



23. PROVISION OF COPY/IES OF REQUESTED CITY TITLES

Provides certified true copy/ies of city-owned real properties to the requesting party for whatever legal purpose it may serve them.

Office or Division:	FIXED ASSETS MANAGEMENT AND CONTROL DIVISION (FAMCD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen, G2G– Government to Government			
Who may avail:	All City Constituents with Valid reasons (e.g. for City Development Project; Academic study or Thesis Reference)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request with authentication for Specific purpose (1 original copy and 2 photocopies)			<ul style="list-style-type: none"> • Client (Transacting Public) • Barangay • Other Agencies 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request for authentication	1.1. Receives & records Letter and forwards to the Dep't. Head	None	10 minutes	Receiving Staff Records Management and Control Division
2. Wait for appropriate action / release of request	2.1. Forwards request letter to the FAMCD from the Dep't. Head (with instructions)	None	5 minutes	City Gov't. Dep't. Head III
	2.2. Assigns request to Land Inventory Section (LIS)	None	10 minutes	Head, FAMCD
	2.3. Land Inventory Section (LIS) evaluates request / Answers Query / Addresses Client's request <i>(including the coordination process with concerned agencies)</i>	None	5 days	Clerical Staff Land Inventory Section (LIS) FAMCD
	2.4. Prepares final reply / Reviews and initials / Approves	None	1 hour	Clerical Staff, LIS / Head, FAMCD / City



	and Signs by the Dep't. Head			Gov't. Asst. Dep't. Head
	2.5. Forwards reply letter to RMCD	None	5 minutes	Research and Disposition Section (RDS), FAMCD
3. Receives response	3.1. Scans, logs, and releases reply letter to applicant / client	None	15 minutes	Releasing Staff RMCD
	TOTAL	None	5 days, 1 hour and 45 minutes	