, 5.- CONSOLIDACIÓN DE LA EVALUACIÓN DE LA EJECUCIÓN DEL PRESUPUESTO



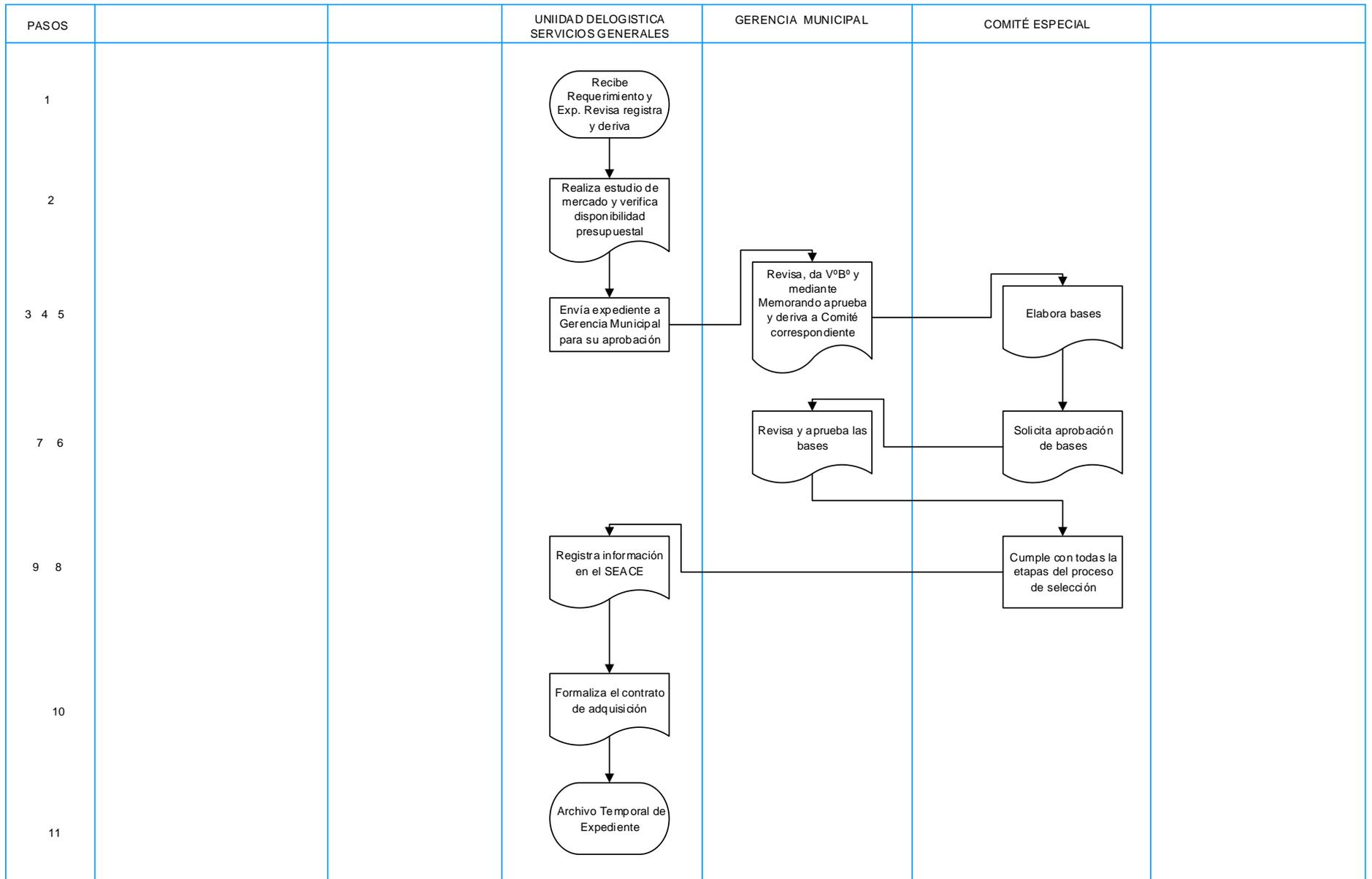
GERENCIA DE ADMINISTRACION  
 UNIDAD DE INFORMATICA Y PROCEDIMIENTOS  
 GA , 1.- MANTENIMIENTO PREVENTIVO



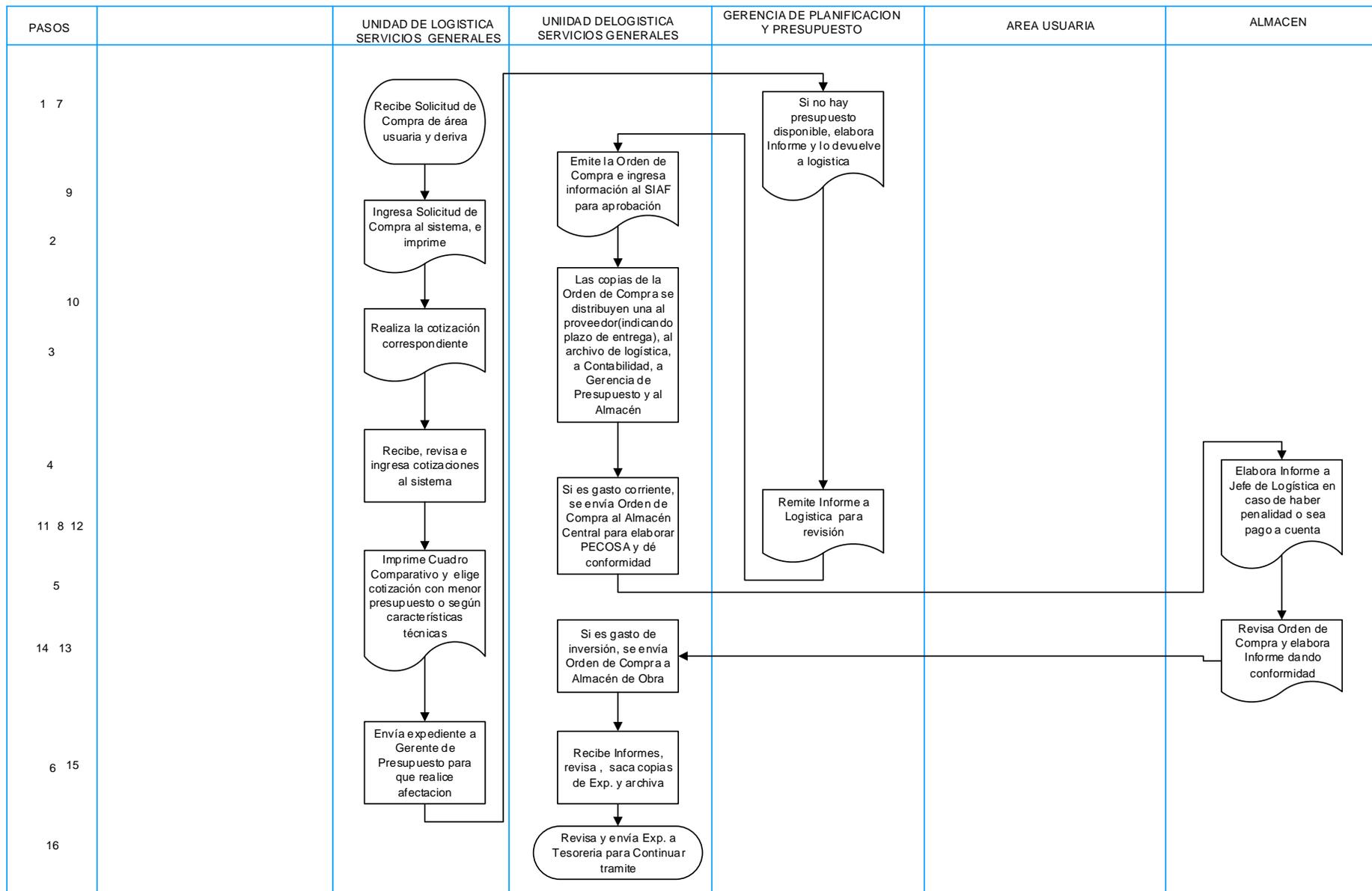
GA , 2.- MANTENIMIENTO CORRECTIVO



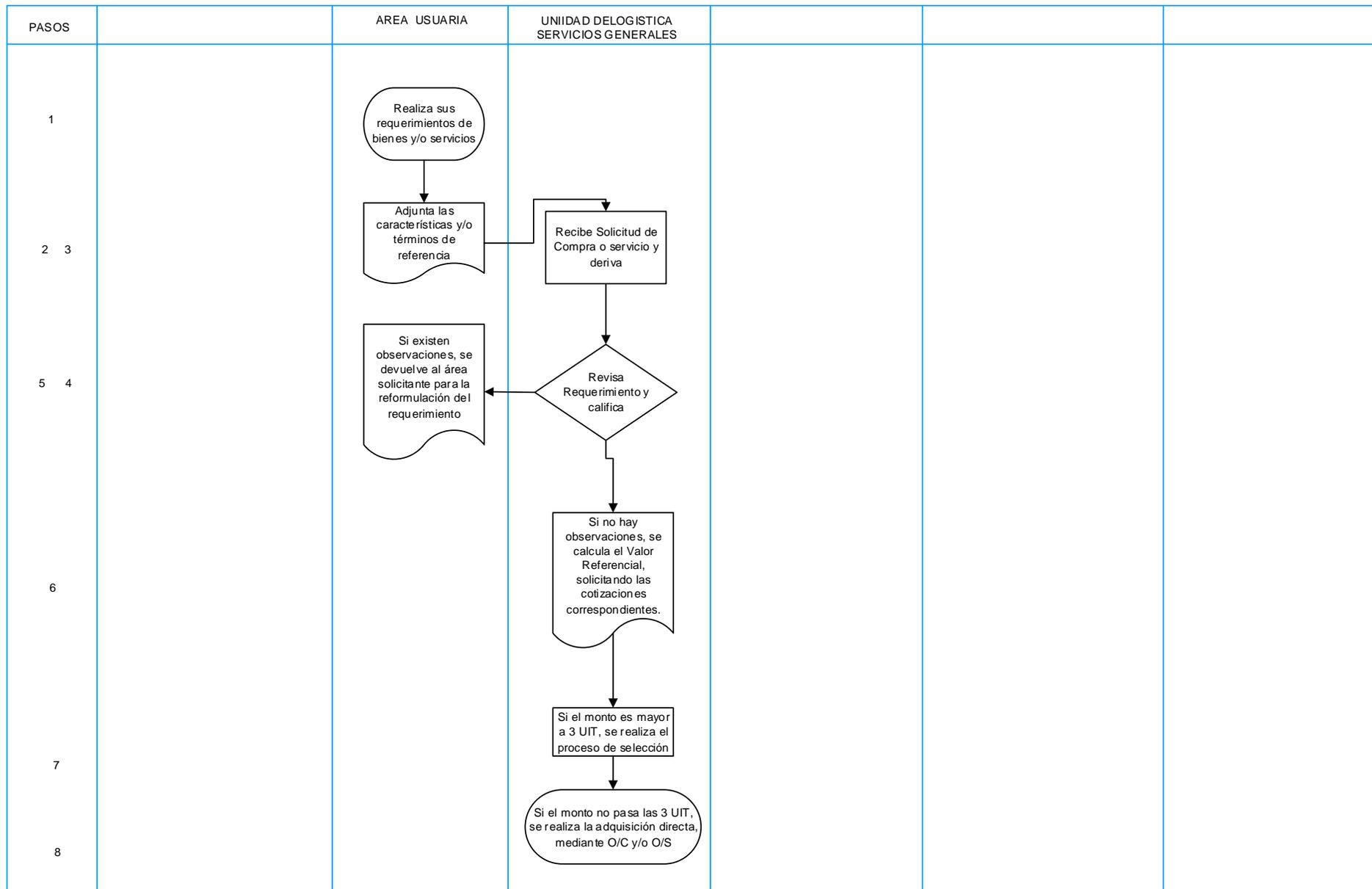
UNIDAD DE LOGISTICA SERVICIOS GENERALES Y CONTROL PATRIMONIAL  
 GA, 3.-PROCESOS DE SELECCIÓN



