



## **12. RETURN / TURN-OVER OF UNSERVICEABLE PROPERTIES**

Properties which are deemed unserviceable and / or excess by concerned departments / offices are returned/turned over to CGSD for proper disposal. Properties which can still be used or needed by other departments / offices will be reissued.

<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 / Schools – Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
4 original copies and 3 photocopies of the following: <ul style="list-style-type: none"> <li>Property Return Slip (PRS,LGU No.12(2))</li> <li>Inventory and Inspection Report of Unserviceable Properties (IIRUP, GF No. 17-A(2))</li> <li>Report of Waste Materials (RWM, GF No. 61-A(2))</li> </ul> 1 original copy and 3 photocopies of: <ul style="list-style-type: none"> <li>Approved Gate Pass</li> </ul>		MPMCD, CGSD		
		Buildings & Grounds Management Division (BGMD)		
<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 with complete requirements, for schedule and checking of unserviceable properties	1.1. Receives letter request	None	10 minutes	Receiving Staff Records Management and Control Division (RMCD)
2. None	2.1. Receives and verifies submitted requirements	None	20 minutes	Authorized Staff Inventory and Disposal Section (IDS), MPMCD
3. Bring the returned unserviceable properties to Manila Seedling Bank (MSB)	3.1. Conducts checking of returned unserviceable properties and transports to MSB	None	3 hours	Authorized Staff IDS, MPMCD



4. None	4.1. Reviews / Initials of Asst. Div. Chief/ Section Chief/ Authorized Staff	None	30 minutes	Asst. Division Chief/ Section Chief/ Authorized Staff MPMCD
	4.2. Approves / Signs of Division Chief	None	10 minutes	Division Chief MPMCD
5. Receives copy of PRS / IIRUP / RWM	5.1. Releases approved documents	None	5 minutes	Authorized Staff, IDS, MPMCD
	<b>TOTAL</b>	<b>None</b>	<b>4 hours &amp; 15 minutes</b>	