

4. LAND / PROPERTY ACQUISITION PROGRAM

The acquisition of land and reserves for the city's future various infrastructure programs- An investment strategy employed by the QC government since 2004, land banking program involves the tedious task of assessing site's suitability thru title checks, status of ownership if vacant or open space, conduct of research, site inspection, evaluation of properties offered for sale to the city or properties which the city intends to buy

Office or Division:	Special Projects Division (SPD), CPDD			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)			
Who may avail:	City Departments/Offices/Operating Units Barangay Officials Private entities QC residents/citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Official letter of intent to sell from the owner/proponent Photo copy of pertinent documents, lot plan 		Request letter to be accomplished by the proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If proposal is coming from the Client				
If land is pursued purposely by the city government				
1. Submit official letter of intent to sell with pertinent documents	Receive, record request/project proposal	None	5 mins	Project Development Officer III, LUID
	Assign and schedule site inspection		1 day (varies depending on the site location)	Project Development Officer III, CPDD
	Evaluate/Prepare recommendation report		2 hours	Project Development Officer I to III/ Planning Officer I to III, CPDD
	Identify and map/plot the site using GIS		25 mins.	Project Development Officer III, CPDD
	Prepare /Send letter request to concerned depts/offices for further evaluation: City Assessor's- lot verification and initial appraisal City Legal- legal opinion City Engineering- verification survey City Treasurer's - records on updated		5 days	Department Head of City Assessor's Office, City Legal Dept., Engineering Dept., and City Treasurer's Office

	realty tax payment, etc.)			
	Negotiate with the owner for lot acquisition Prepare letter of intent to buy the property (if viable) or letter denying request for proposal		15 mins	Department Head, CPDD
	If interested, request for the City Mayor's authority to negotiate and enter into a contract to acquire the lot Prepare City Council Resolution		30 mins.	Department Head, CPDD City Council (City Secretary)
	Land Appraisal: Include in the agenda of City Appraisal Committee (CAC) Meeting			Secretariat, CAC
	Draft necessary resolution or Committee report for approval and signature		1 hour.	City Appraisal Committee
	Acquisition Process: a) Prepare necessary Deed of Sale			City Legal Department
	b) Prepare draft deed of sale for review and signature by the proponent and of the City Mayor			City Legal Department
	c) Request for appropriation in the acquisition of the property thru preparation of Work Financial Plan (WFP)		15 mins.	Department Head, CPDD & City Budget
	d) Issue Advice of Allotment (AA)			City Budget Dept. Head, City Mayor
	e) Prepare Obligation Request (AA + supporting documents) and Disbursement Voucher (DV)		15 mins	PDO III, CPDD

	f) Issue Certificate of Availability of Funds (CAF) (OBR + AA + supporting documents) for pre/post audit			Fiscal Mgt. & Control Unit, City Accounting Dept.
	g) Evaluate OBR and DV			To FCU for auditing; to City Treasurer's Office for Request of Obligation and Allotment (ROA); DV for signature of the City Accountant, City Treasurer and the Hon. City Mayor
2. Receive Initial payment (50%)	Issuance and release of check payment			Cash Division, City Treasurer's Office
	Prepare breakdown of payment of taxes and fees: (Capital Gains Tax (CGT) and Documentary Stamp Taxes (DST) to BIR		1 day	Liaison Officer, CPDD
	* Same process (Steps c to g) in the acquisition process			City Budget Dept City Accounting Dept City Treasurer's Office Office of the Mayor
	Payment of CGT & DST to BIR Issue and release of Certificate Authorizing Registration (CAR) (O.R.+ supporting documents)		1 day	Liaison Officer, CPDD BIR Revenue District Office (RDO) Liaison Officer, CPDD
	Request to the City Treasurer's office in the Transfer Tax payment		15 mins. 5 working days	Department Head, CPDD Transfer Tax Certificate of Exemption c/o City Treasurer's Office)

	Computation of Registration fee to Registry of Deeds + plus supporting documents		3-5 days*	Liaison Officer, CPDD
	* Same process (Steps b to g) in the acquisition process			c/o City Budget Dept., City Accounting Dept., City Treasurer's Office, Office of the Mayor
	Pay Registration Fee to Registry of Deeds		1 day	Liaison Officer, CPDD
	Issue and release New TCT in the name of QC Government			c/o Registry of Deeds
3. Receive Final Pay (50%)	Same process (Steps f and g) in the acquisition process		10 days*	c/o City Accounting Dept., City Treasurer's Office, Office of the Mayor
	Issuance and release of check payment		1 day	c/o Cash Division, City Treasurer's Office
Total			14 days and 5 hrs.*	

*Note: * time may differ depending on the complexity of the request/proposal*