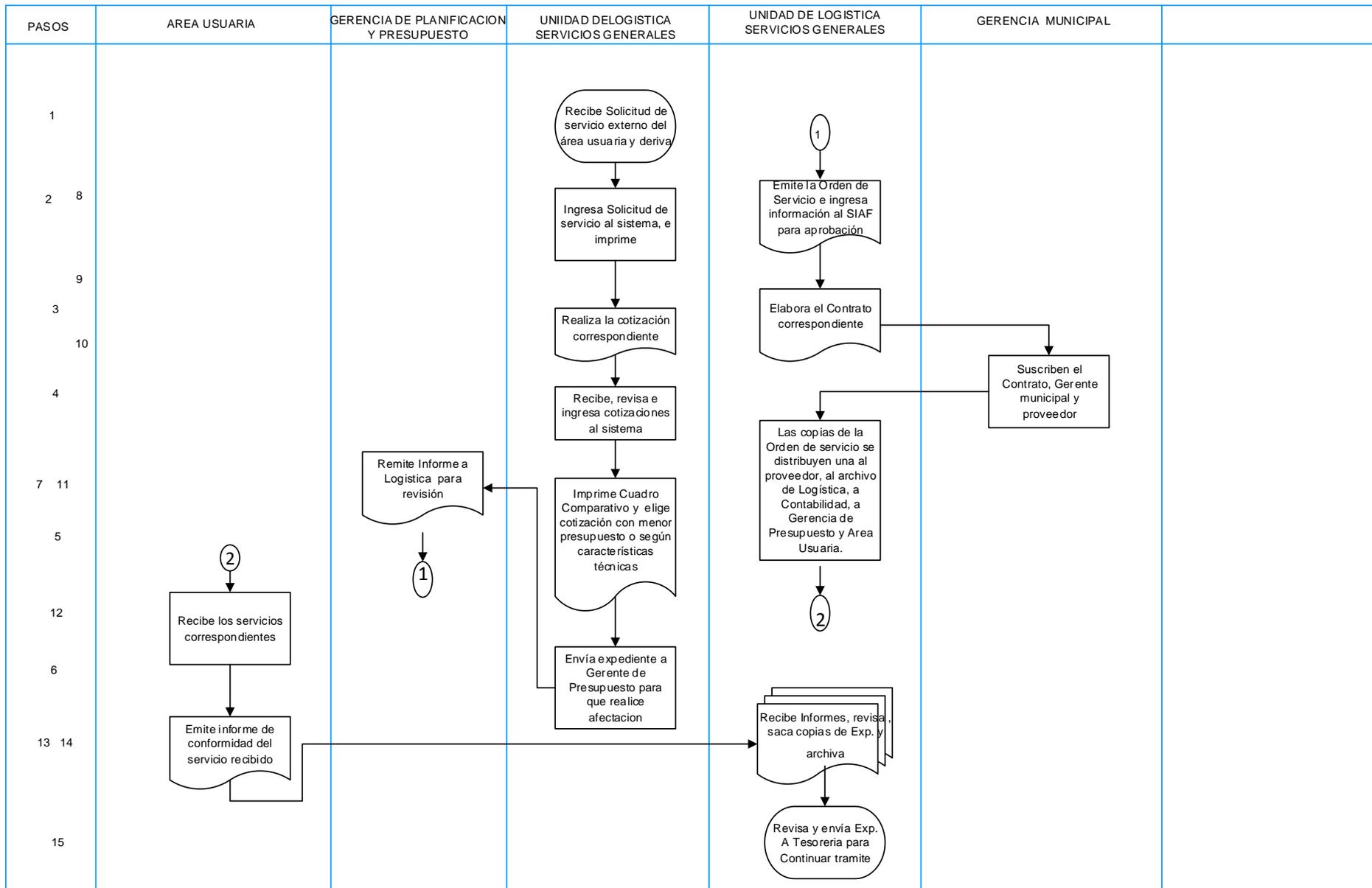
GA, 4.- EMISION DE ORDEN DE COMPRA



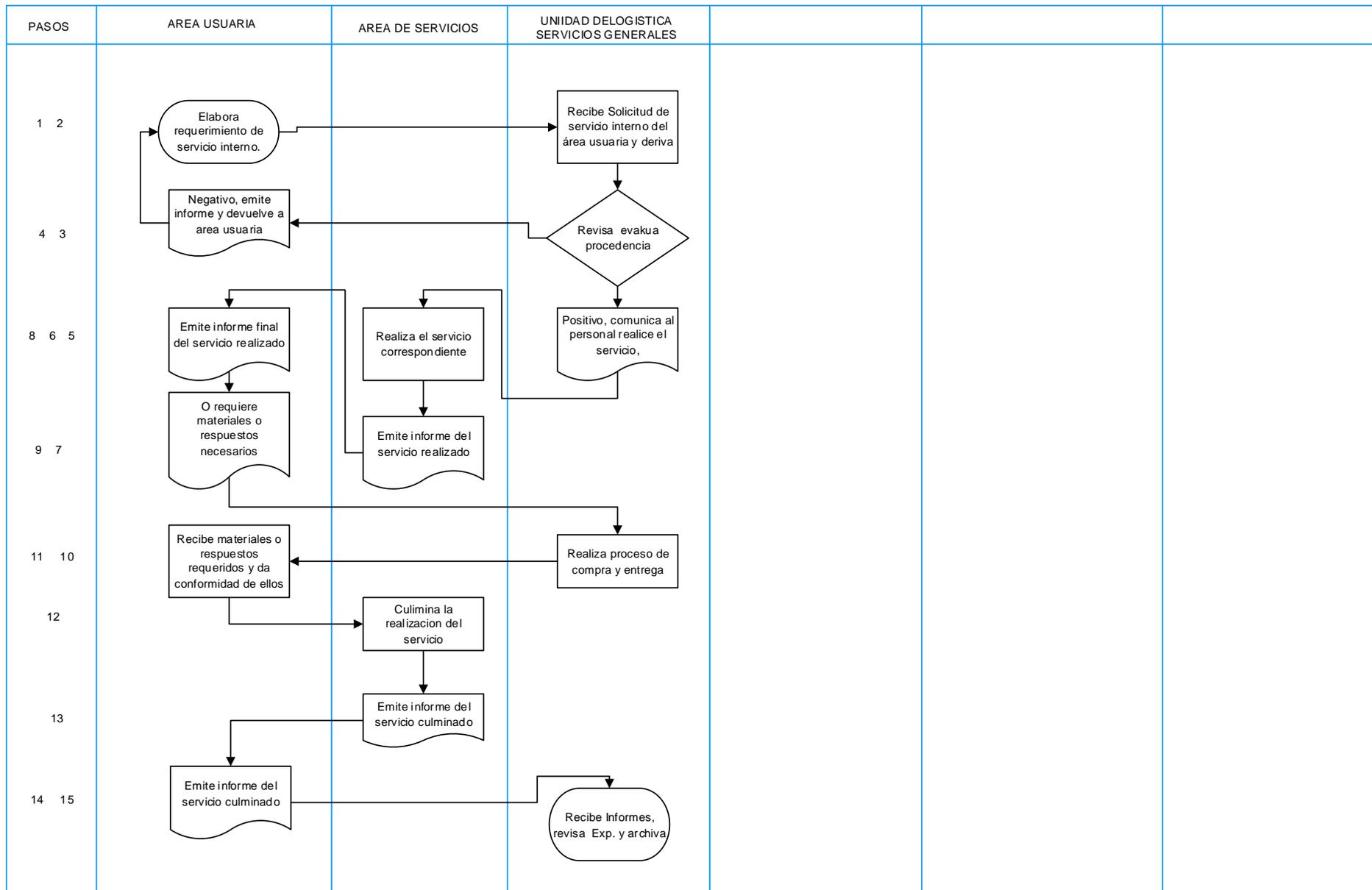
GA, 5.- COTIZACIONES



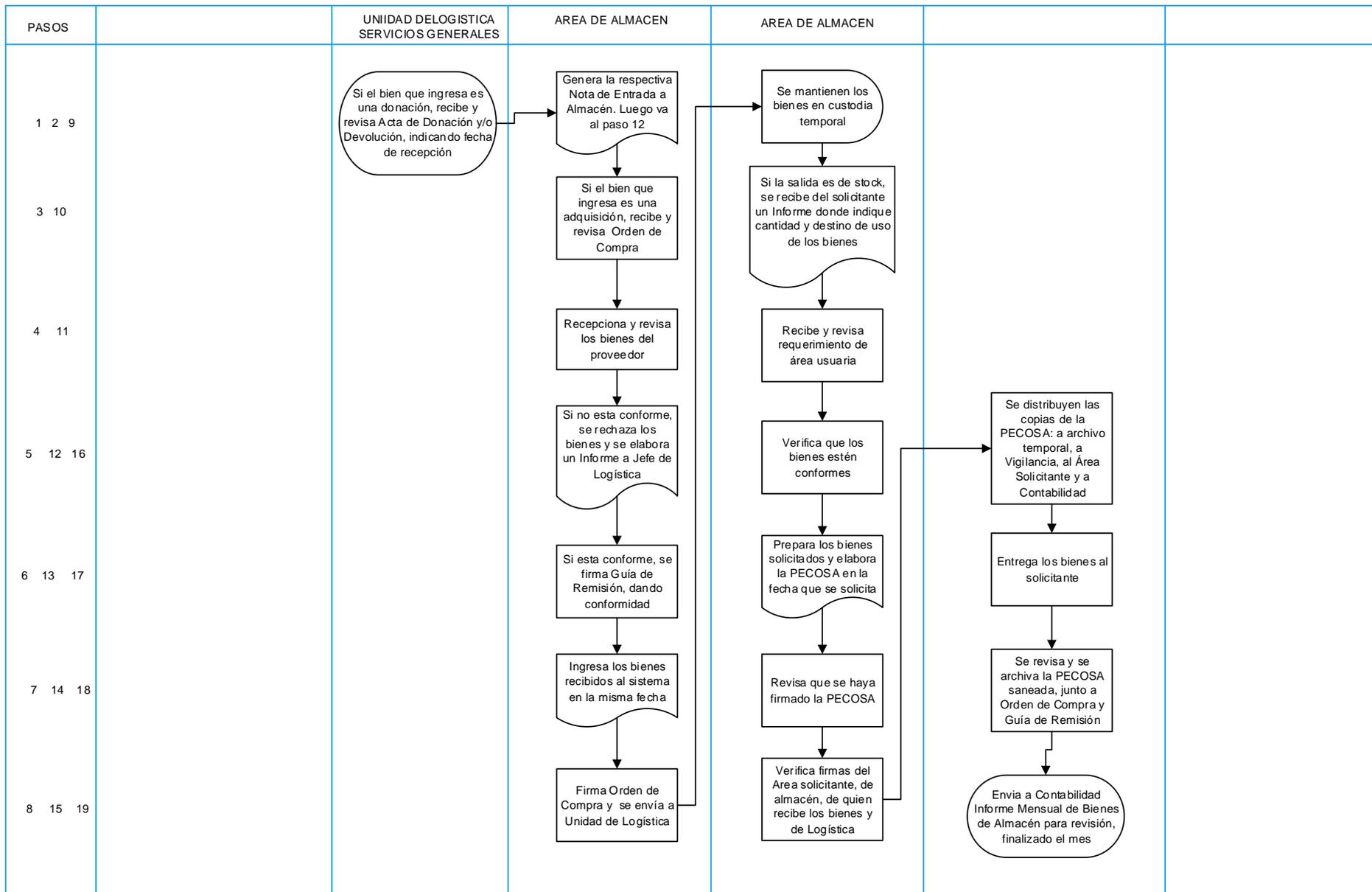
GA, 6.- EMISION DE ORDEN DE SERVICIO



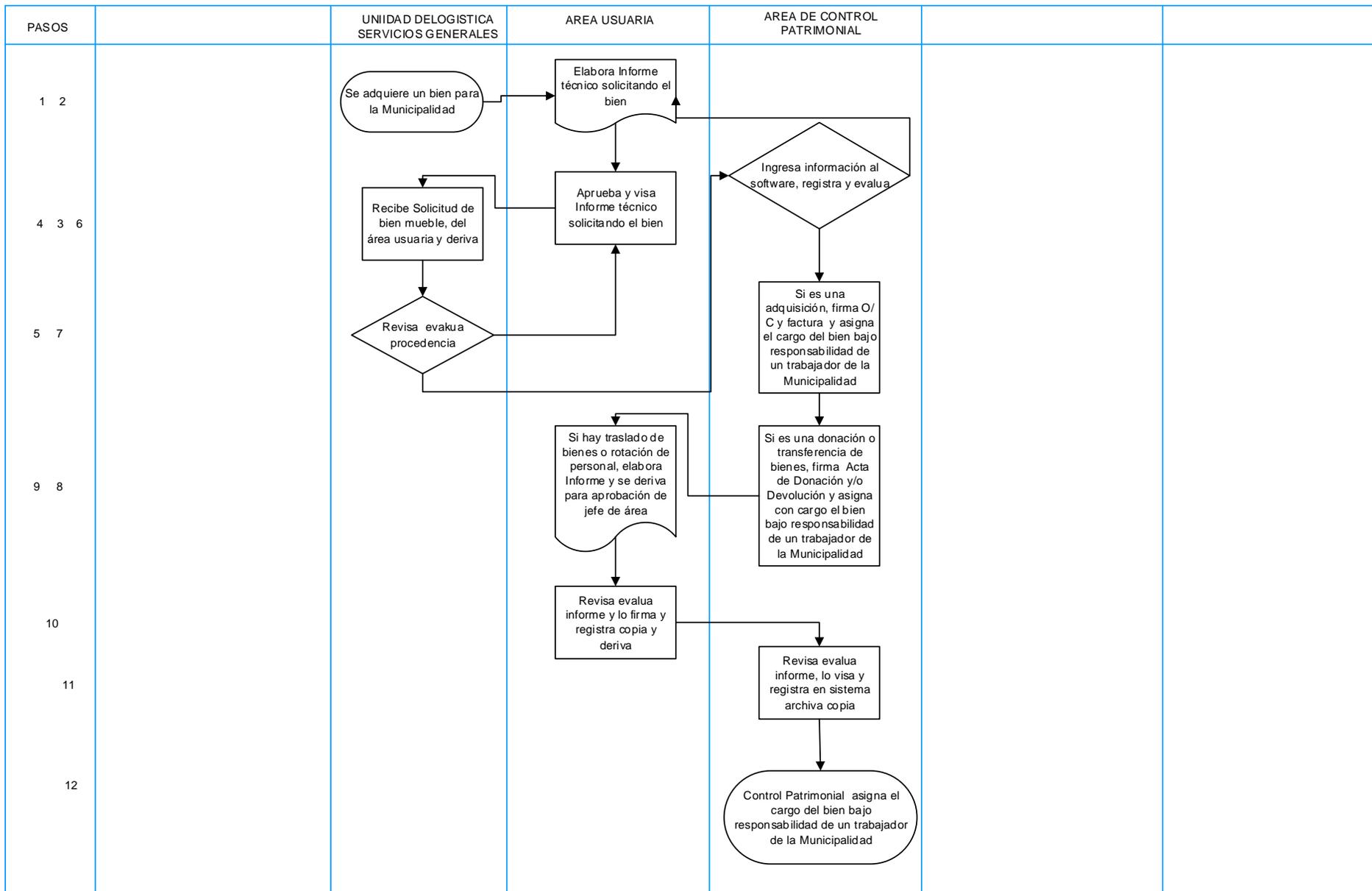
GA, 7.- REQUERIMIENTO DE SERVICIOS INTERNOS GENERALES



