



## **11. RENEWAL OF REGISTRATION OF CITY-OWNED VEHICLES**

To ensure proper and maximum utilization of government properties particularly motor vehicles, renewal of registration in coordination with corresponding End-users, is facilitated by MPMCD with the Land Transpiration Office.

<b>Office or Division:</b>	<b>MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Quezon City Government Offices / Departments Barangays / Schools – Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Duly Accomplished Checklist Form (1 original copy &amp; 1 carbon copy)</li> </ul>		Motorpool Division, CGSD		
<ul style="list-style-type: none"> <li>Certificate of Cover (GSIS), 1 original copy</li> </ul>		GSIS thru CGSD		
<ul style="list-style-type: none"> <li>LTO-Certificate of Registration (1 photo copy)</li> <li>LTO-Official Receipt (photo copy)</li> </ul>		On file with CGSD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request (Checklist form) for renewal of registration	1.1. Receives and logs request	None	10 minutes	Receiving Staff Records Management and Control Division (RMCD)
	1.2. Forwards request for renewal to MPMCD, in coordination with Motorpool Division	None	10 minutes	
2. Wait for schedule (Depending on the availability of motor vehicle)	2.1. Assigns schedule for LTO inspection	None	10 minutes	Staff, Programming and Utilization Section (PUS) MPMCD
3. Brings motor vehicle at LTO for inspection.	3.1. Assists during inspection at LTO	None	3 hours	Staff PUS, MPMCD
4. None	4.1. Facilitates renewal of Registration	None	4 hours	Staff PUS, MPMCD



5.1 None	5.1. Transmits / forwards copy of LTO-OR (renewed) to RMCD for releasing	None	2 hours	Staff PUS, MPMCD
6. Receives photocopy of renewed O.R.	6.1. Provides photocopy of OR to end-user	None	10 minutes	Releasing Staff RMCD
	<b>TOTAL</b>	<b>None</b>	<b>1 day, 1 hour &amp; 40 minutes</b>	