



## 25. DISPOSAL OF FIXED STRUCTURES OWNED BY QUEZON CITY GOVERNMENT

Facilitation/documentation of unserviceable property with/without value for dropping from the Book of Accounts and for record purposes. .

<b>Office or Division:</b>	<b>FIXED ASSETS MANAGEMENT AND CONTROL DIVISION (FAMCD)</b>			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Departments/Offices Barangay Chairman/School Principals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Inventory and Inspection Report of Unserviceable Properties (IIRUP) (3 original copies)</li> <li>• Letter of Request for disposal/Barangay Resolution (1 original copy and 2 photocopies)</li> <li>• Report of Waste Materials (RWM) (3 original copies)</li> <li>• Latest photo of structure (3 original copies)</li> </ul>		<ul style="list-style-type: none"> <li>• Barangay Chairman</li> <li>• School Principal</li> <li>• Head of Offices</li> </ul>		
<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 letters	1.1. Receives and records request letter and forwards to the Department Head	None	5 minutes	Receiving Staff Records Management and Control Division
2. None	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 to section concerned	None	5 minutes	Head, FAMCD
3. Participates / witness the conduct of ocular inspection	3.1. Conduct Ocular Inspection	None	1 day	Staff, FAMCD
4. None	4.1. Preparation of In-House Appraisal Documents (Committee on Award)	None	1 day	Staff Research and Disposition Section FAMCD



	<p>4.2. For Approval of the In-House Appraisal by the Committee on Awards</p> <ul style="list-style-type: none"> <li>• CGSD</li> <li>• City Budget</li> <li>• City Treasurer</li> <li>• City Accounting</li> </ul>	None	4 days	Head of Department Concerned/ Secretariat
	<p>4.3. Evaluation of Documents Prior to Disposal</p> <ul style="list-style-type: none"> <li>• Request Letter/ Brgy. Resolution</li> <li>• Photo of Property</li> <li>• I &amp; IRUP</li> <li>• In House Appraisal</li> </ul>	None	1 hour	Staff Research and Disposition Section FAMCD
	<b>TOTAL</b>	<b>None</b>	<b>6 days, 1 hour, and 15 minutes</b>	