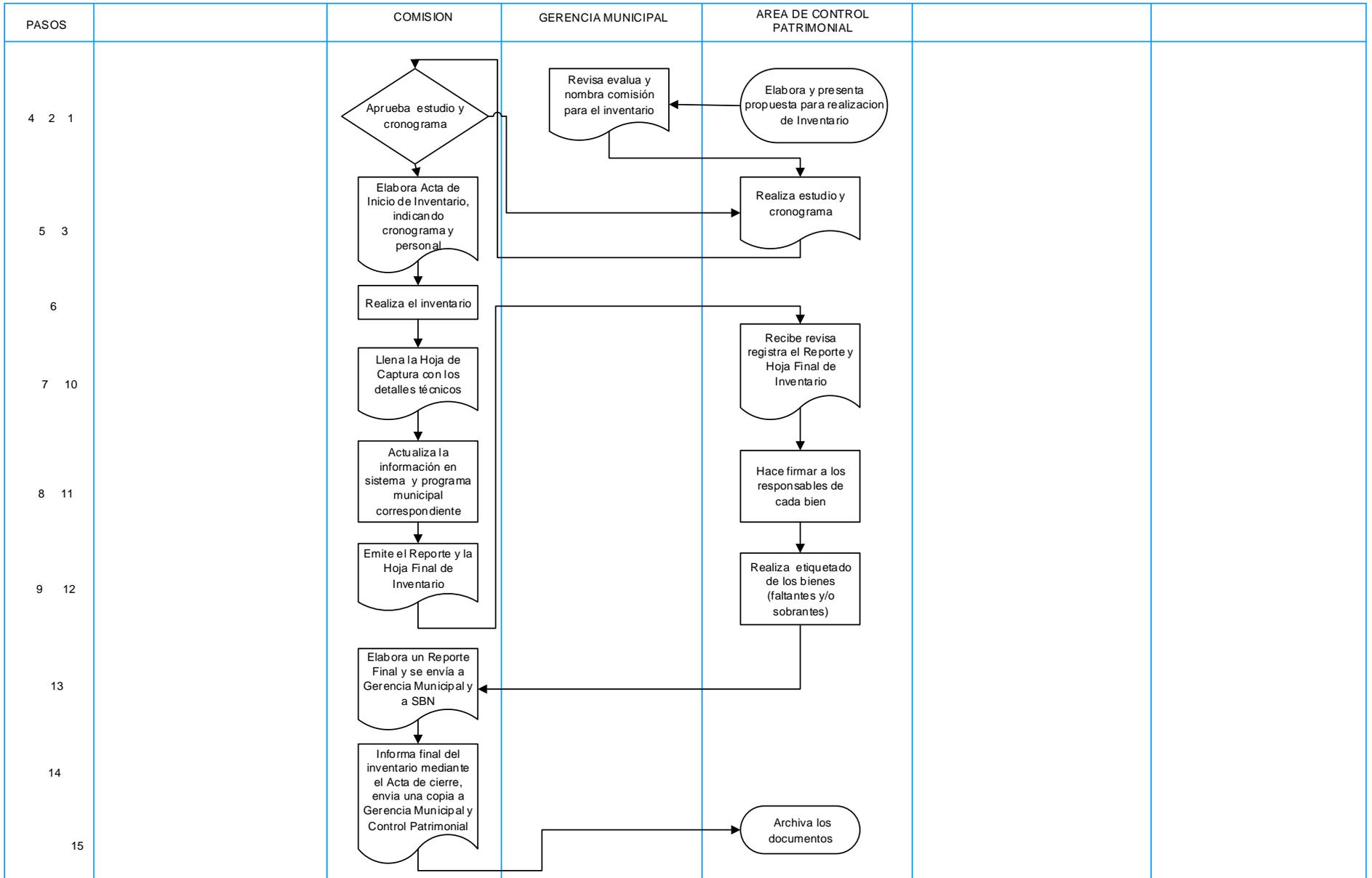
GA, 8.- INGRESO Y SALIDA DE EXISTENCIAS DE ALMACÉN

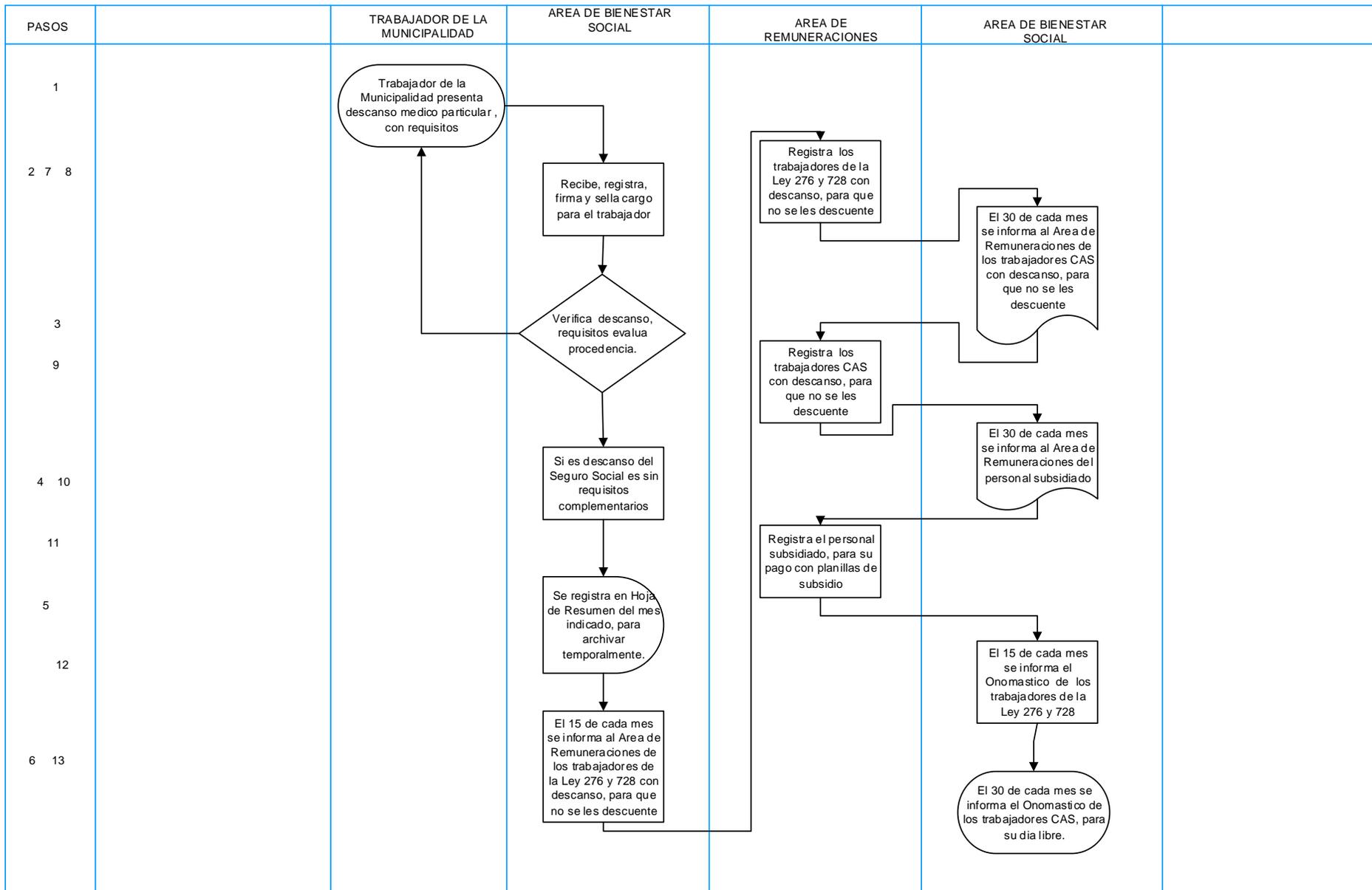


GA, 9.- CONTROL PATRIMONIAL DE BIENES MUEBLES

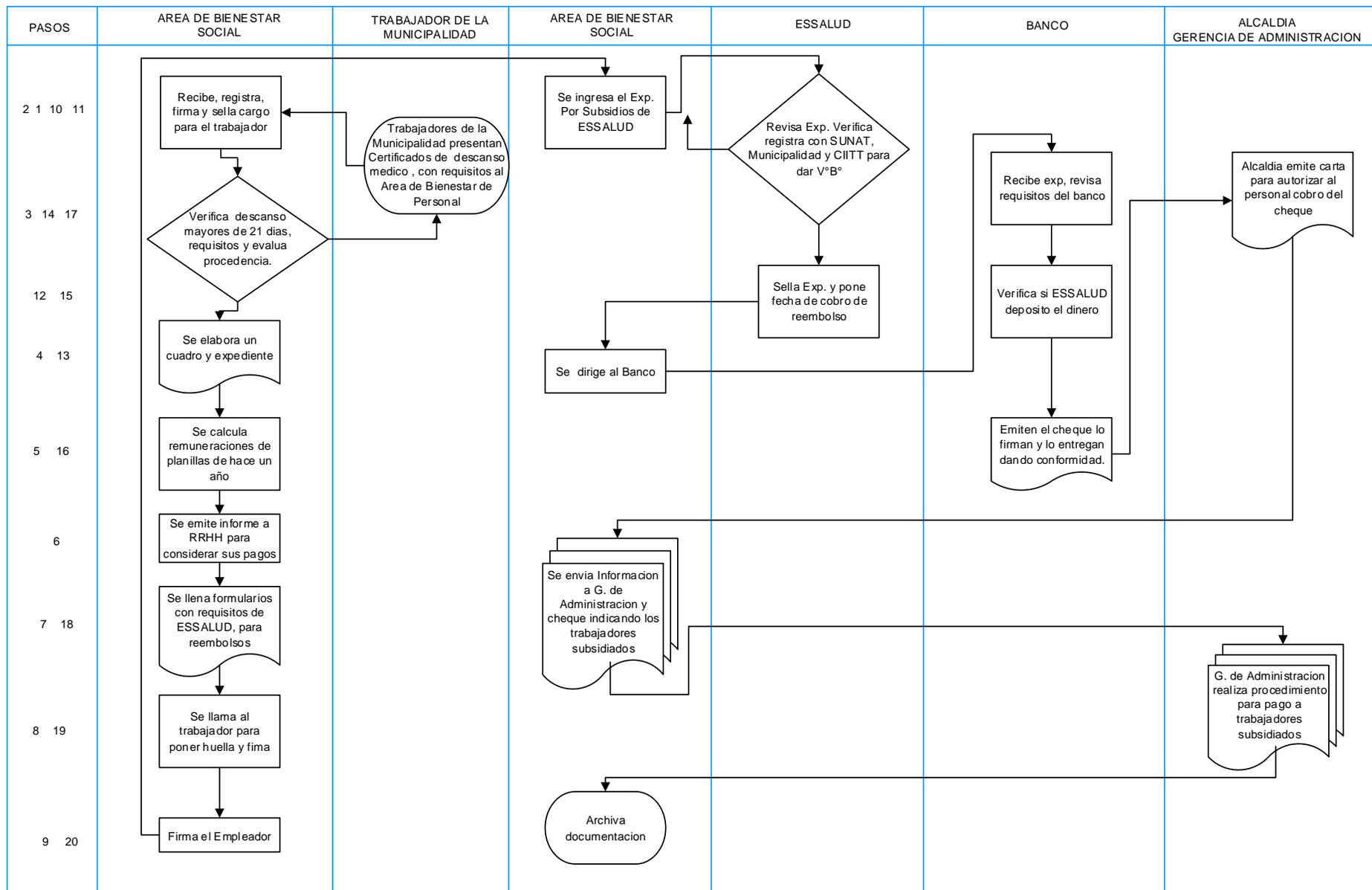


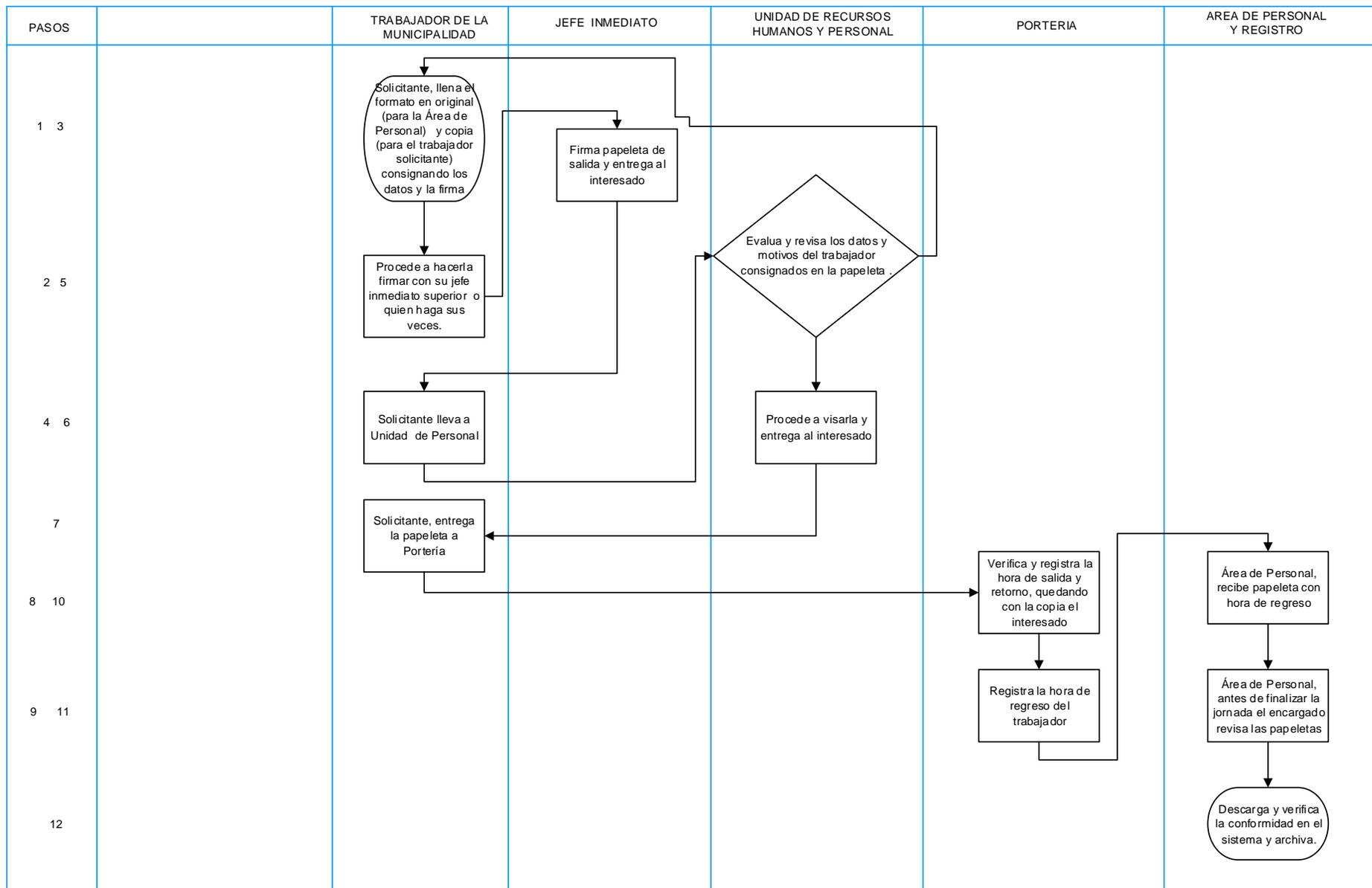
GA, 10.- INVENTARIO DE PATRIMONIO (BIENES MUEBLES E INMUEBLES)



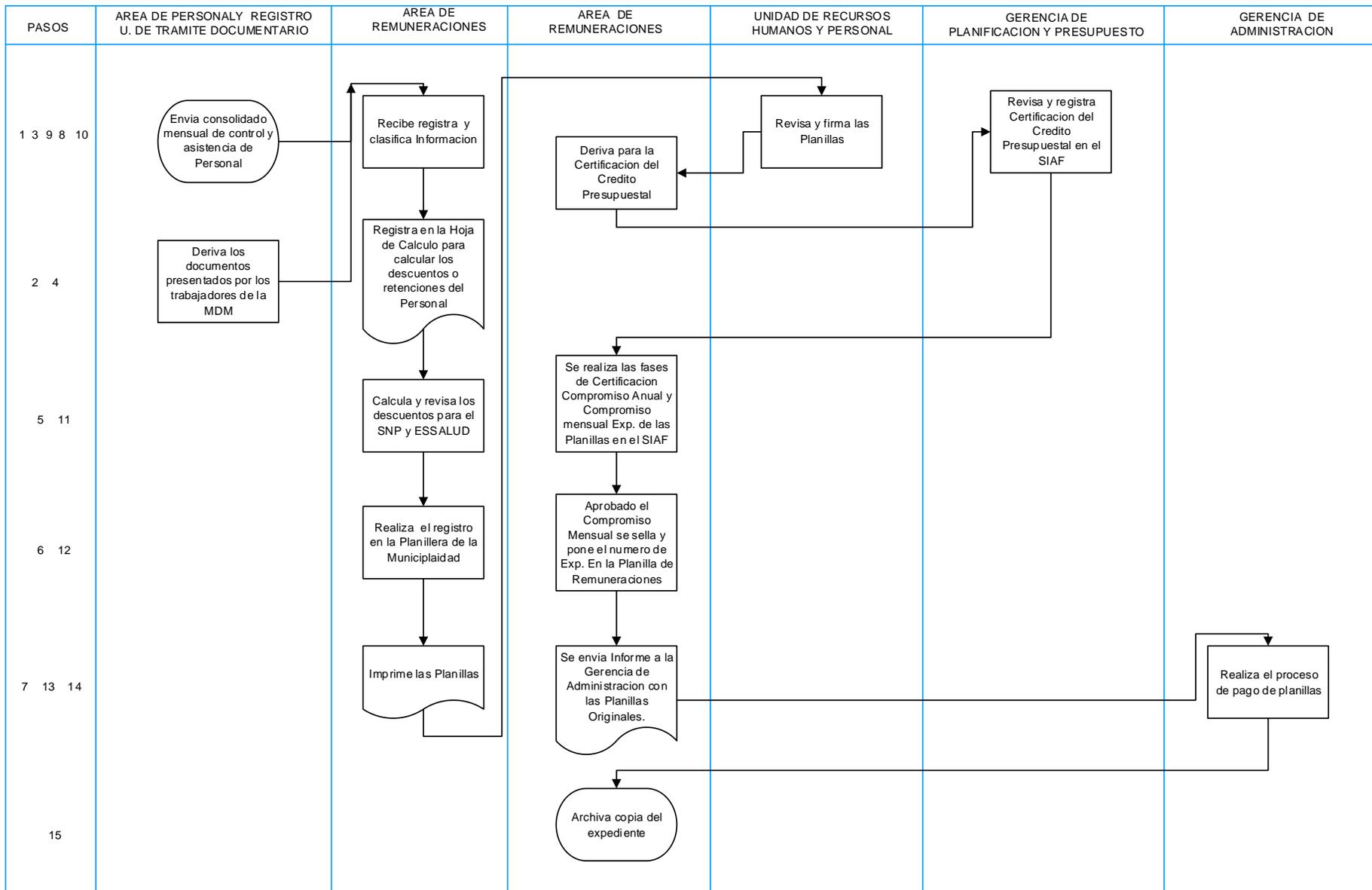


GA, 12.- SUBSIDIO POR INCAPACIDAD TEMPORAL PARA EL TRABAJO

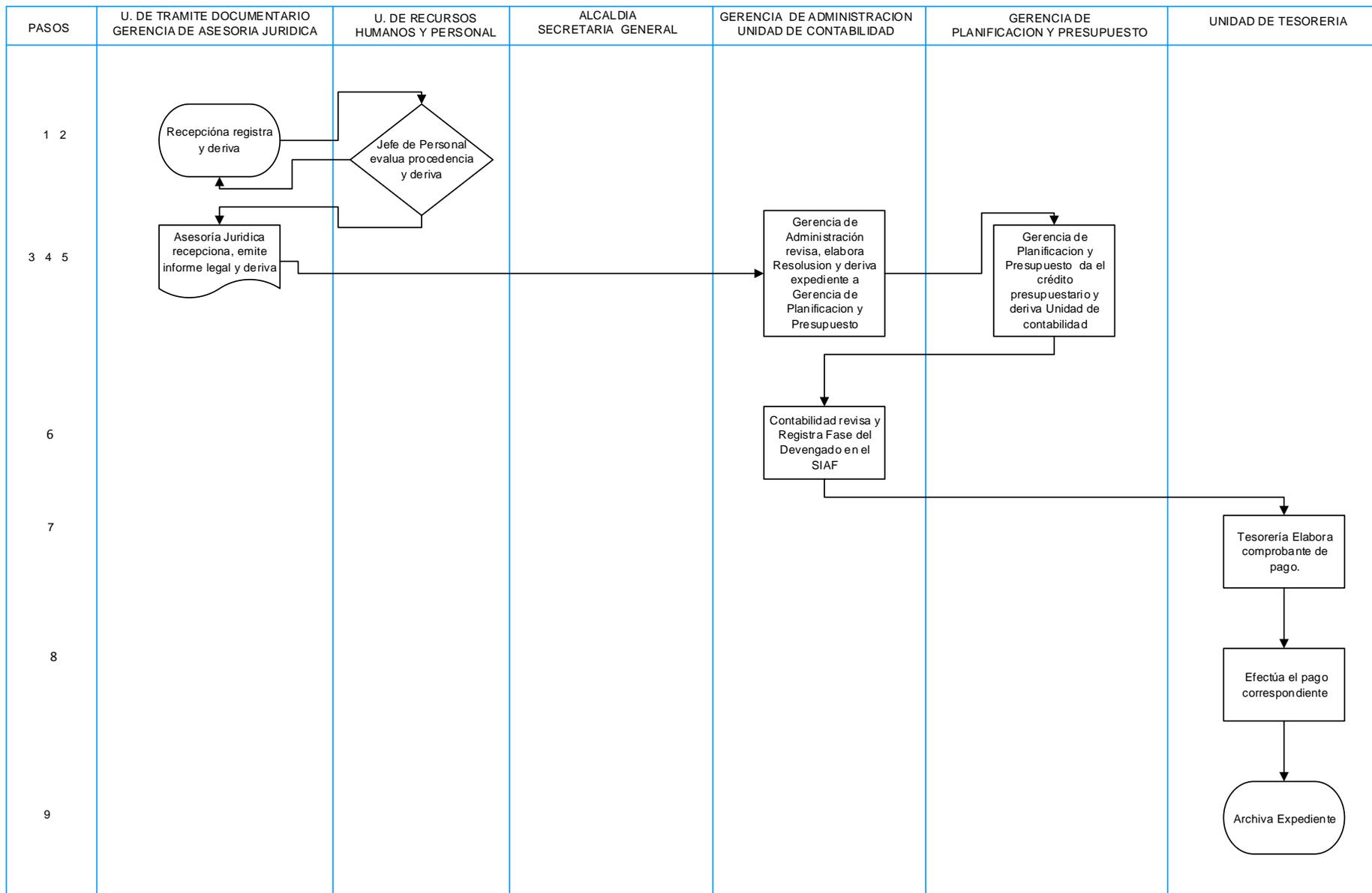


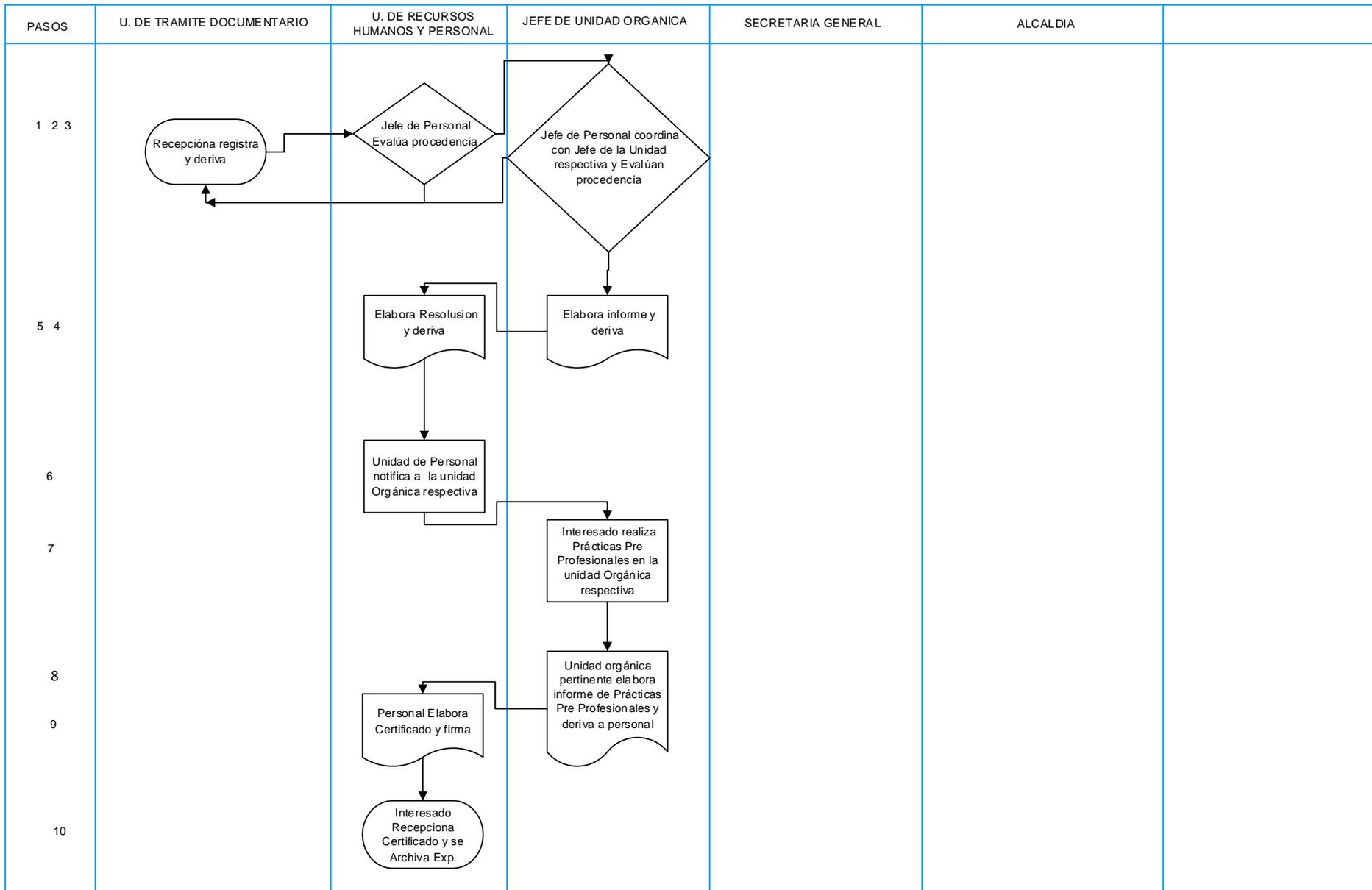


GA, 14.- ELABORACION DE PLANILLAS

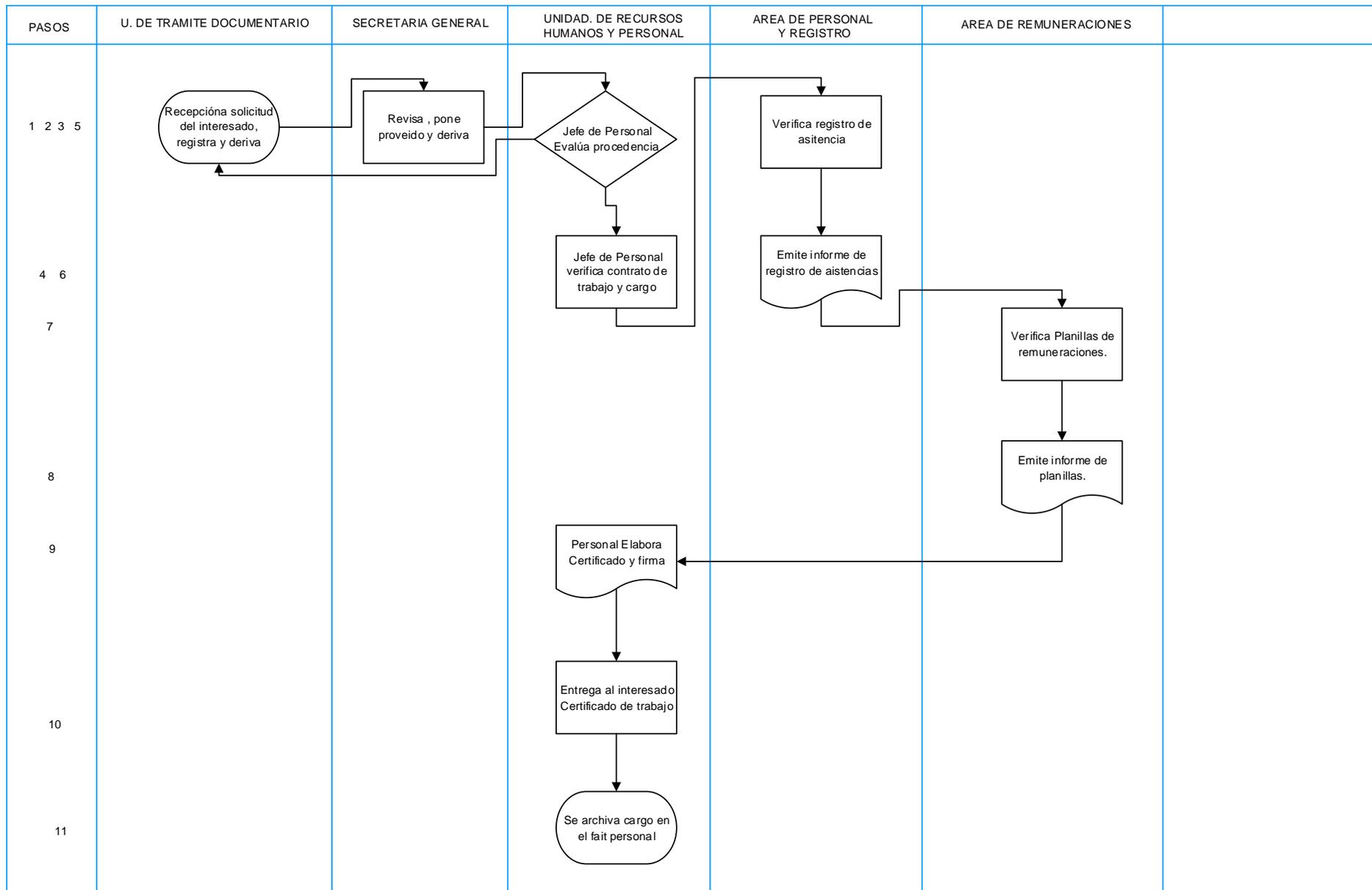


GA, 15.- SUBSIDIO POR FALLECIMIENTO Y GASTOS DE SEPELIO

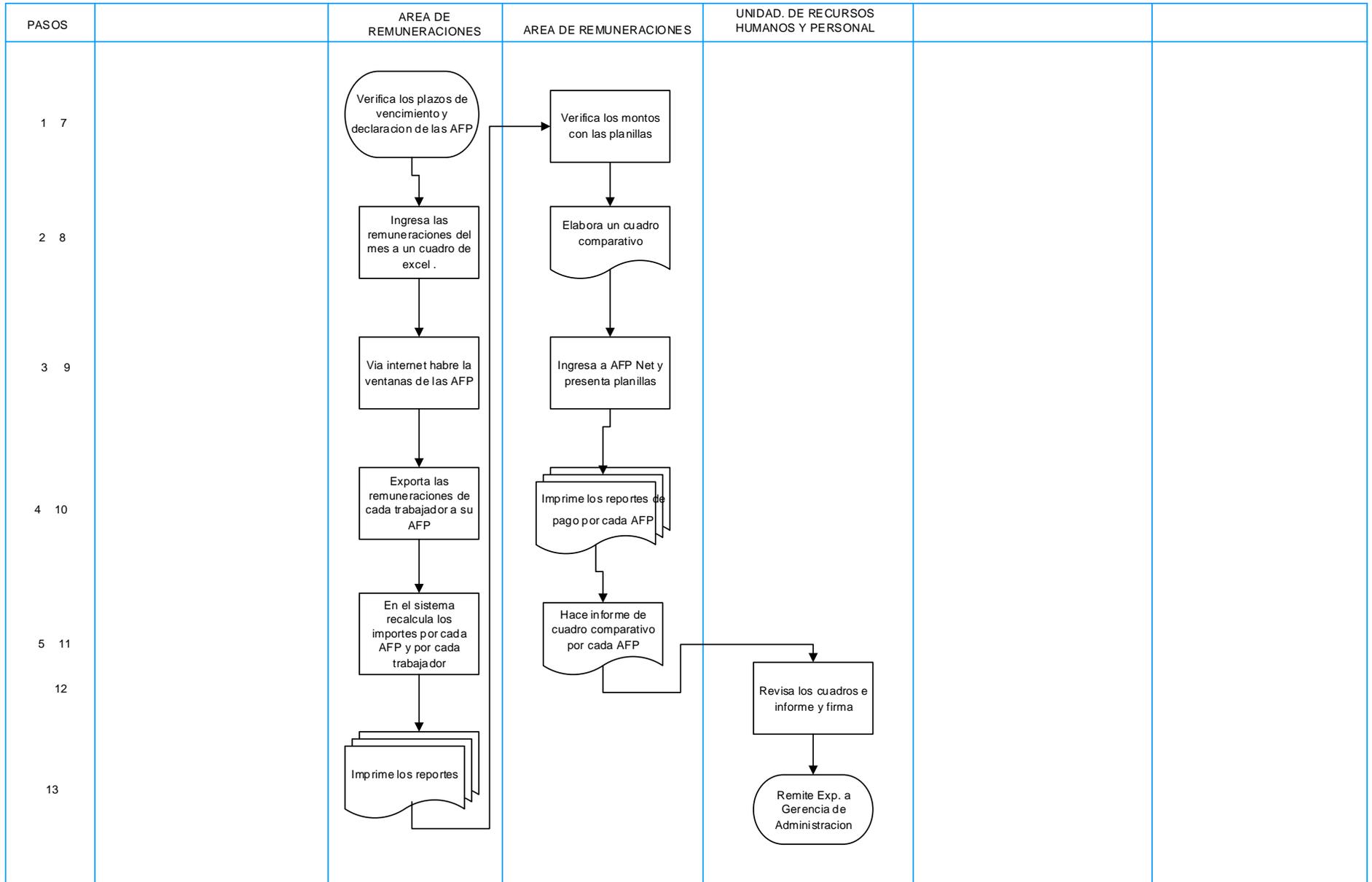




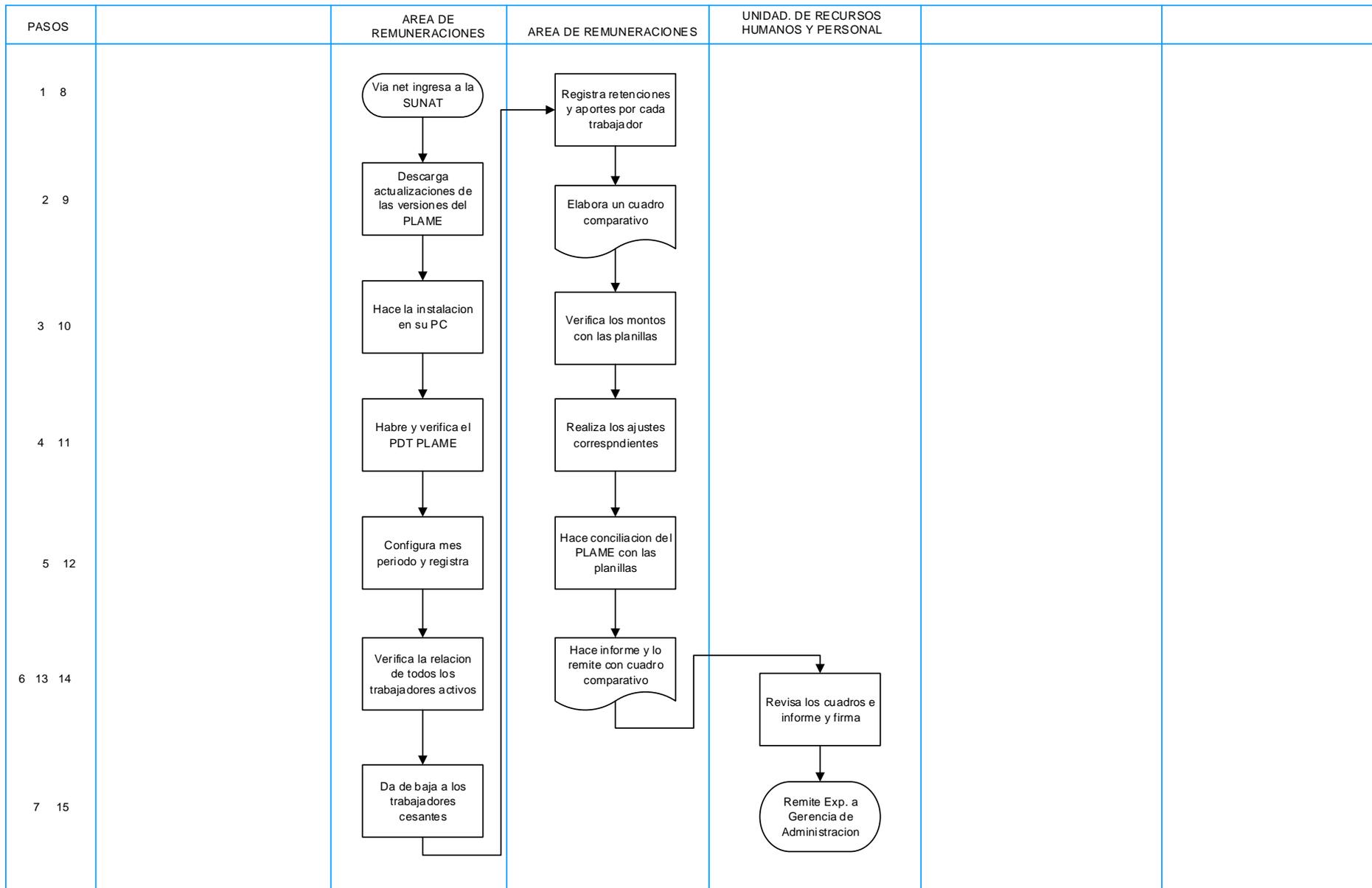
GA, 17.-EMISION DE CERTIFICADOS DE TRABAJO

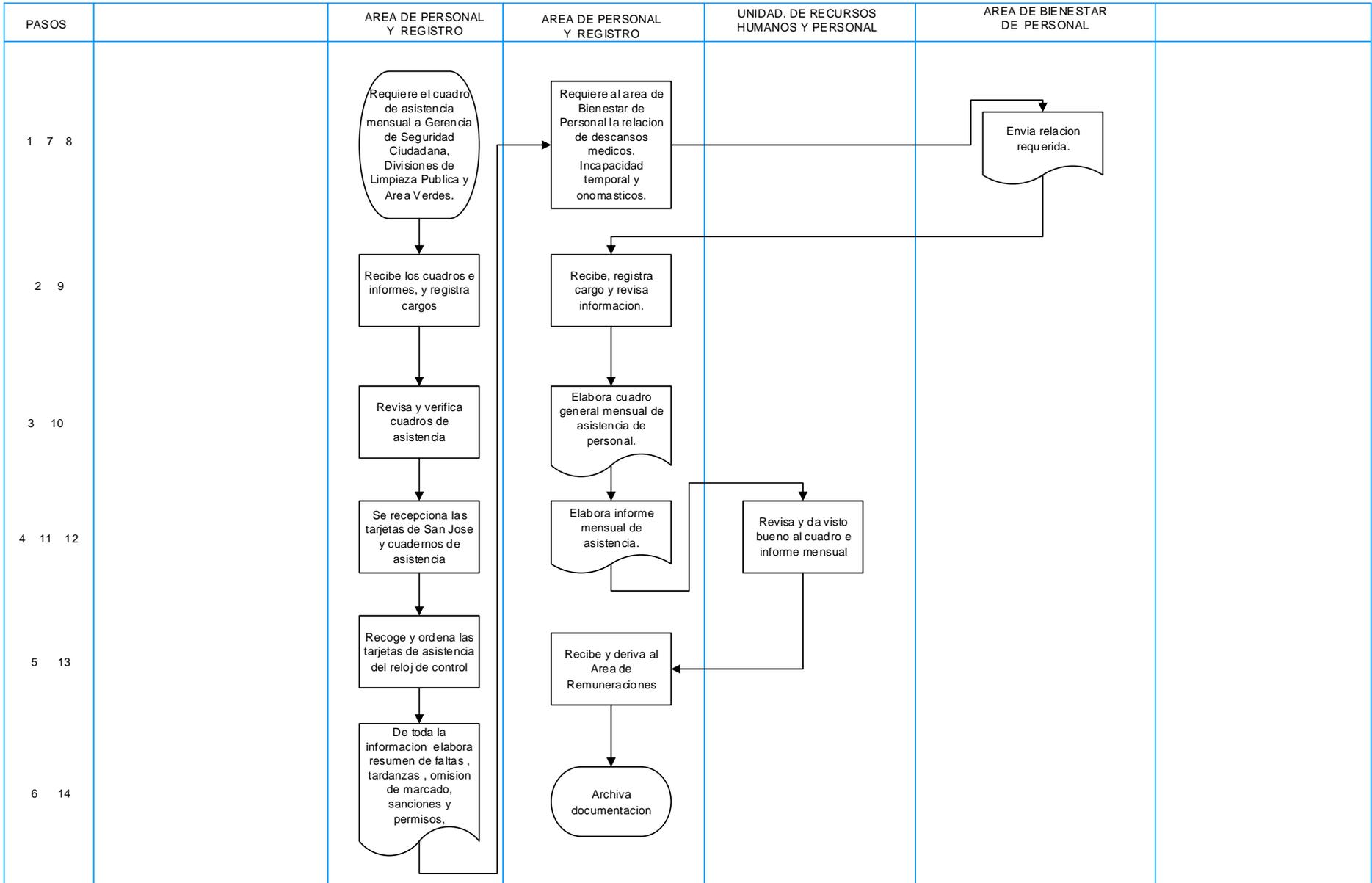


GA, 18.- DECLARACION Y PAGO DE AFPs

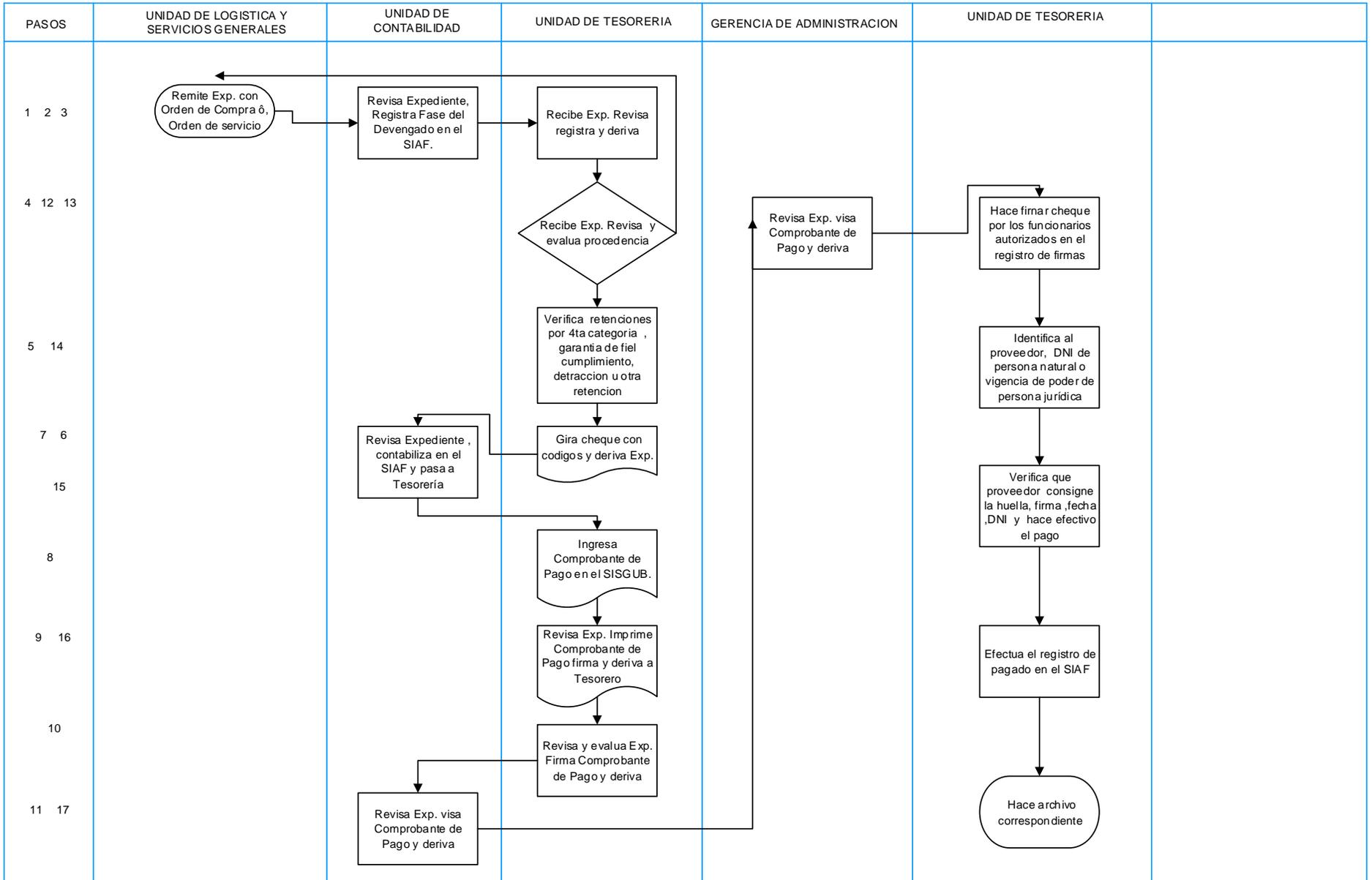


GA, 19. DECLARACION Y PAGO DE PDTs

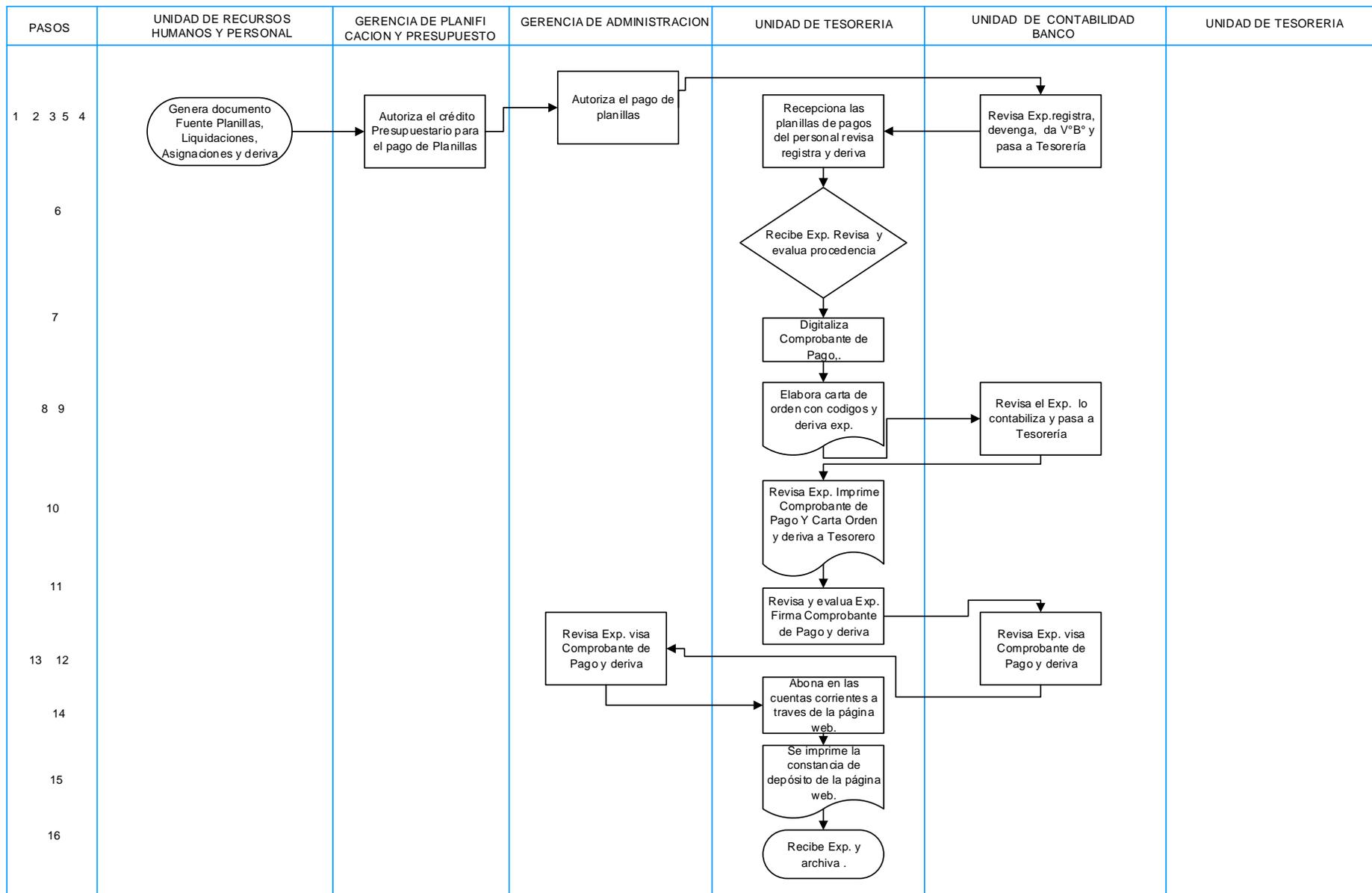


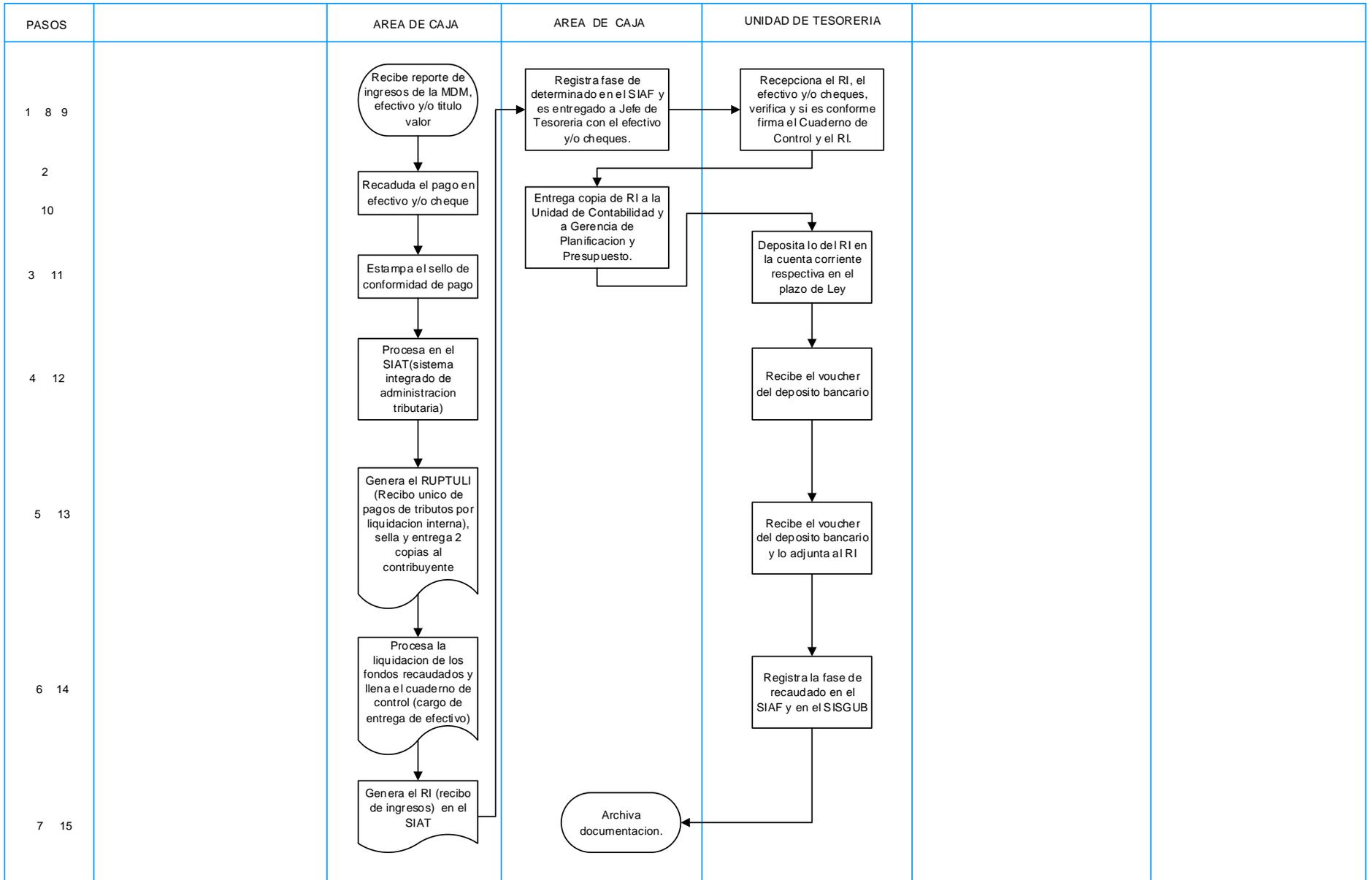


GA ,21.- PAGO A PROVEEDORES

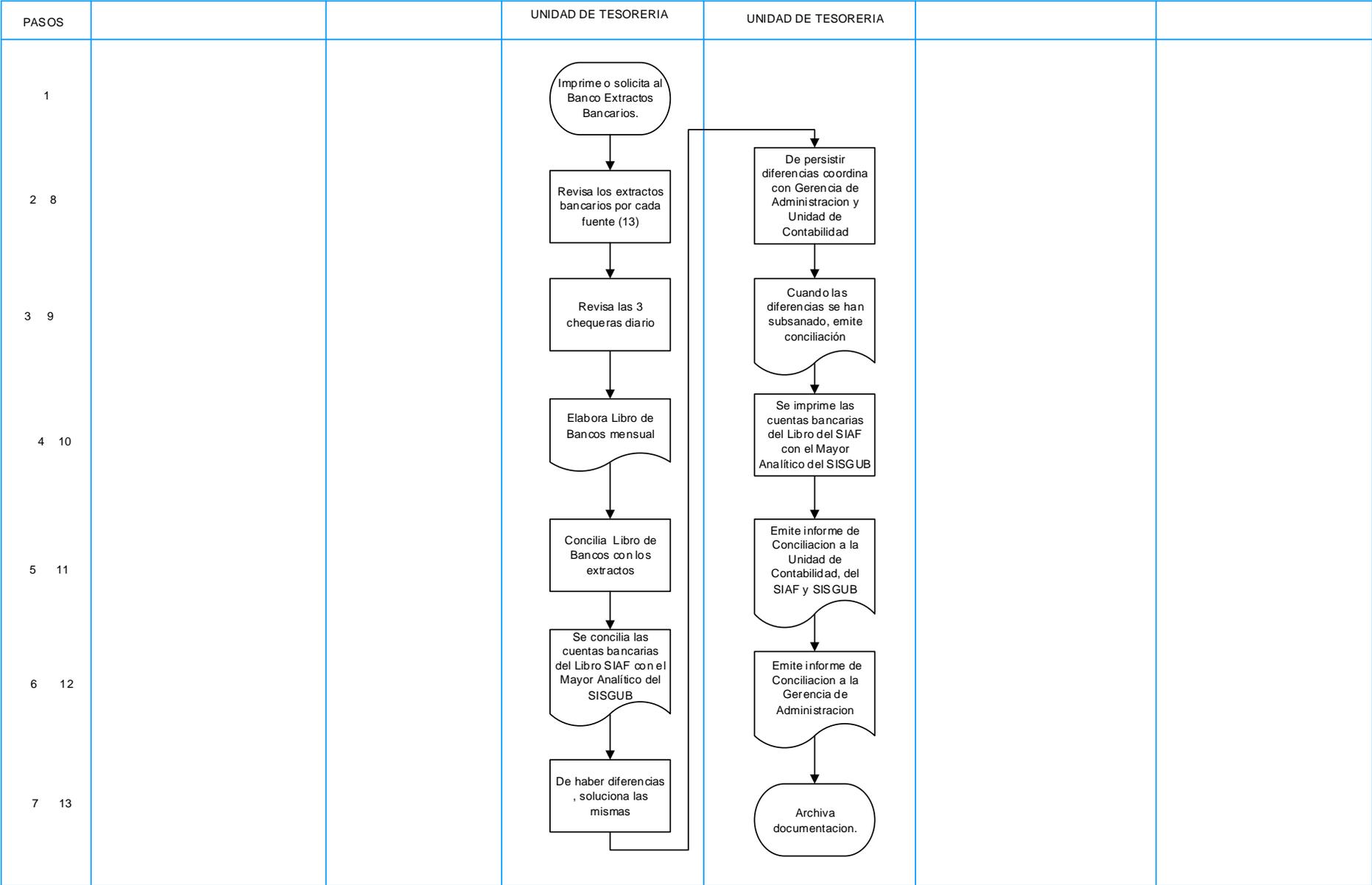


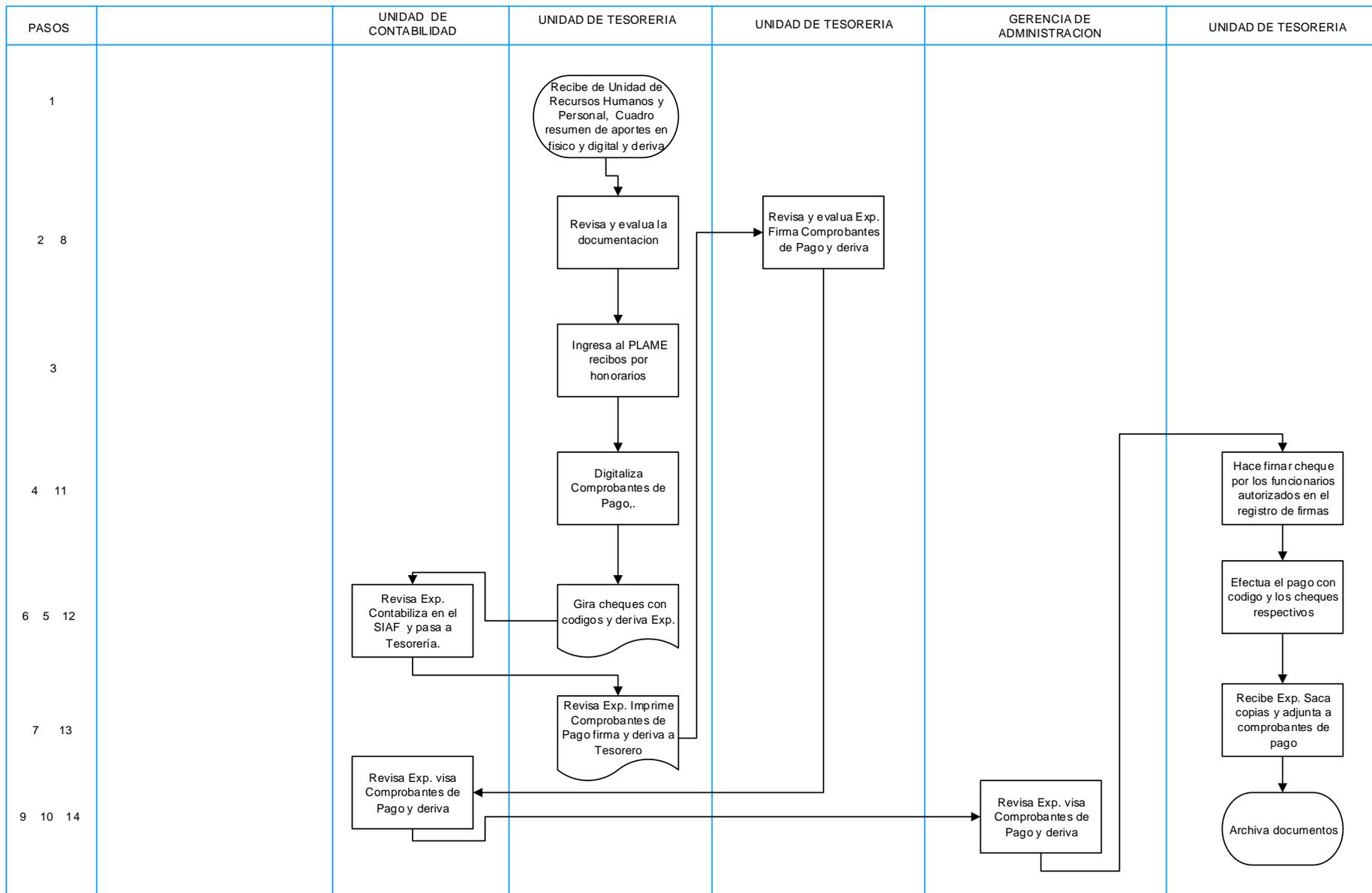
GA,22.- PAGO DE PLANILLAS DE SUELDOS Y SALARIOS



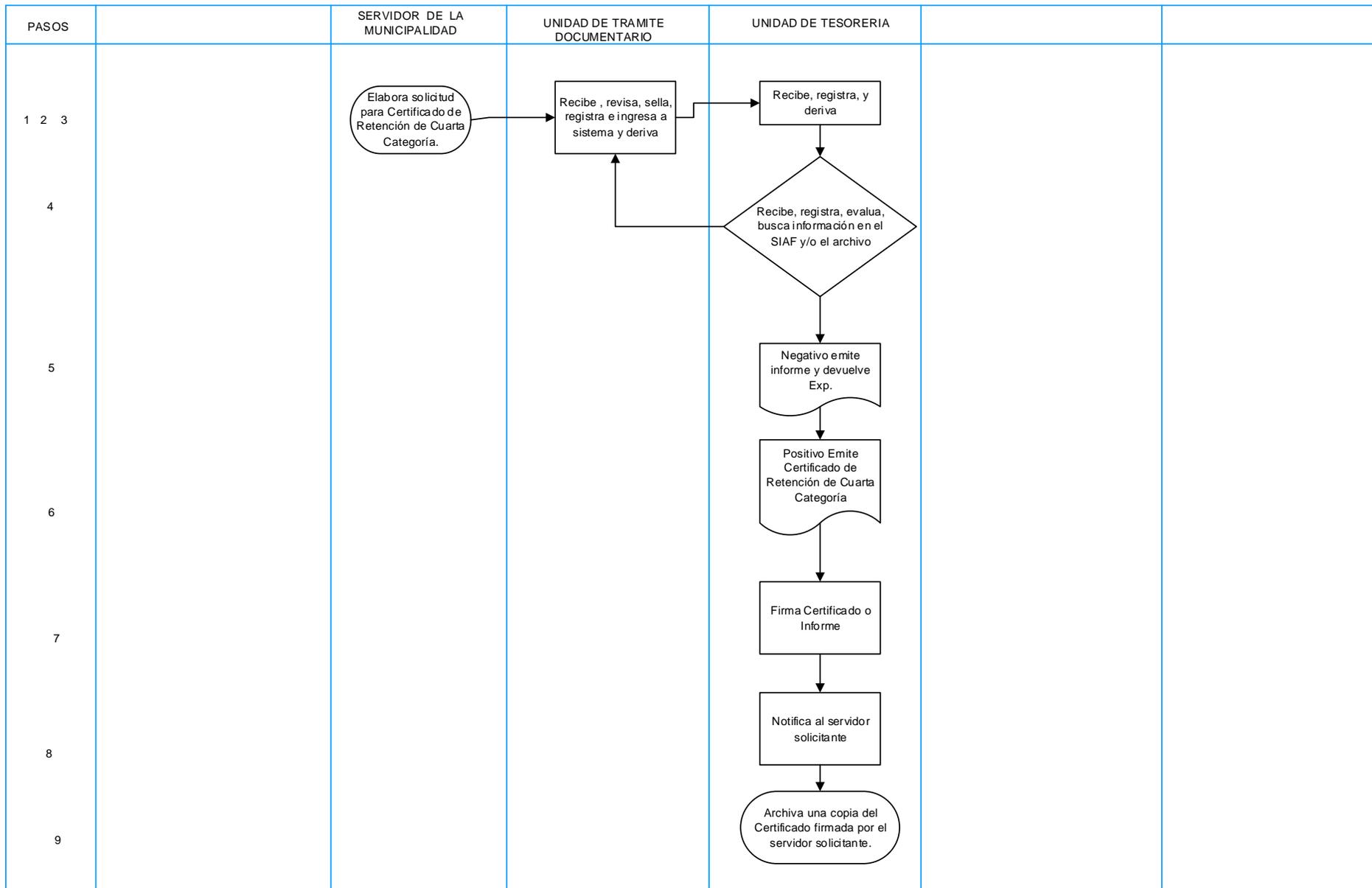


GA, 24.- CONCILIACIONES

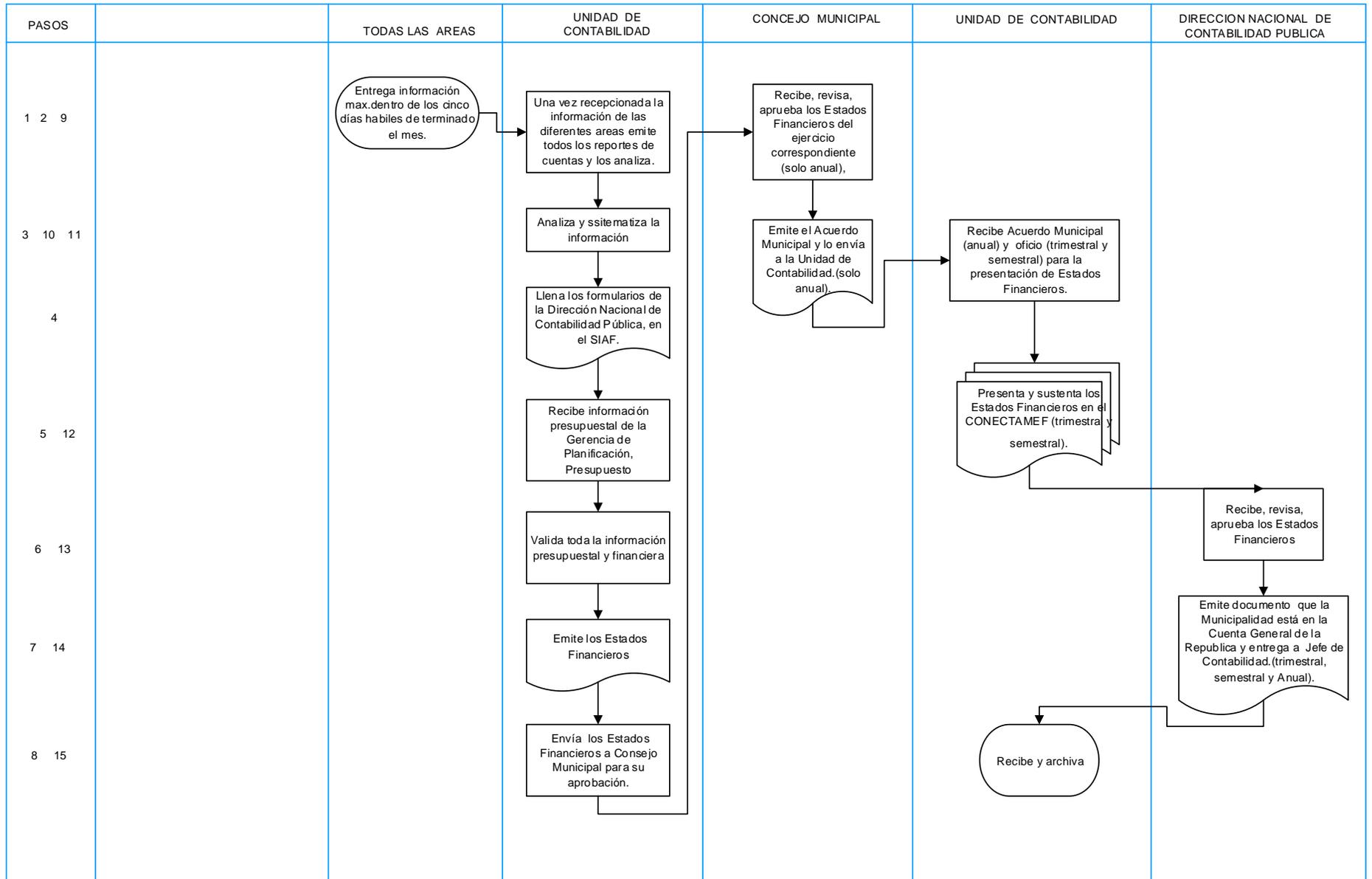


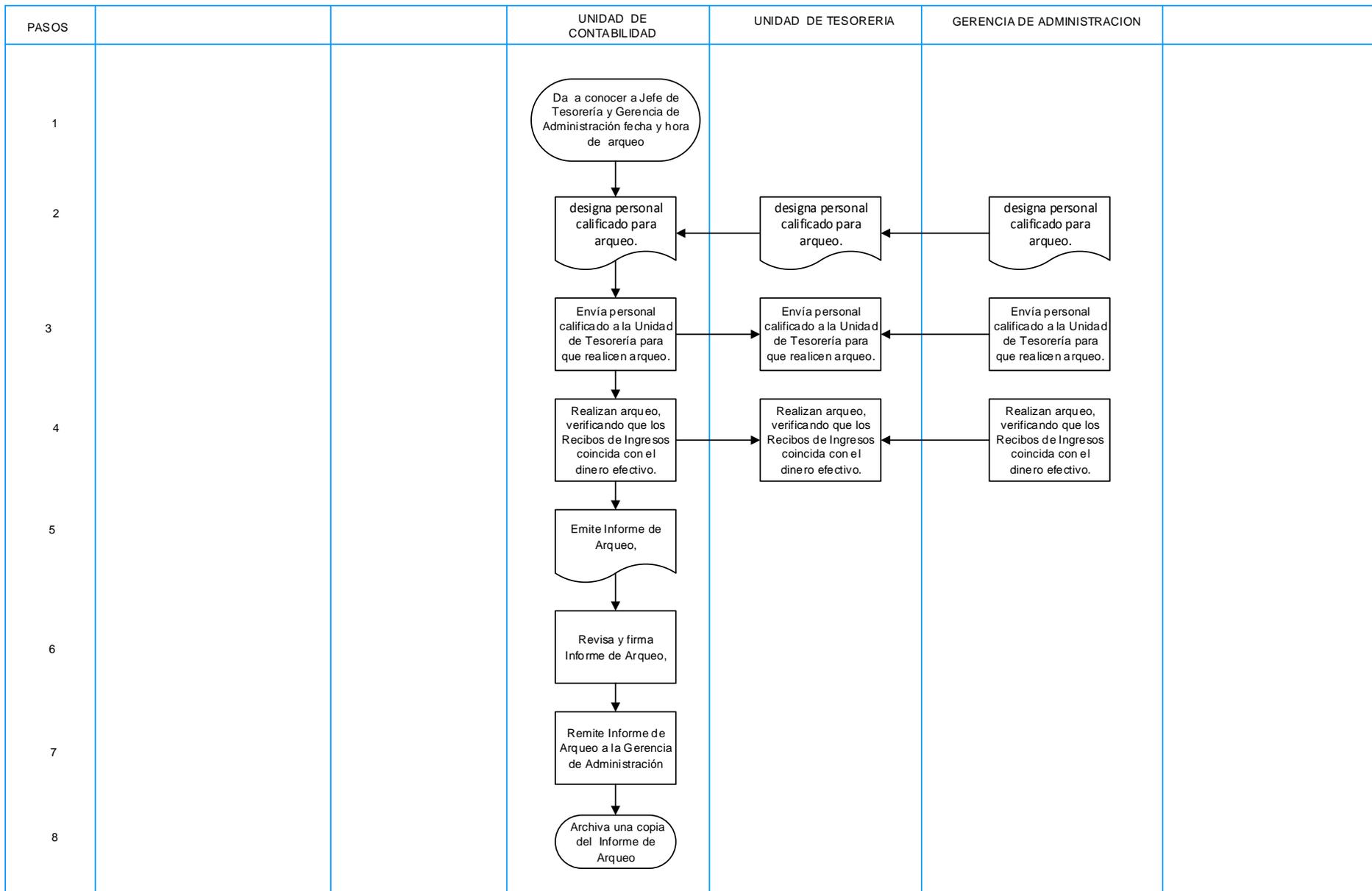


GA, 26.-EMISION DE CERTIFICADOS DE CUARTA CATEGORIA



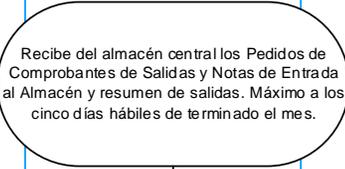
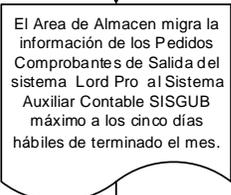
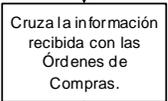
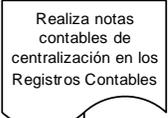
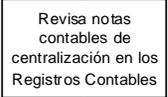
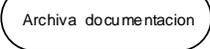
UNIDAD DE CONTABILIDAD  
GA, 27.-ELABORACION Y PRESENTACION DE ESTADOS FINANCIEROS



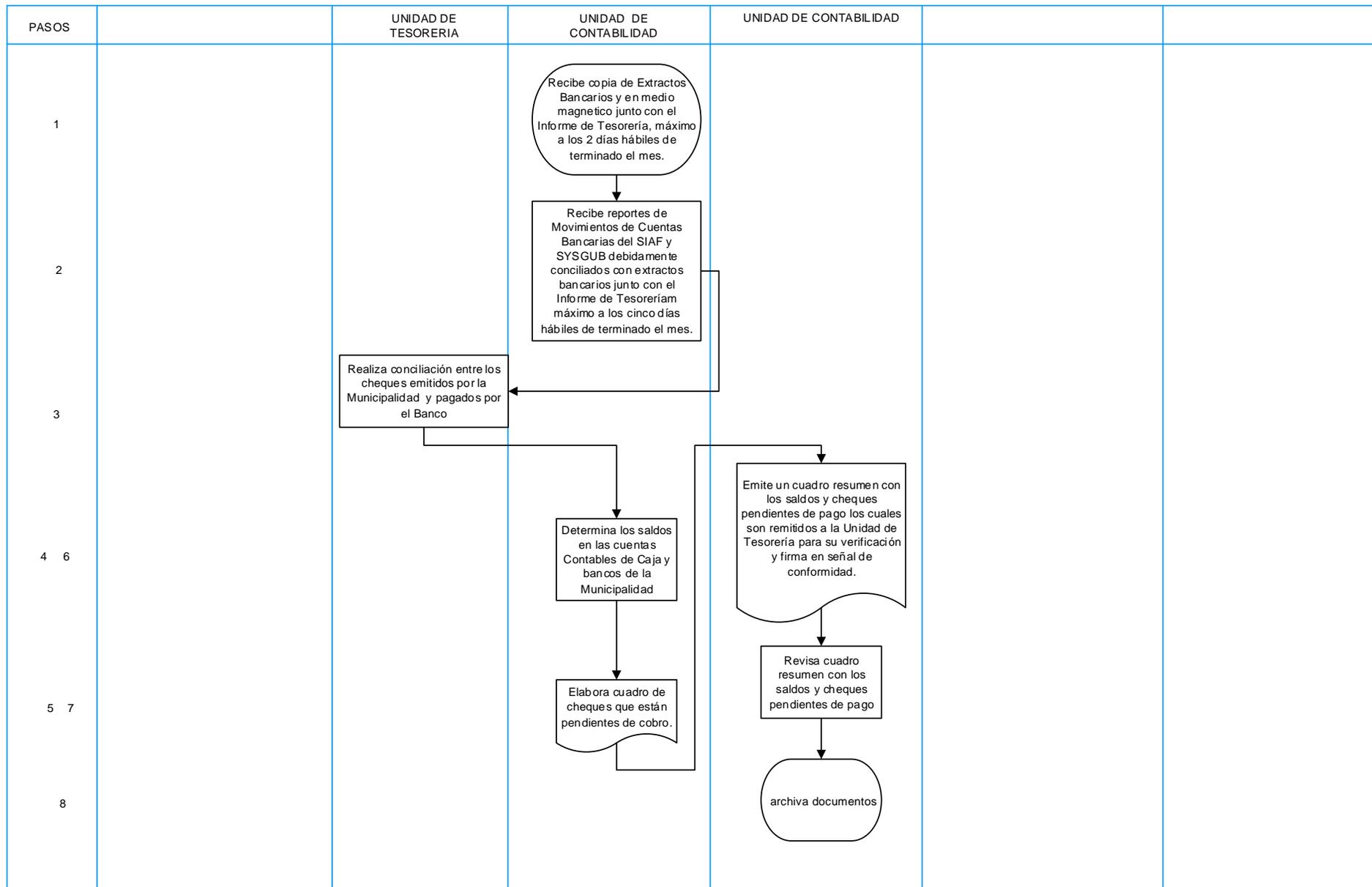


PASOS			UNIDAD DE CONTABILIDAD			
1			<p>Recibe información de las Órdenes de Compra y de las Notas de Entrada al Almacén max. a los cinco días hábiles de terminado el mes .</p>			
2			<p>elabora un Cuadro de Control de Bienes cuyo valor contable es mayor a 1/8 de una UIT.</p>			
3			<p>Revisa actualización de depreciación de los bienes existentes</p>			
4			<p>Concilia información con el área de Control Patrimonial</p>			
5			<p>Al término del ejercicio coordina con Patrimonio para Inventario</p>			
6			<p>Archiva documentación</p>			

GA, 30.-REGISTRO DE INFORMACION DE ENTRADA Y SALIDA DE EXISTENCIAS DE ALMACEN

PASOS			UNIDAD DE CONTABILIDAD			
1						
2						
3						
4						
5						
6						

GA, 31.-RECEPCION DE EXTRACTOS BANCARIOS



GA, 32.- REGISTRAR LAS VALORIZACIONES DE OBRA

